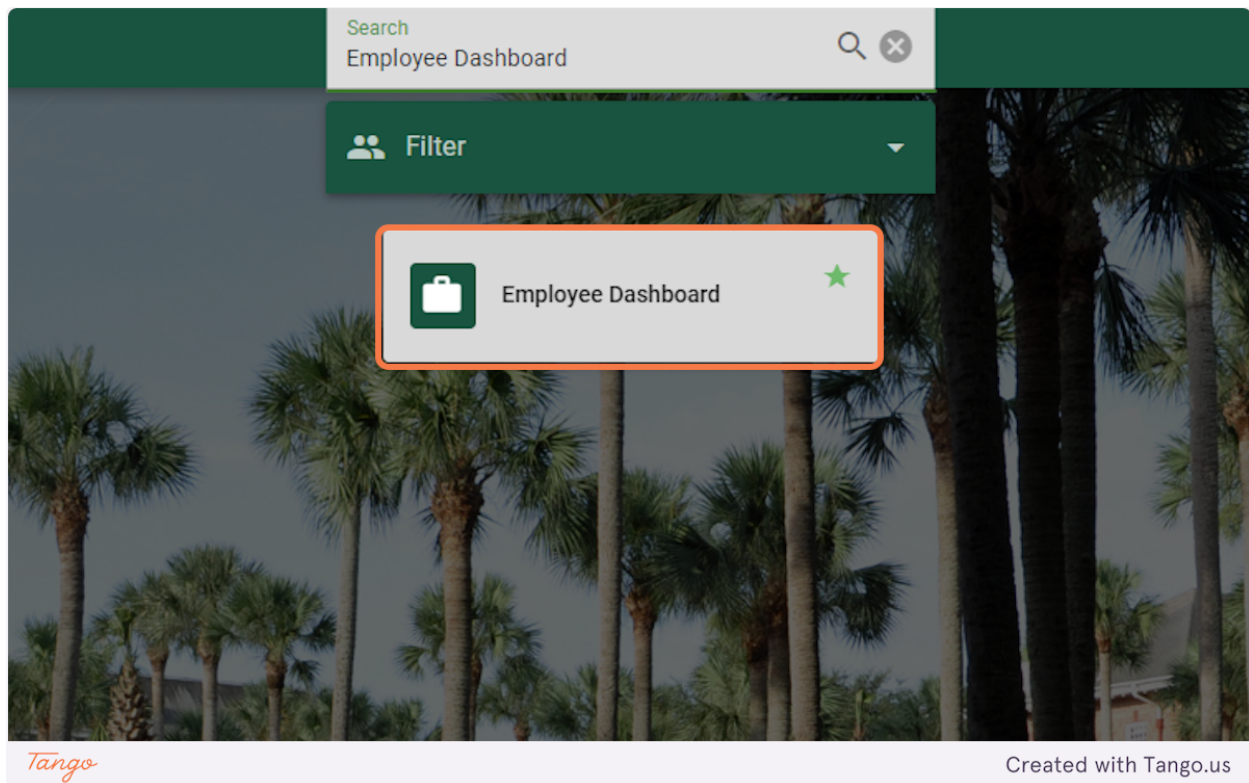


STUD01: Hiring a Student who has NOT Previously Worked at Stetson

You can ask the student in the application/interview process if they have worked and received a paycheck from Stetson previously.

1. Log in to your MyStetson and select the "Employee Dashboard"



2. Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Benefits Administrator](#)

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3. Click on "New EPAF" to hire the student

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Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#)

[EPAF Proxy Records](#)

