# STUD03: Re-Hiring a Student into a Previously Held Position

37 Steps View most recent version on Tango.ai

---

| Created by | Creation Date | Last Updated |
| --- | --- | --- |
| Casey McLallen | Jun 22, 2023 | Mar 20, 2025 |

# STUD03: Re-Hiring a Student into a Previously...

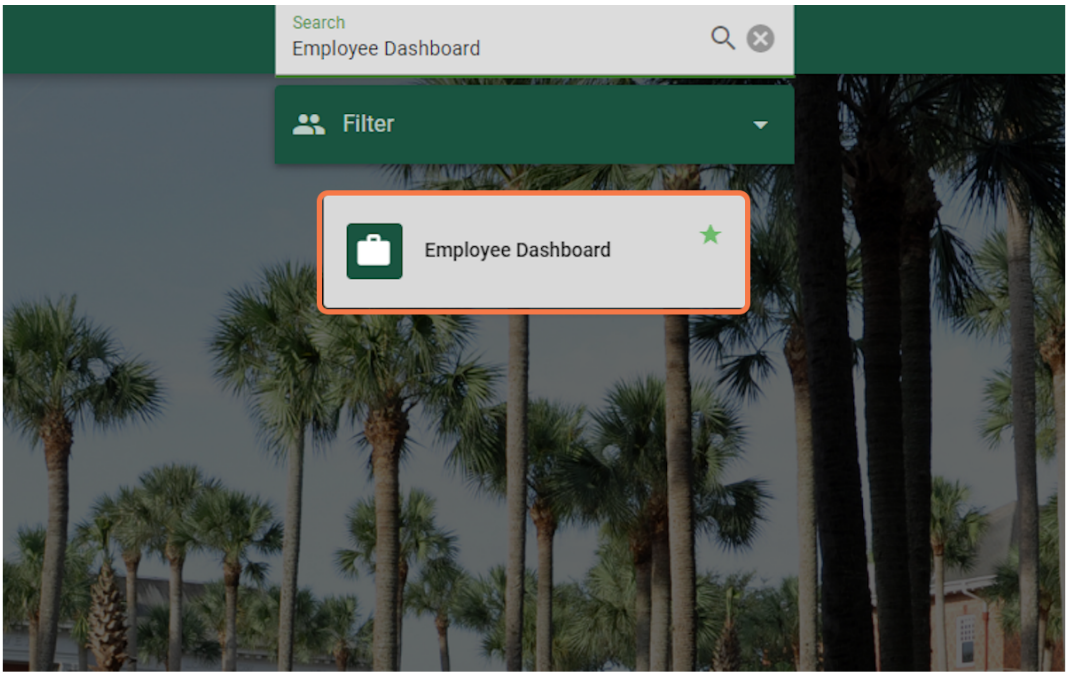
37 Steps

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

---

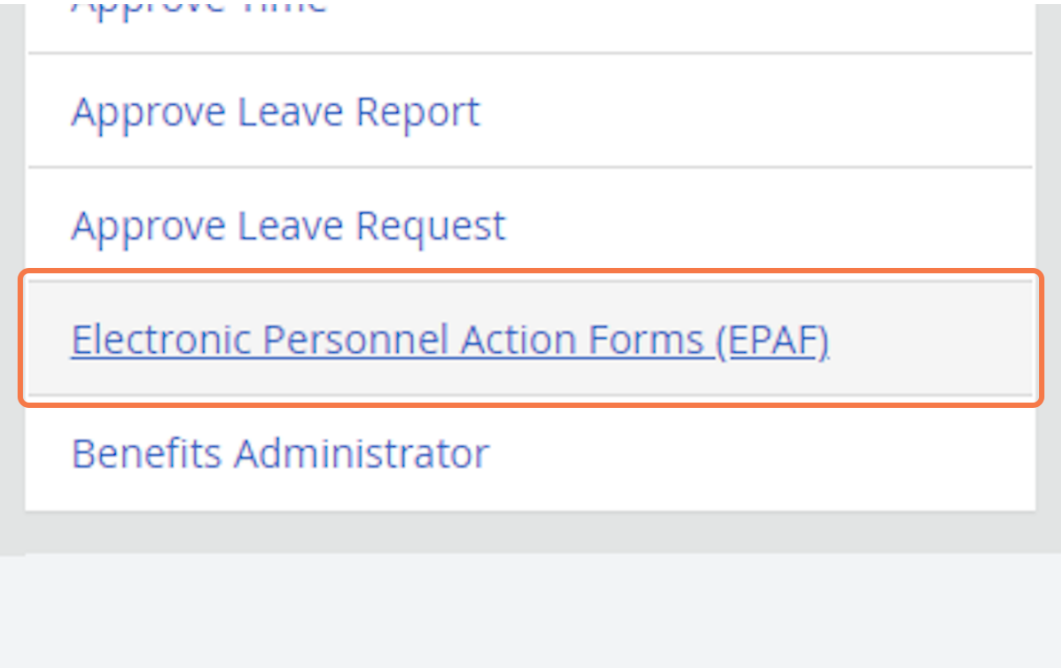
STEP 1

## Log in to your MyStetson and select the "Employee Dashboard"



STEP 2

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



STEP 3

## Click on "New EPAF" to hire the student

STEP 4

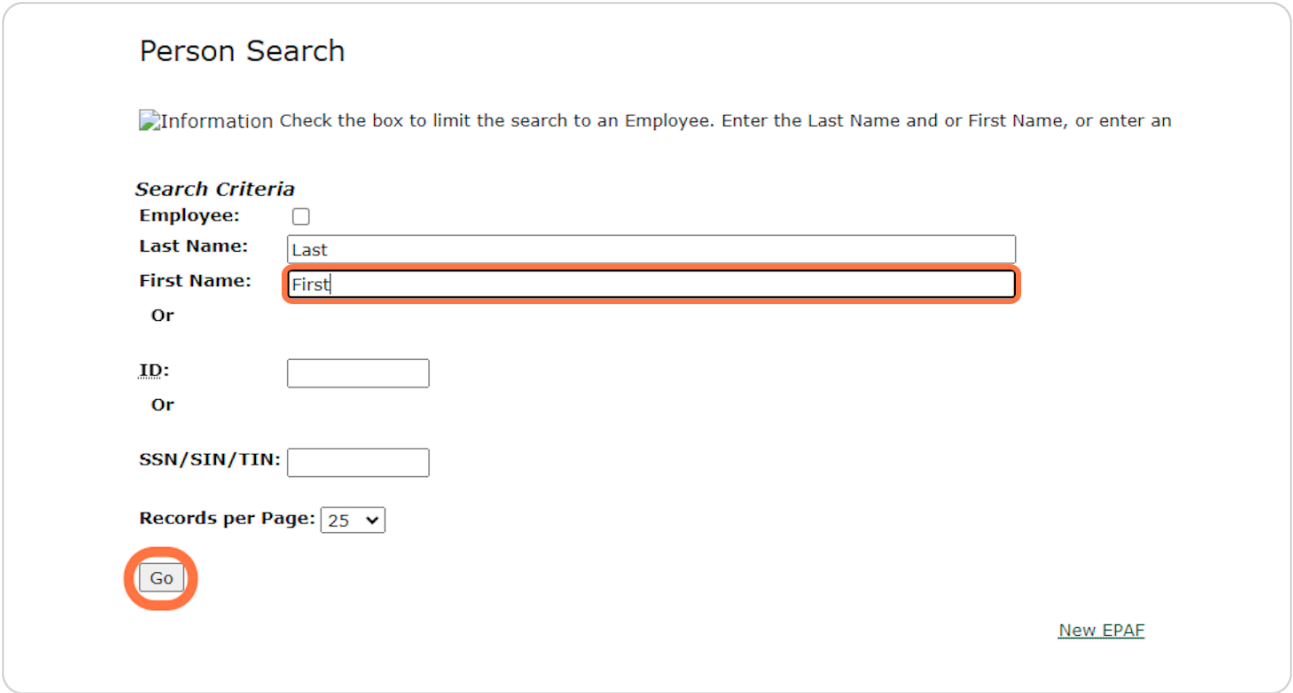
## If you know the student's ID number, you can enter it in the box below. (Skip to Step 8)

