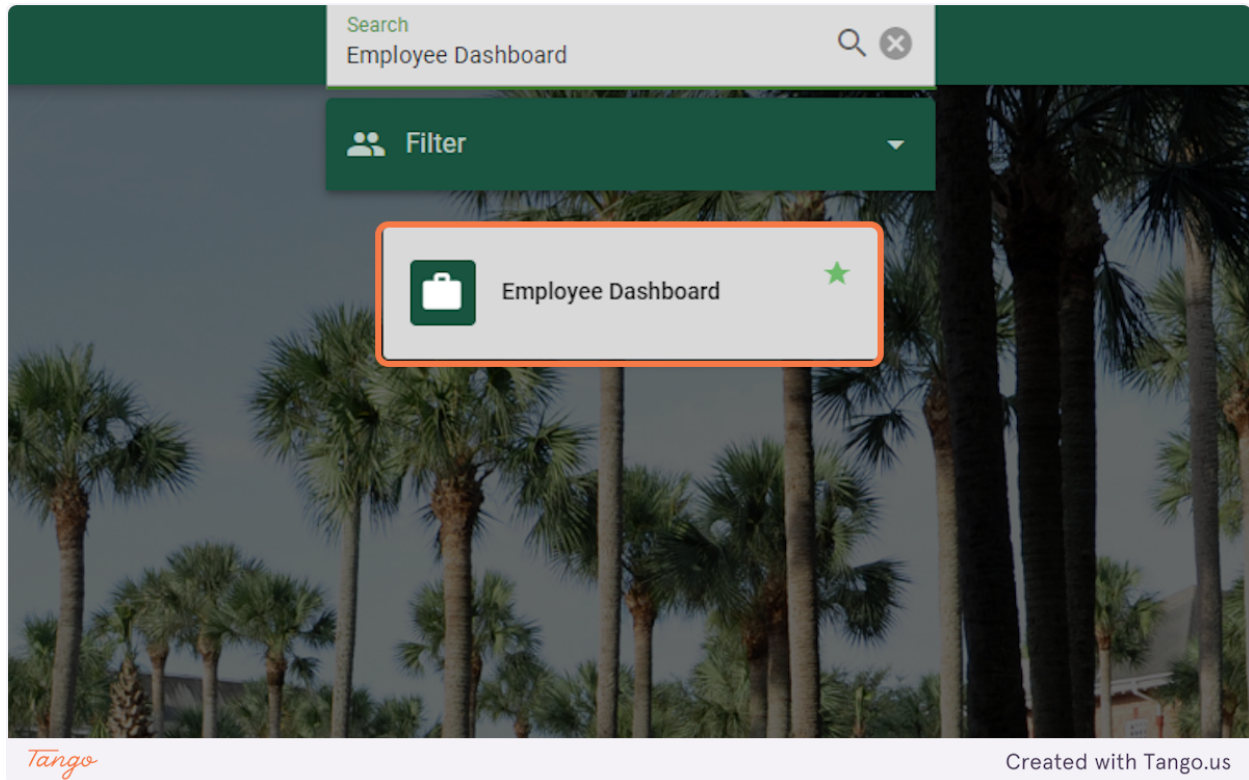# STUD02: Hiring a Previously Employed Student into a NEW Position

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 Leave Report

Approve Leave Request

Electronic Personnel Action Forms (EPAF)

Benefits Administrator

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

HELP LOGOUT

Electronic Personnel Action Form

EPAF Approver Summary
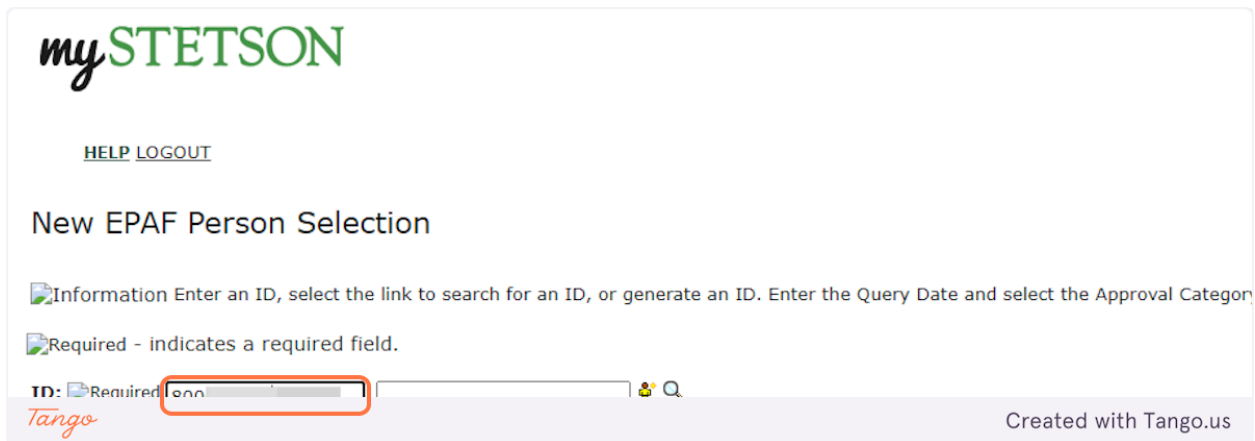EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