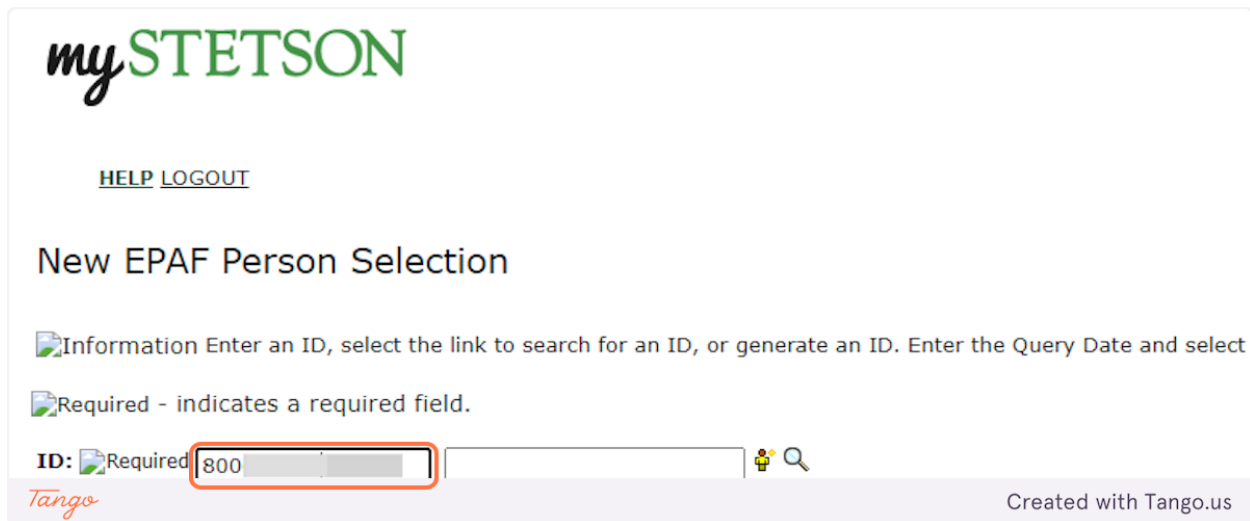
[Act as a Proxy](#)

RELEASE: 8.18 (DLCH02:B8-ORDS-SSB-PROD-77FF5668DC-49F

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4. If you know the student's ID number, you can enter it in the box below. (Skip to Step 8)




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New EPAF Person Selection

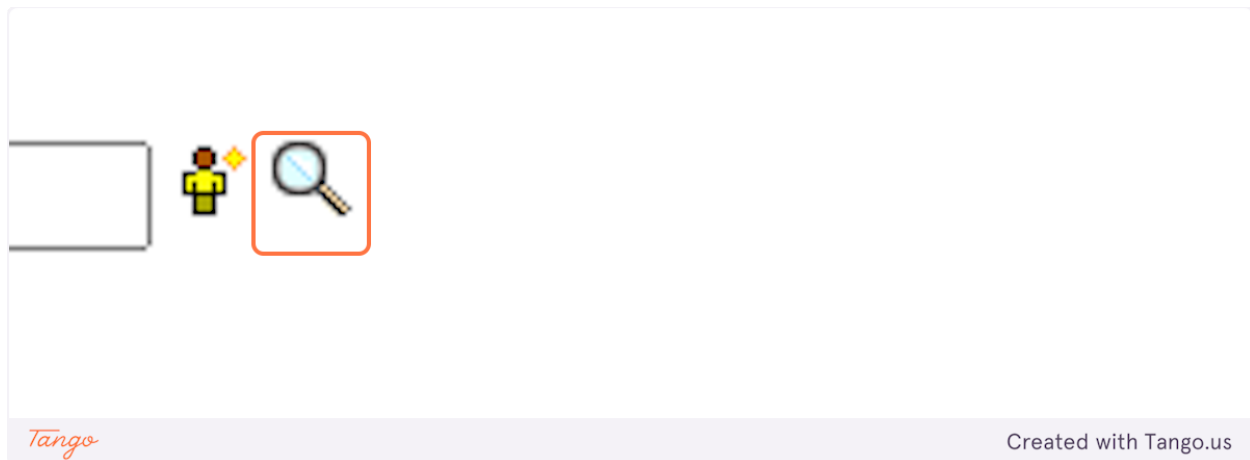
Information Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select



Required - indicates a required field.

ID: 

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5. If you do not know the student's ID number, click on the Magnifying Glass next to the box to search for the student.




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6. Enter the student's full first and last name. (This search is based on the full legal first/last name and not preferred name). Then click "Go."

Person Search

 Information Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an

Search Criteria

Employee:

Last Name:

First Name:

Or

ID:

Or

SSN/SIN/TIN:

Records per Page: ▼



[New EPAF](#)

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7. You may see multiple results listed. If you see the student you wish to hire, click on the green 800#. If you are not 100% sure that you have the correct student or cannot find the student through this search process, please reach out to the student and get their ID number.