STEP 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.**

STEP 6

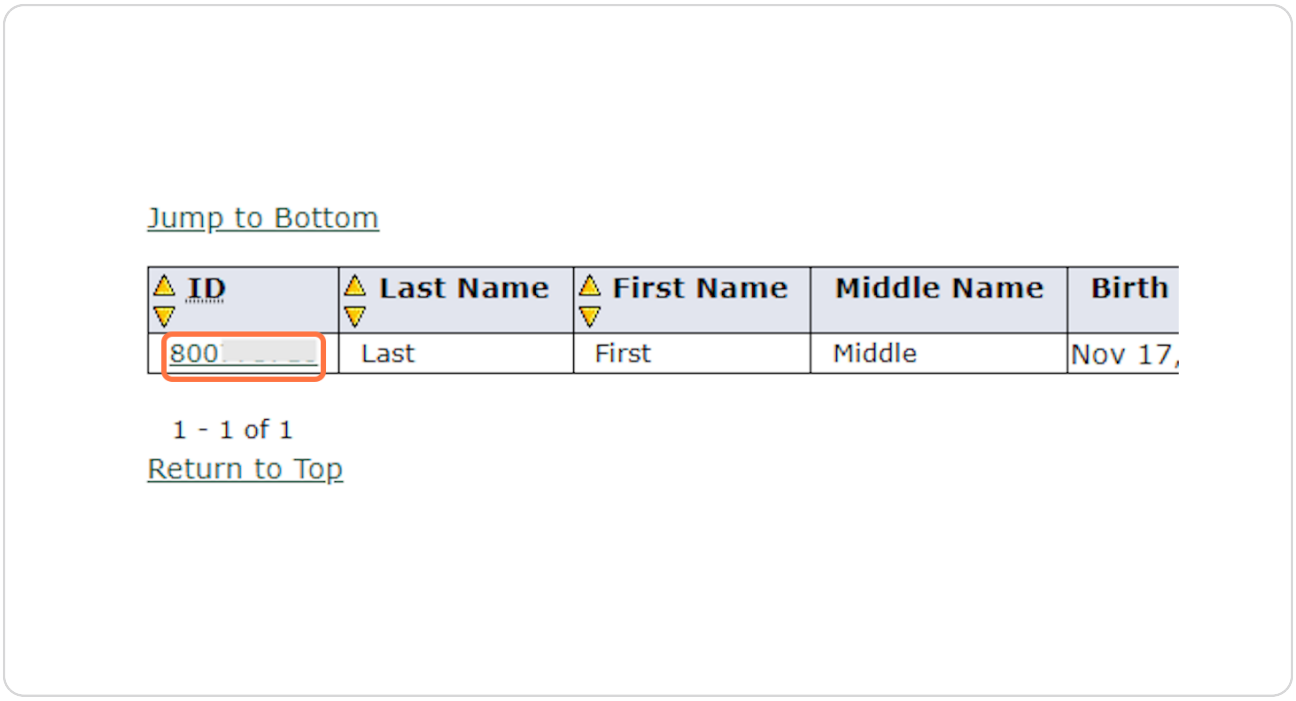
**Enter the student's full first and last name. (This search is based on the full legal first/last name and not preferred name). Then click "Go."**



STEP 7

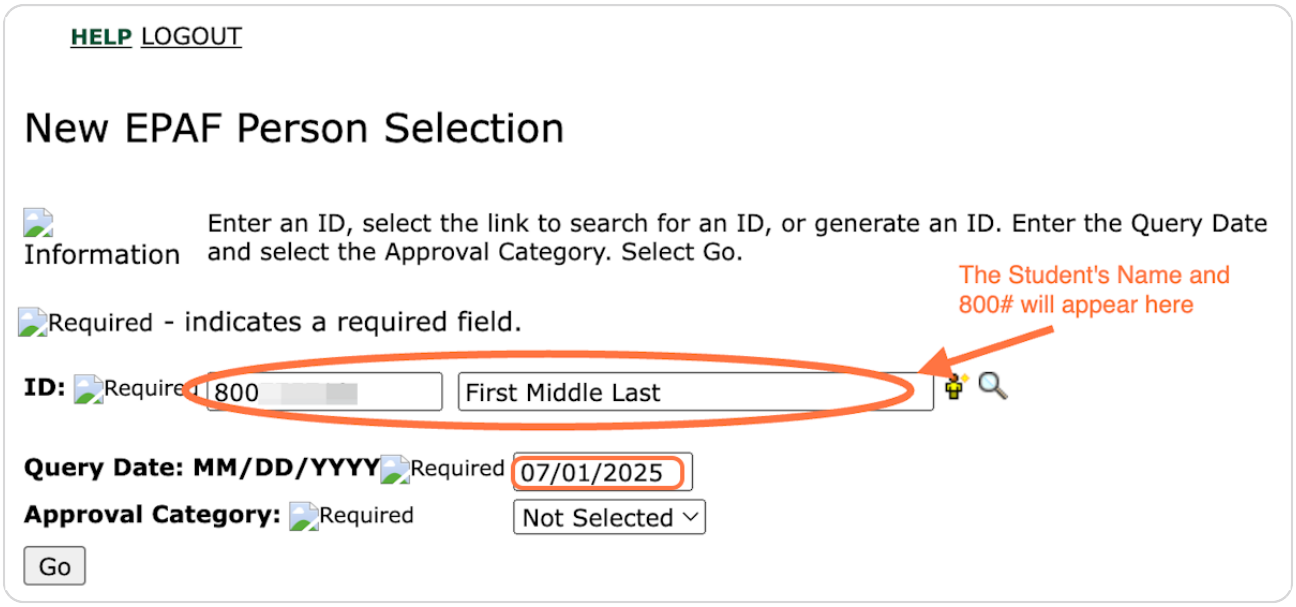
## You may see multiple results listed. If you see the student you wish to hire, click on the green 800#.

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.