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

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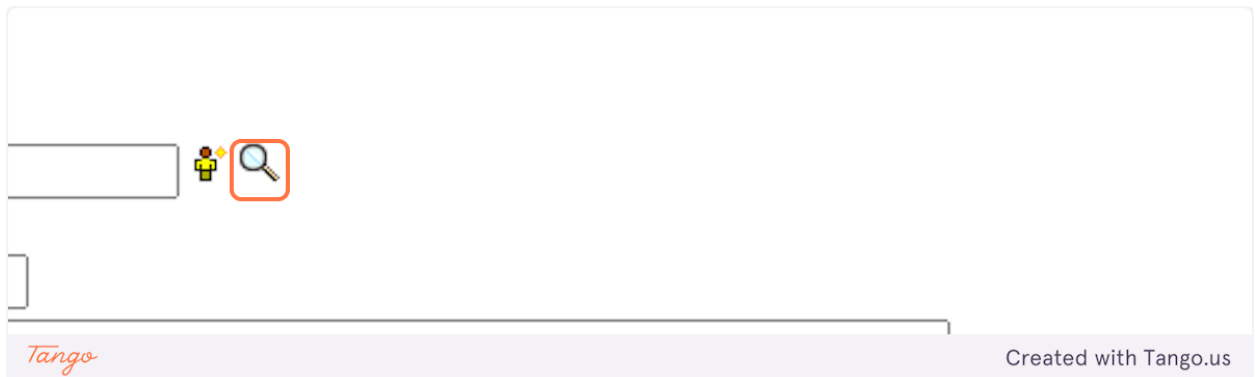
myＳTETSON

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 the Approval Category

Required - indicates a required field.

ID: Required 900

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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:	Last
First Name:	First
Or	
ID:	
Or	
SSN/SIN/TIN:	

Records per Page: 25 ▾

Go

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

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)

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 the Approval Category. Select Go.

Required - indicates a required field.

The Student's Name and 800# will appear here

ID: Required [800   ] [First Middle Last   ] 🔍

Query Date: MM/DD/YYYY Required [07/01/2025]
Approval Category: Required [Not Selected ∨]

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

Go

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

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, STUD02

Go

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

All Jobs

EPAF Approver Summary | EPAF Originator Summary

Return to EPAF Menu

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11. If the student has worked before, you will see one or more positions listed. If your position is NOT listed, continue through these STUD02 hiring instructions.

If no positions are listed, refer to the STUD01 tutorial.

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

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

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources	Oct 28, 2020	Jan 21, 2023	Jan 20, 2023	Terminated
Secondary	S35041	00	HR Support & Project Assistant	5041, Human Resources	Jan 12, 2023	Jun 30, 2023	Jun 09, 2023	Active

Active Jobs

12. Since jobs did appear, but not the job this student is being hired into, you can proceed and select "Hire existing Student Employee into a new Position, STUD02" from the Approval Category dropdown.

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

Go

Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Primary	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources	Oct 28, 2020	Jan 21, 2023	Jan 20, 2023	Terminated
Secondary	S35041	00	HR Support & Project Assistant	5041, Human Resources	Jan 12, 2023	Jun 30, 2023	Jun 09, 2023	Active

Active Jobs

13. Confirm the information and QUERY DATE (the anticipated START date) are correct. Click on "Go"

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

Go

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

All Jobs

EPAF Approver Summary | EPAF Originator S

Return to EPAF Menu

RELEASE: 8.21.0.1 (DLCH02:B8-ORDS-SSB-PROD-77FF5668DC-49FNX)

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

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.

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.

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

Approval Category: Add Student Position, STUD02

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	En
🔍	New Job	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources		

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

[All Jobs]

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

19. The first section "Create or Add a New Hourly Job" REQUIRES information to be added.

20. 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.

21. This rate should reflect the $13/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.

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

22. 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.

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

23. The second section "Job Labor Distribution" should NOT be changed.

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

Current
Effective Date:
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		☐

24. The third section "End Job Assignment" MIGHT need to be changed depending on the position needs. It should only be changed if the End Date is NOT the default date of graduation.

25. The default End Date is the date of graduation. Only change this if you wish to adjust the End Date. Completing this step incorrectly will create errors in processing. Please only update if necessary.

26. The adjusted end date must be in the format MM/DD/YYYY. This date must not be later than 06/30/2025.

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

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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28. 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
1 - (PY-FYI) Payroll FYI	EMENDEZ	Eva Guadalupe Mendez	FYI
9 - (SE-RVW) Student Employment Review	STUEMPUSR	Sam Tuempusr	Approve
0 - (SE-APL) Student Employment Apply	AMNGUYEN	Hoang Minh Anh Nguyen	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

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29. 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] 06/30/2024
Personnel Date: MM/DD/YYYY 06/30/2024
Job Status: ![Required](Not Enterable) T
Job Change Reason: ![Required](Not Enterable) 00015

Routing Queue

Approval Level		User Name	
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	🔍		

Save and Add New Rows

Comment

Approval Types | Account Distribution | Routing Queue | Comments | Transaction History

Save
Return to Top

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30. Click "Save"

Comment

Approval

Save
Return to Top

Created with Tango.us

31. 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.

32. 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

Save   Submit   Delete

Approval

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

Success Icon Your change was saved successfully.

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

Name and ID: First Middle Last, 800

Transaction: 21239

Transaction Status: Waiting

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

Save   Submit   Delete

Approval Ty

34. 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.

35. Next Steps for STUD02s

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 position acceptance, the Student Employment Office will review the EPAF. If there are no errors, it will be processed within three business days. Any issues will be communicated with supervisor. If the status is not "PENDING" we cannot process the EPAF.
3. When the hiring process is complete, the student and supervisor will receive an email stating they can begin work.
4. THE STUDENT CANNOT BEGIN WORK until this "Employment Approved" email is received.