[Jump to Bottom](#)

ID	Last Name	First Name	Middle Name	Birth
800	Last	First	Middle	Nov 17

1 - 1 of 1

[Return to Top](#)


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8. Enter the Query Date. This should be the anticipated START date in the format MM/DD/YYYY. (It will default to today's date)

[HELP](#) [LOGOUT](#)

New EPAF Person Selection


 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date Information and select the Approval Category. Select Go.

 Required - indicates a required field.

ID:  Required 

The Student's Name and 800# will appear here

Query Date: MM/DD/YYYY  Required

Approval Category:  Required

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9. When the Approval Category is wrong, the EPAF cannot be processed and you will need to Delete/Void the EPAF and begin again. To verify the Approval Category, select any option from the drop down.

Approval Category: Required Hire existing Student Employee into a new Position, STUD02 ▼

Caution There are no active jobs based on the Query Date.

Tango Created with Tango.us

10. Click on the "All Jobs" button. You should complete this step on every EPAF to limit errors.

Approval Category: Required Hire existing Student Employee into a new Position,

Caution There are no active jobs based on the Query Date.

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11. If the student has not worked on campus before, you will see the below message, and the STUD01 category is correct.

If instead, you see positions listed, you are using the wrong approval category.

If your position is not listed, refer to the STUD02 tutorial.

If your position is listed, refer to the STUD03 tutorial.

Approval Category: Required Hire existing Student Employee into a new Position, STUD02 ▼

Caution **There are no active jobs based on the Query Date.**

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12. Since no jobs appeared, you can proceed and select "Hire Student who has never worked on campus as employee, STUD01" from the Approval Category dropdown.

Approval Category: Required Hire Student who has never worked on campus as employee, STUD01 ▼

Caution There are no active jobs based on the Query Date.

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13. Confirm the information and QUERY DATE are correct. Click on "Go"

Approval Category: Required Hire Student who has never worke

Go

Caution There are no active jobs based on the Query Date.

All Jobs

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14. If the ID, Query Date, or Approval Category are not correct, you will need to start over.

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New EPAF Job Selection

Information Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: First Middle Last, 800775710

Query Date: Jul 01

Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

Caution There are no active jobs based on the Query Date.

All Jobs

Next Approval Type Go

[New EPAF](#)

[Return to EPAF Menu](#)

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15. Enter the Position Number. It will begin with an "S" and is followed by 5 more digits. (Do not use the search function)

When the position number is wrong, the EPAF cannot be processed, and you will need to Delete/Void the EPAF and begin again.

Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	S05041								<input type="radio"/>

Caution There are no active jobs based on the Query Date.

All Jobs

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16. Enter the Suffix, which is ALWAYS "00" (double zero).

When the suffix is wrong, the EPAF cannot be processed, and you will need to Delete/Void the EPAF and begin again.

Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources					<input type="radio"/>

Caution There are no active jobs based on the Query Date.

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17. This will autofill with the Position Title and Org from Banner.

Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources					<input type="radio"/>

Caution There are no active jobs based on the Query Date.


All Jobs


Next Approval Type | Go

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18. Click on "Go"

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title
	New Job	S05041	00	Student Asst - Stdnt Empl

 Caution There are no active jobs based on the Query Date.

All Jobs

Next Approval Type

Go


RELEASE: 8.21.0.1 (DLCH02:B8-ORDS-SSB-PROD-77FF5668)

Tango






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19. The first section "Create New Employee Record" should NOT be changed.

[Jump to Bottom](#)

 Required - indicates a required field.

Create New Employee Record

Item	Current Value	New Value
Employee Class Code:  Required(Not Enterable)		ST
Employee Status: (Not Enterable)		A
Home COAS:  Required(Not Enterable)		S
Home Organization:  Required(Not Enterable)		5041
Location Code:  Required(Not Enterable)		MAIN
Campus Code:  Required(Not Enterable)		D

Tango

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20. The second section "Create or Add a New Hourly Job" does REQUIRE information to be added.