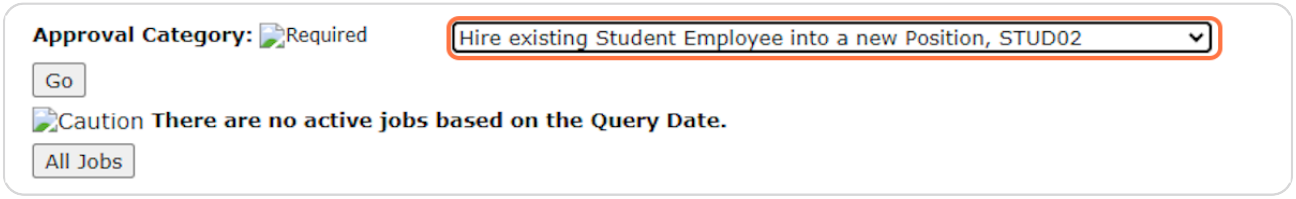
STEP 8

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



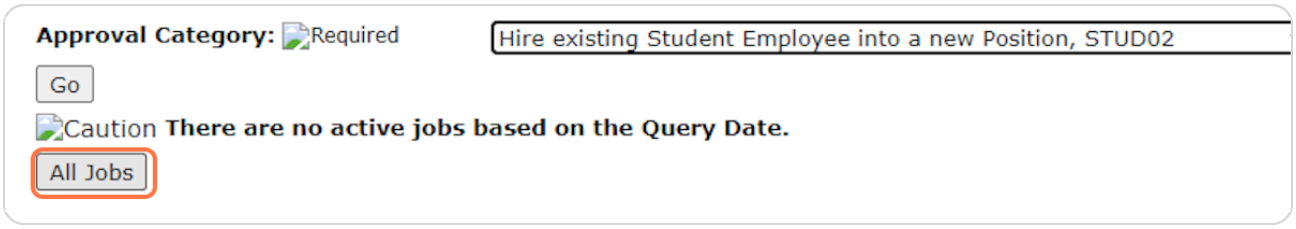

STEP 9

**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.**



STEP 10

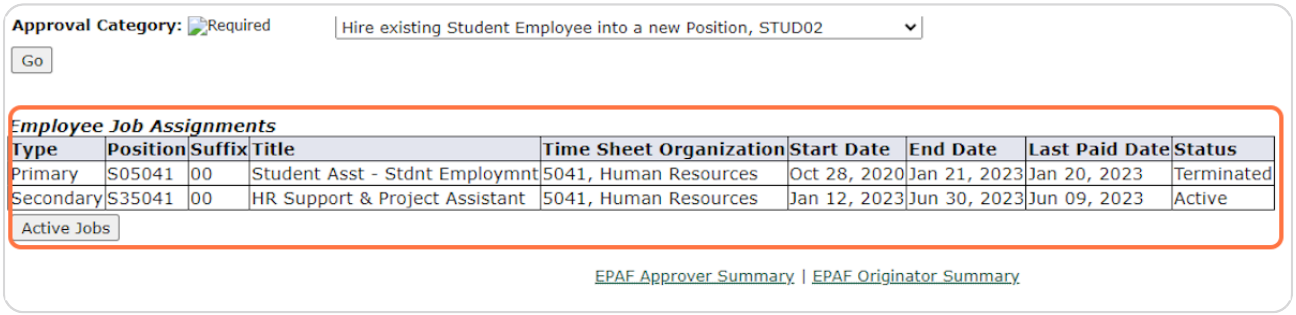
## Click on the "All Jobs" button. You should complete this step on every EPAF to limit errors.




STEP 11

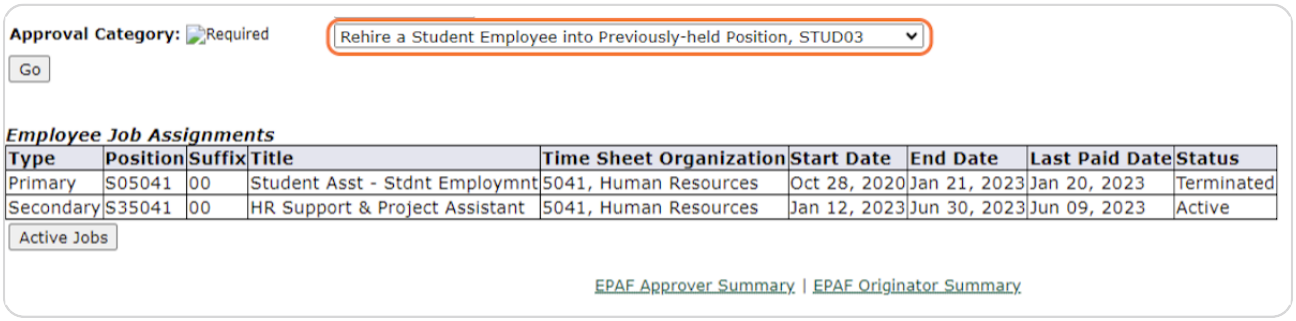
## If the student has worked before, you will see one or more position NUMBERS listed. If your position NUMBER is listed, continue through these STUD03 hiring instructions.

If no positions are listed, refer to the STUD01 tutorial.
If your position NUMBER is NOT listed, refer to the STUD02 tutorial.



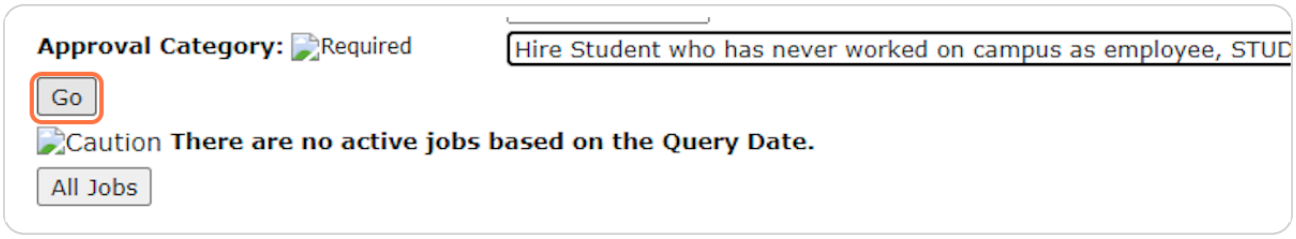
STEP 12

## Since jobs did appear, including the position NUMBER this student is being hired into, you can proceed and select "Rehire a Student Employee into Previously-held Position, STUD03" from the Approval Category dropdown.



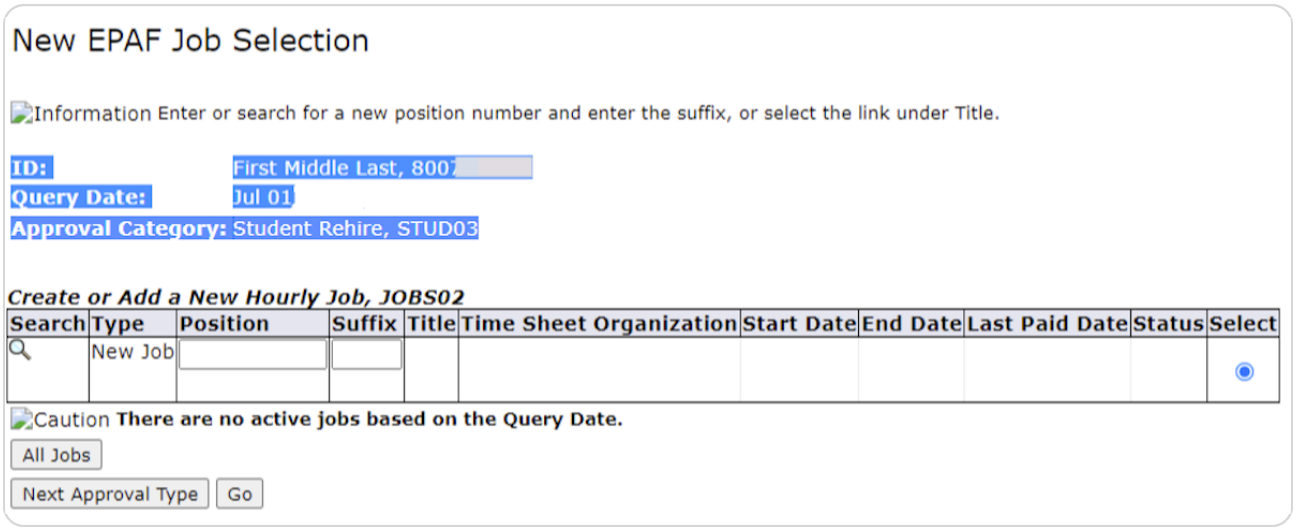

STEP 13

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



STEP 14

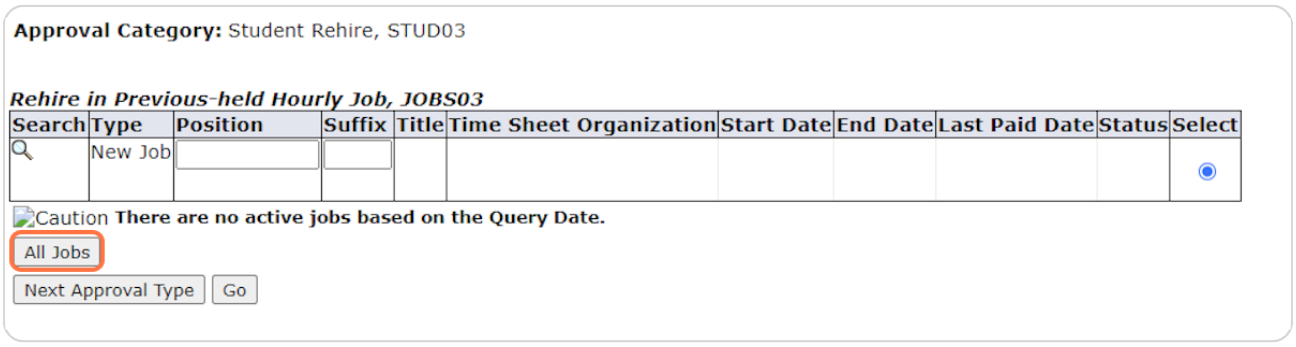
## If the ID, Query Date, or Approval Category are not correct, you will need to start over.




STEP 15

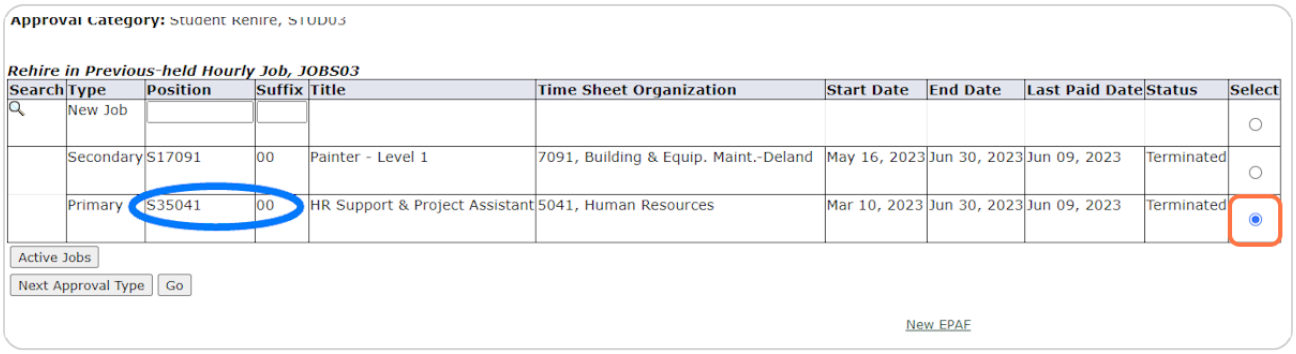
## Click the "All Jobs" button to search for your position.

Position names and numbers may have changed this year. Be sure to use the correct FY24 position NUMBER and not name. If the correct position NUMBER does not appear, start over with the STUD02 category.



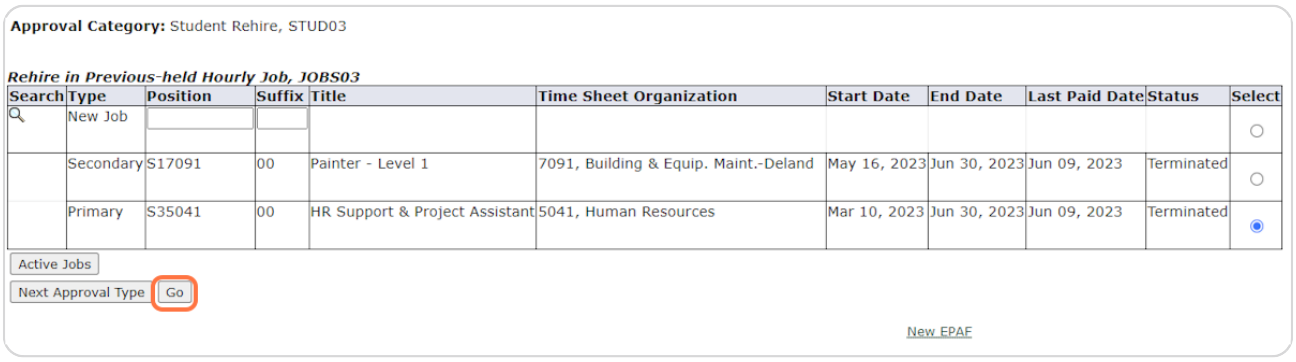
STEP 16

## If the Position NUMBER matches the position you are hiring for, select the button all the way in the far right column of that position.