Employee Status: (Not Enterable)

Home COAS: Required(Not Enterable)

Home Organization: Required(Not Enterable)

Location Code: Required(Not Enterable)

Campus Code: Required(Not Enterable)

Create or Add a New Hourly Job, S05041-00 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY <input type="text"/> Required		<input type="text"/>
Jobs Effective Date: MM/DD/YYYY <input type="text"/> Required		<input type="text"/>
Personnel Date: MM/DD/YYYY <input type="text"/>		<input type="text"/>
Contract Type: <input type="text" value="P"/> Required(Not Enterable)		<input type="text"/>
Title: (Not Enterable)		<input type="text"/>
Salary Grade: <input type="text" value="LVL01"/>		<input type="text"/>
Regular Rate: <input type="text"/> Required		<input type="text"/>
Step: <input type="text" value="0"/> Required(Not Enterable)		<input type="text"/>
Job Change Reason: <input type="text" value="00010"/> Required(Not Enterable)		<input type="text"/>
Timesheet Orgn: <input type="text"/> Required		<input type="text"/>

Job Labor Distribution, S05041-00 Student Asst - Stdnt Employmnt

Current
Effective Date: 07/01/2023
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY <input type="text" value="07/01/2023"/>

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21. Check the pay information. You should have received a pay level (LVL01, LVL02, LVL03, VARIS, STPND, or GRANT) in your email. It will likely stay at the base default rate, but if your position has been approved as a Level 2 or 3, you will enter LVL02 or LVL03 accordingly.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY <input type="text"/> Required	This area should be blank, since it is a STUD01	<input type="text" value="07/01/2024"/>
Personnel Date: MM/DD/YYYY <input type="text"/>		<input type="text" value="07/01/2024"/>
Title: (Not Enterable)		<input type="text"/>
Salary Group: <input type="text" value="2024"/> Required(Not Enterable)		<input type="text" value="2024"/>
Salary Grade: <input type="text" value="LVL01"/> Required		<input type="text" value="LVL01"/>
Regular Rate: <input type="text"/> Required		<input type="text"/>
Step: <input type="text" value="0"/> Required(Not Enterable)		<input type="text" value="0"/>
Job Change Reason: <input type="text" value="00019"/> Required(Not Enterable)		<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY <input type="text"/> Required(Not Enterable)		<input type="text"/>
Job Status: <input type="text"/> Required(Not Enterable)		<input type="text"/>

You do not need to adjust these dates. They were set by the Query Date you entered previously.

If it is NOT blank, you need to start over and change the approval category to STUD01

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22. This rate should reflect the \$/hour per the pay level. It should be changed to 13.25 if the position is LVL02 or 13.75 if the position is LVL03. If the position is STPND, VARIS, or GRANT, put in the appropriate rate if known, otherwise, leave the default rate.

If you don't know the Salary Grade, please keep the default values and leave a Comment in the Comment Box at the bottom for us to update accordingly.

Required (Not Enterable)
 Title: (Not Enterable)
 Salary Grade: LVL01
 Regular Rate: 13
 Required
 Step: Required (Not Enterable) 0
 Job Change Reason:
 Required (Not Enterable)

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23. Enter the Timesheet Orgn. This is a MANDATORY step and your EPAF will NOT submit if this is not entered. This is a four-digit number. It is often the last four numbers of the position number. It is the University's organization number for your department.

Enterable)
 Title: (Not Enterable)
 Salary Grade: LVL01
 Regular Rate: Required 13
 Step: Required (Not Enterable) 0
 Job Change Reason: Required (Not Enterable) 00010
 Timesheet Orgn: Required 5041

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24. The third section "Job Labor Distribution" should NOT be changed.

Job Labor Distribution, S05041-0 Student Asst - Stdnt Employmnt

Current
 Effective Date: [Redacted]

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
 Effective Date: MM/DD/YYYY 07/01/2024

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date	Remove
S	100102	5041	60202	5002					100.00				<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>

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Default from Index Save and Add New Rows

End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		06/30/2025
Personnel Date: MM/DD/YYYY		05/11/2025
Job Status: Required(Not Enterable)		T

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28. BOTH the Jobs Effective Date and Personnel Date MUST MATCH or there will be errors in submitting the form.

Success Icon Job Labor Distributions defaulted from the working Position Labor Distributions for fiscal year 2024, position S05041.