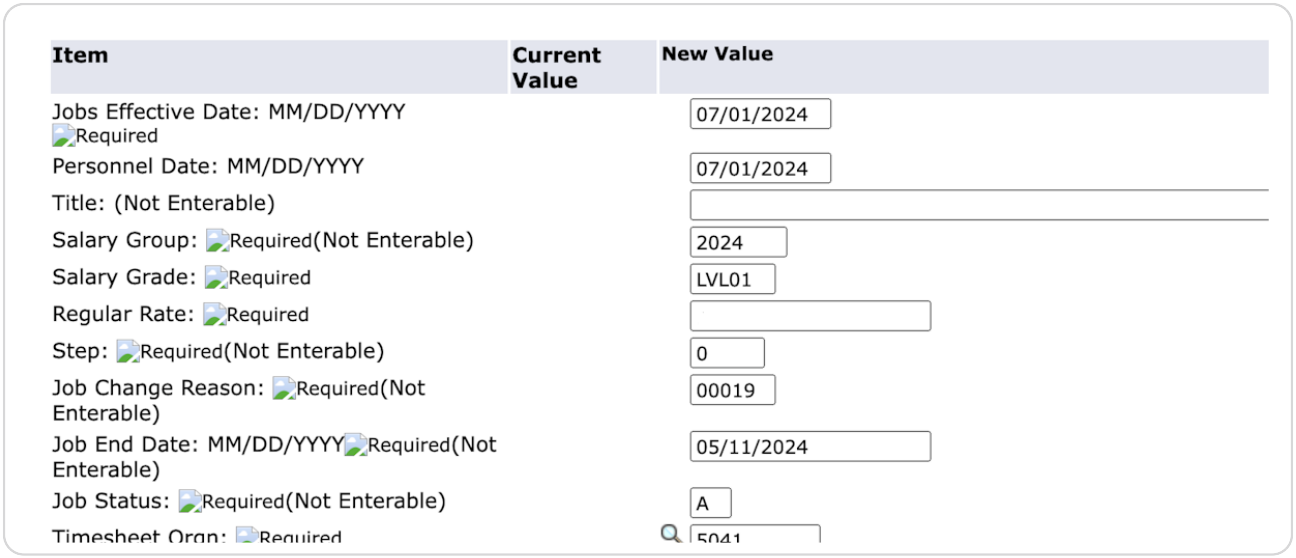

STEP 17

## Click on "Go"



STEP 18

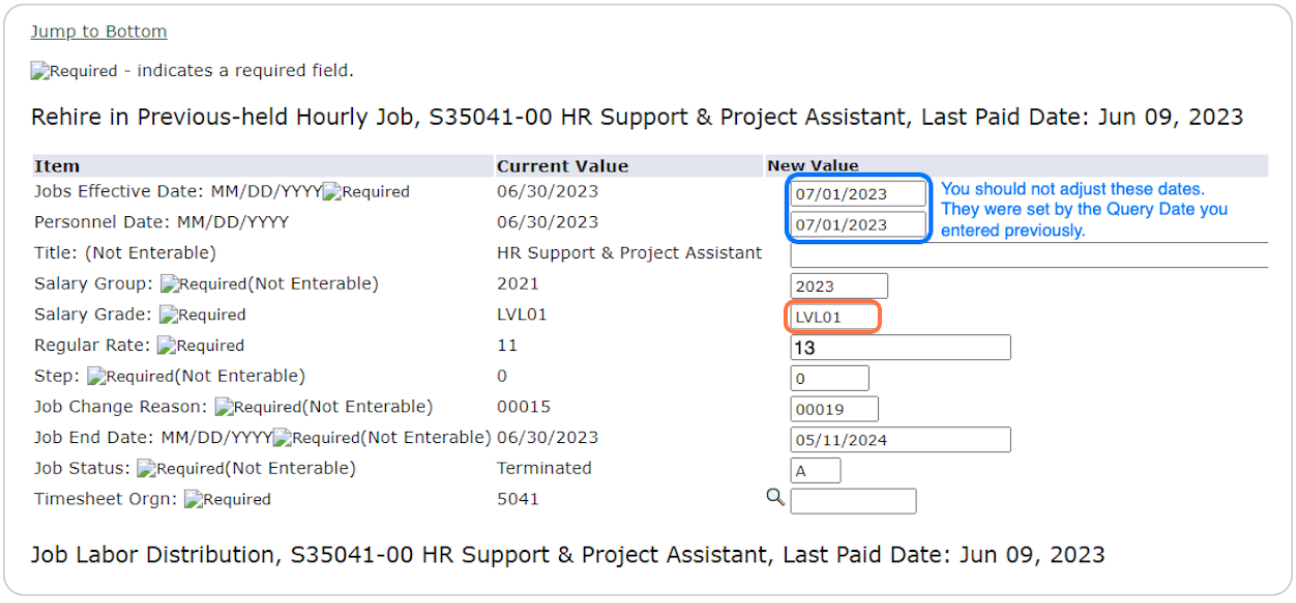
**The first section "Rehire in Previous-held Hourly Job" REQUIRES information to be added.**



| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY Required | | 07/01/2024 |
| Personnel Date: MM/DD/YYYY | | 07/01/2024 |
| Title: (Not Enterable) | | |
| Salary Group: Required(Not Enterable) | | 2024 |
| Salary Grade: Required | | LVL01 |
| Regular Rate: Required | | |
| Step: Required(Not Enterable) | | 0 |
| Job Change Reason: Required(Not Enterable) | | 00019 |
| Job End Date: MM/DD/YYYY Required(Not Enterable) | | 05/11/2024 |
| Job Status: Required(Not Enterable) | | A |
| Timesheet Orgn: Required | | 5041 |

STEP 19

**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.**



Jump to Bottom

Required - indicates a required field.

Rehire in Previous-held Hourly Job, S35041-00 HR Support & Project Assistant, Last Paid Date: Jun 09, 2023

| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY Required | 06/30/2023 | 07/01/2023 |
| Personnel Date: MM/DD/YYYY | 06/30/2023 | 07/01/2023 |
| Title: (Not Enterable) | HR Support & Project Assistant | |
| Salary Group: Required(Not Enterable) | 2021 | 2023 |
| Salary Grade: Required | LVL01 | LVL01 |
| Regular Rate: Required | 11 | 13 |
| Step: Required(Not Enterable) | 0 | 0 |
| Job Change Reason: Required(Not Enterable) | 00015 | 00019 |
| Job End Date: MM/DD/YYYY Required(Not Enterable) | 06/30/2023 | 05/11/2024 |
| Job Status: Required(Not Enterable) | Terminated | A |
| Timesheet Orgn: Required | 5041 | |

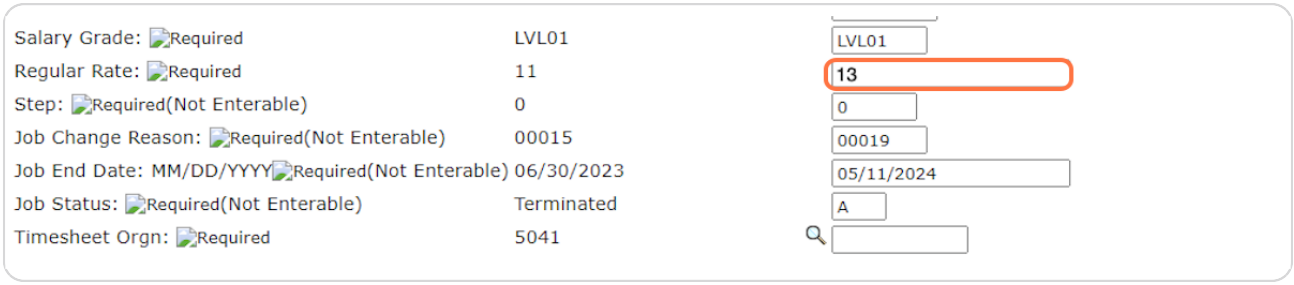
You should not adjust these dates. They were set by the Query Date you entered previously.

Job Labor Distribution, S35041-00 HR Support & Project Assistant, Last Paid Date: Jun 09, 2023

STEP 20

**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.

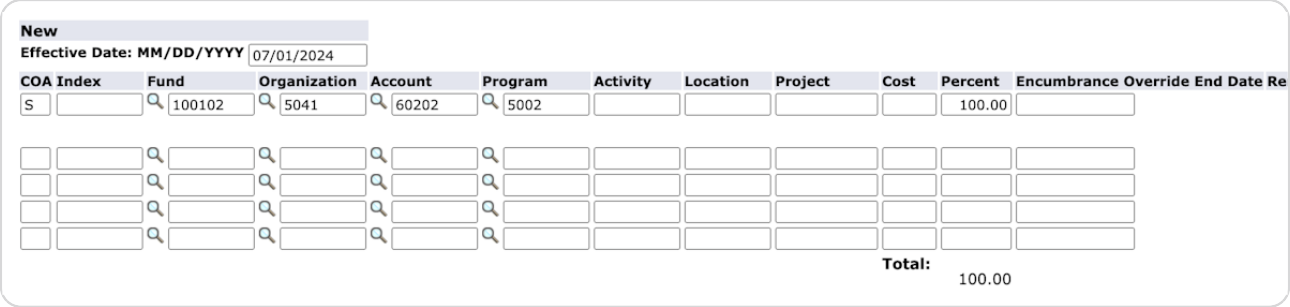



STEP 21

**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.**

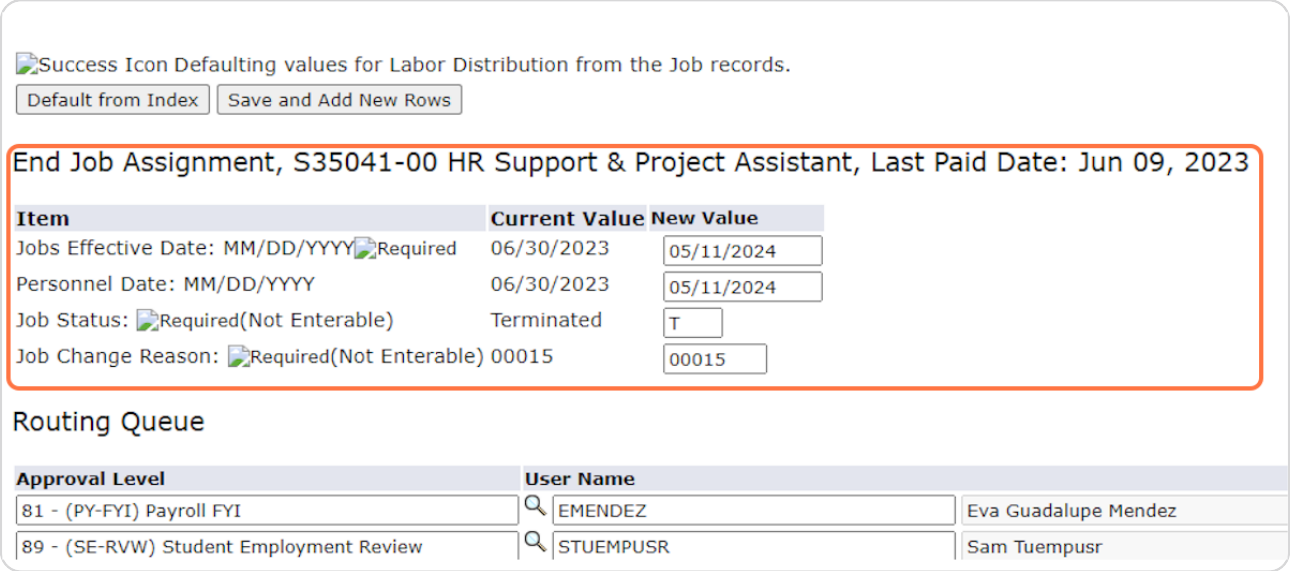
STEP 22

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



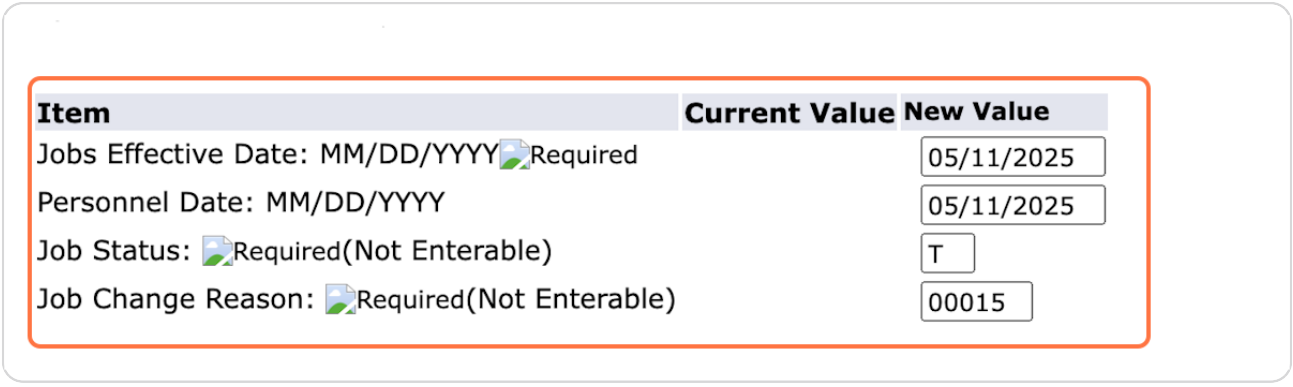

STEP 23

## 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.



STEP 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.**

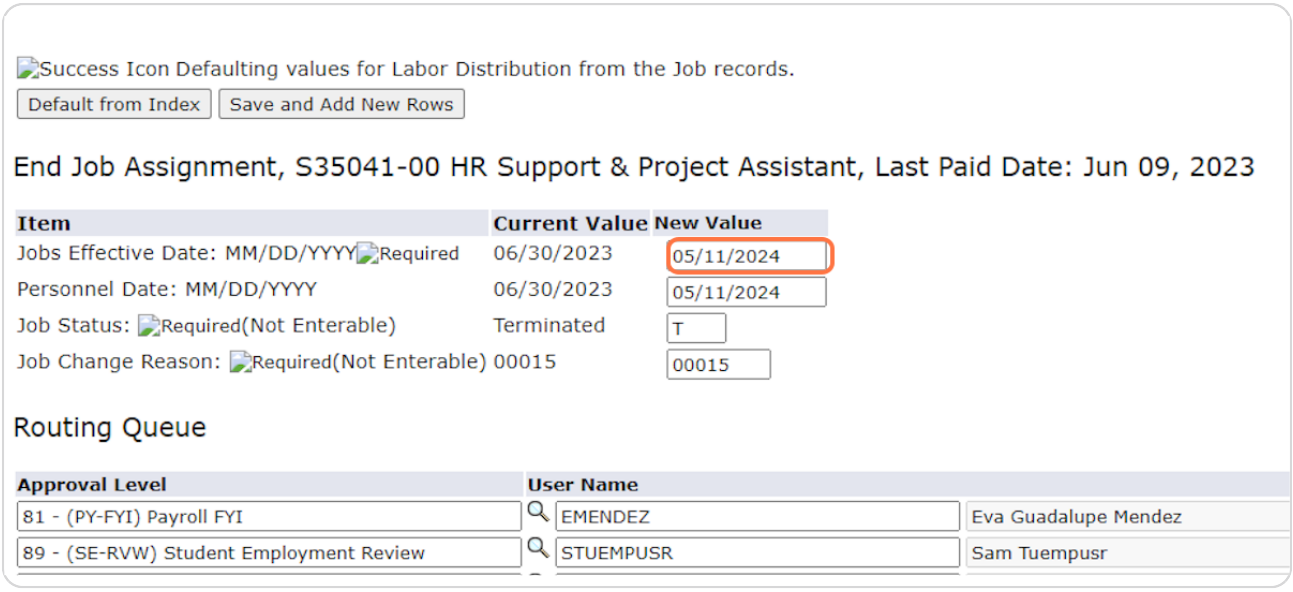


| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY Required | | 05/11/2025 |
| Personnel Date: MM/DD/YYYY | | 05/11/2025 |
| Job Status: Required(Not Enterable) | | T |
| Job Change Reason: Required(Not Enterable) | | 00015 |

STEP 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.**

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



Success Icon Defaulting values for Labor Distribution from the Job records.

Default from Index | Save and Add New Rows

End Job Assignment, S35041-00 HR Support & Project Assistant, Last Paid Date: Jun 09, 2023

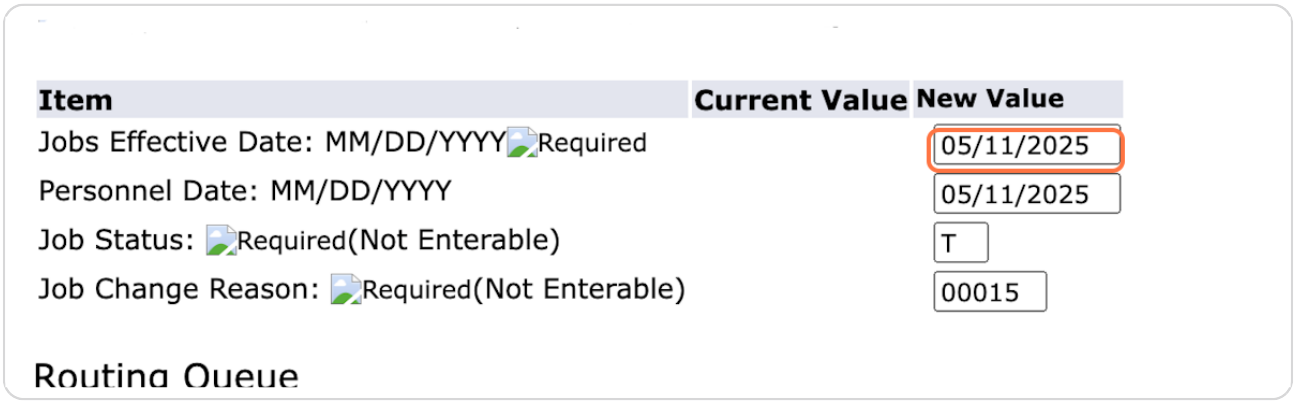
| Item | Current Value | New Value |
|---|---|---|
| Jobs Effective Date: MM/DD/YYYY Required | 06/30/2023 | 05/11/2024 |
| Personnel Date: MM/DD/YYYY | 06/30/2023 | 05/11/2024 |
| Job Status: Required(Not Enterable) | Terminated | T |
| Job Change Reason: Required(Not Enterable) | 00015 | 00015 |