Default from Index Save and Add New Rows

End Job Assignment, S05041-00 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		06/30/2024
Personnel Date: MM/DD/YYYY		06/30/2024
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

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29. BOTH the Jobs Effective Date and Personnel Date MUST MATCH or there will be errors in submitting the form.

Default from Index Save and Add New Rows

End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		06/30/2025
Personnel Date: MM/DD/YYYY		06/30/2025
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

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30. The "Routing Queue" should look like the below. If it does not, please follow the instructions on our website for "Setting Up the Default Routing Queue."

Routing Queue

Approval Level	User Name	Required Action
81 - (PY-FYI) Payroll FYI	EMENDEZ	FYI
89 - (SE-RVW) Student Employment Review	STUEMPUSR	Approve
90 - (SE-APL) Student Employment Apply	AMNGUYEN	Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

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31. Add any Comments that would be helpful in processing. This is a good place to note if you were unsure of the Pay Level or Salary Grade.

Jobs Effective Date: MM/DD/YYYY Required

Personnel Date: MM/DD/YYYY

Job Status: Required(Not Enterable)

Job Change Reason: Required(Not Enterable)

Routing Queue

Approval Level	User Name	Required Action
81 - (PY-FYI) Payroll FYI	EMENDEZ	Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review	STUEMPUSR	Sam Tuempusr
90 - (SE-APL) Student Employment Apply	AMNGUYEN	Hoang Minh Anh Nguyen
Not Selected		
Not Selected		
Not Selected		
Not Selected		

Comment

[Approval Types](#) |
 [Account Distribution](#) |
 [Routing Queue](#) |
 [Comments](#) |
 [Transaction History](#)

[Return to Top](#)

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32. Click "Save"

Comment

[Approval](#)

Save

[Return to Top](#)

Tango


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33. At the top, you should see the notification that "Your change was saved successfully." If it does not, you will likely see the error(s) listed. Please refer to our EPAF Troubleshooting Guide for how to correct these.

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Electronic Personnel Action Form

 Your change was saved successfully.

 Information Enter the information for the EPAF and either Save or Submit

Name and ID: First Middle Last, 800 [REDACTED]

Transaction: 21239

Query Date: Jul 01,

Transaction Status: Waiting


Approval Category: Hire Student who has never worked on campus as employee, STUD01


Tango

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34. It will also show the Transaction Status as "Waiting" since it has not been fully submitted. This means it has not been received by Student Employment for approval or processing.

Electronic Personnel Action Form

 Success Icon Your change was saved successfully.

 Information Enter the information for the EPAF and either Save or Sub

Name and ID: First Middle Last, 800:

Transaction: 21239

Transaction Status: Waiting

Approval Category: Hire Student who has never worked on campus as e

[Approval](#)

Tango Created with Tango.us

35. Click "Submit." If you do not, we will not be able to review and process the EPAF until this is done.

Success Your change was saved successfully.

Information Enter the information for the EPAF and either Save or Submit

Name and ID: First Middle Last, 800: [redacted]

Transaction: 21239

Transaction Status: Waiting

Approval Category: Hire Student who has never worked on campus as em

[Approval Ty](#)

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36. Once you see the success message at the top and the "Pending" status, you can be sure it has been submitted for processing. Also, when you hit "Submit," the student will receive an automated email regarding next steps.

Electronic Personnel Action Form

Success **The transaction has been successfully submitted.**

Information Enter the information for the EPAF and either Save or Submit

Name and ID: First Middle Last, 800: [redacted]

Transaction: 21239 **Query Date:** Jul 0

Transaction Status: **Pending**

Approval Category: Hire Student who has never worked on campus as employee, STUD01

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37. Next Steps for STUD01s

1. The student will receive an automated email asking them to log into their MyStetson account and accept the position. We cannot move forward without this step.

2. The business day following the EPAF submission, the student will receive an email requesting them to set up an appointment to complete the I-9 and W-4 process in person. (Appointments available daily).
 3. Once the student completes the employment paperwork, we will process paperwork within three business days. (Outside factors could delay this process.)
 4. When the hiring process is complete, the student and supervisor will receive an email stating they can begin work.
 5. **THE STUDENT CANNOT BEGIN WORK** until this “Employment Approved” email is received.
-