Routing Queue

| Approval Level | User Name | |
|---|---|---|
| 81 - (PY-FYI) Payroll FYI | EMENDEZ | Eva Guadalupe Mendez |
| 89 - (SE-RVW) Student Employment Review | STUEMPUSR | Sam Tuempusr |

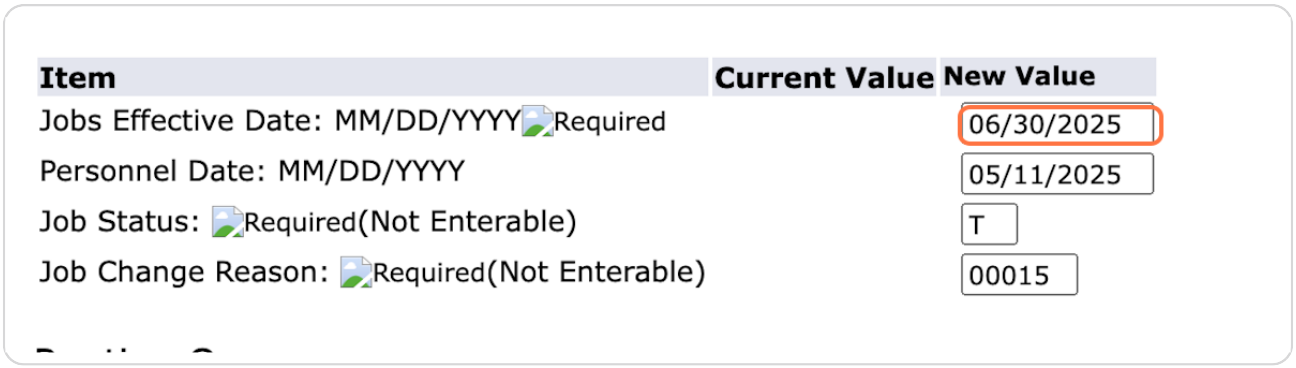
STEP 26

**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.**



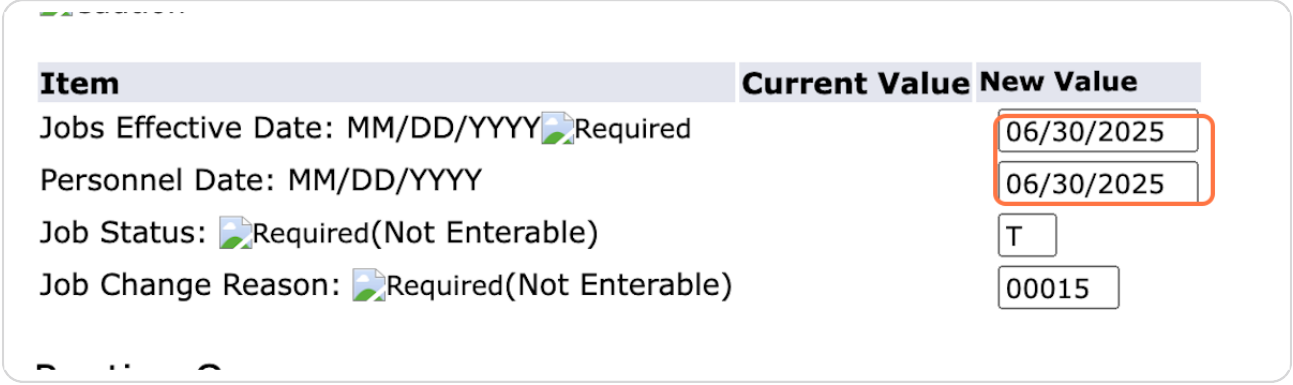

STEP 27

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



STEP 28

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

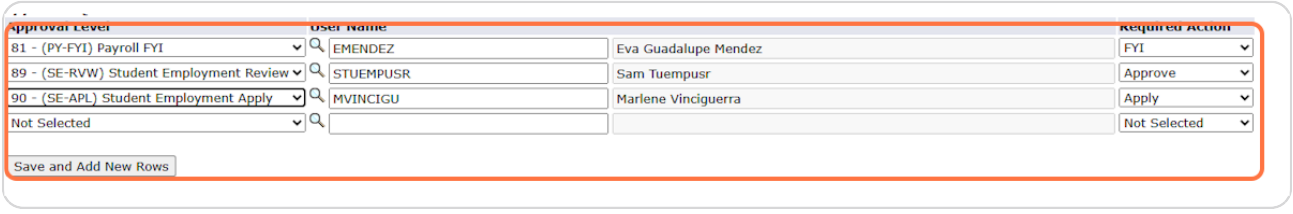



STEP 29

**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."**

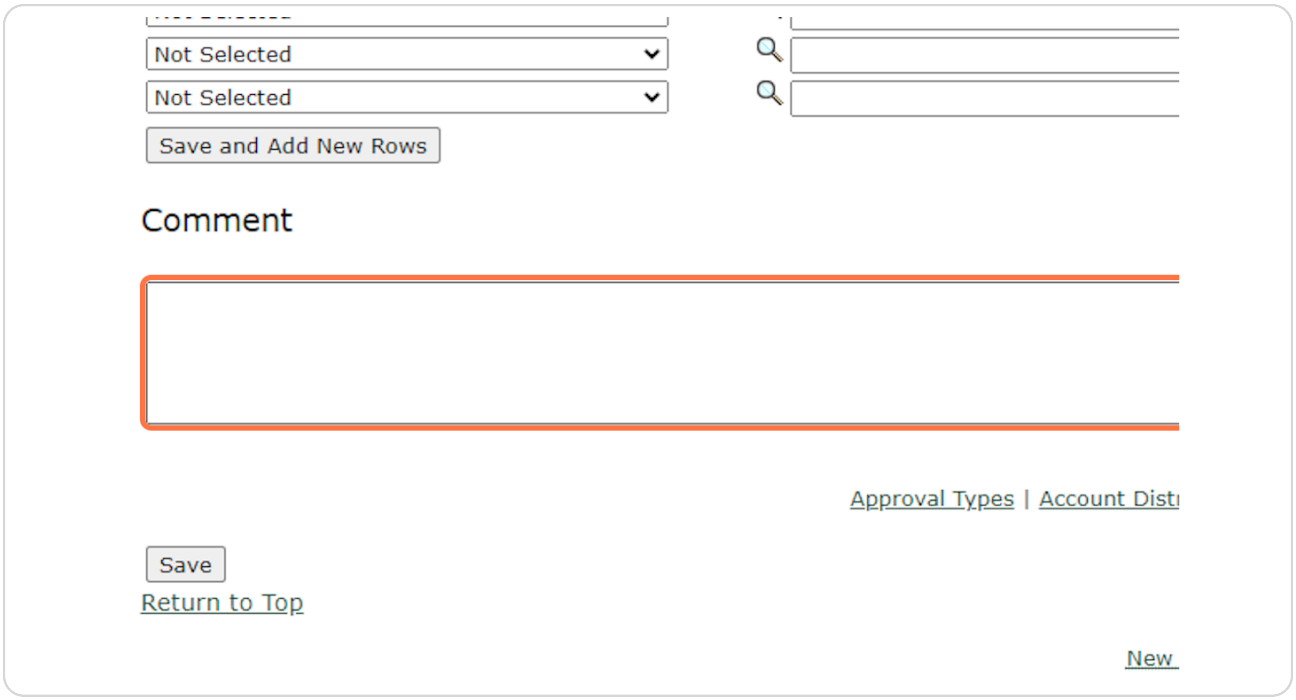
STEP 30

**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."**



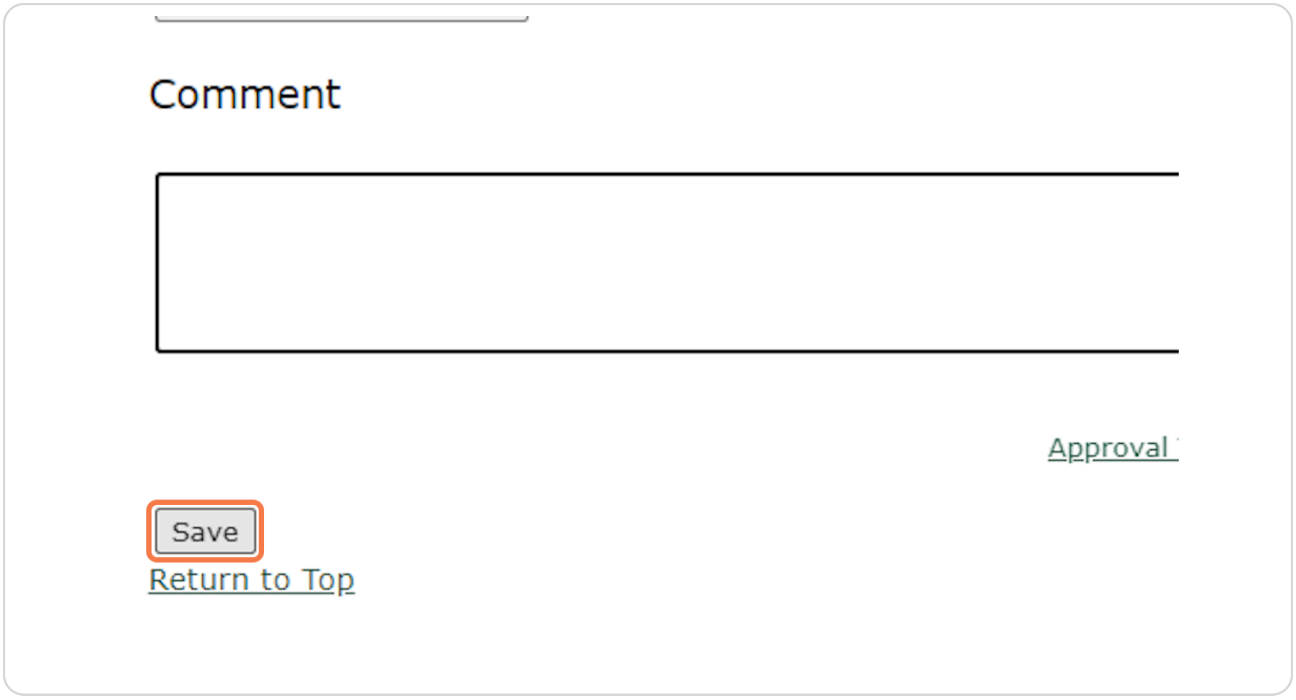
STEP 31

**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.**



STEP 32

## Click "Save"



STEP 33

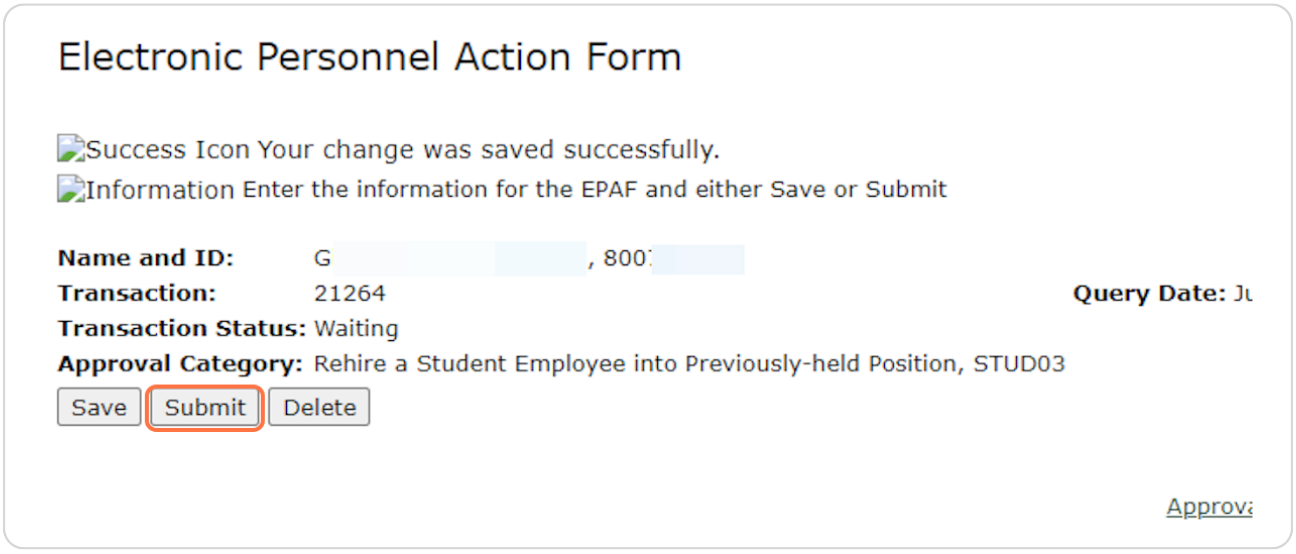
**At the top, you should see the notification that "Your change was saved successfully." If it does not, you will likely see the error(s) listed. Please refer to our EPAF Troubleshooting Guide for how to correct these.**

STEP 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.**

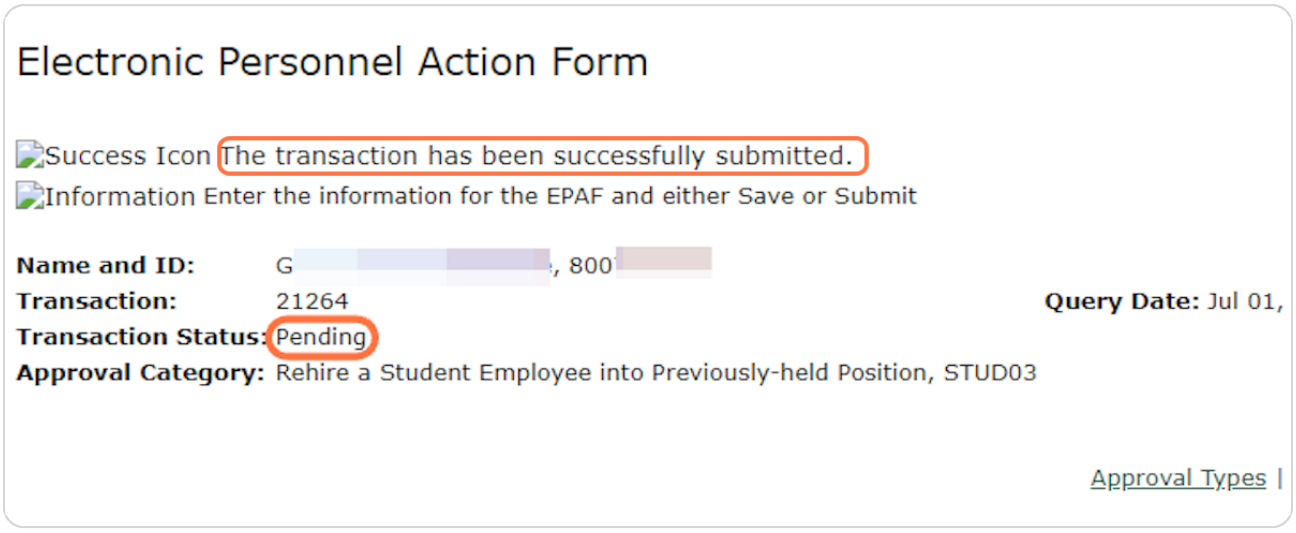
STEP 35

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



STEP 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.**




STEP 37

## Next Steps for STUD03s

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.

Tango

Never miss a step again. Visit Tango.ai