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

37 Steps

---

Created by

Casey McLallen

Creation Date

Jun 22, 2023

Last Updated

Mar 20, 2025

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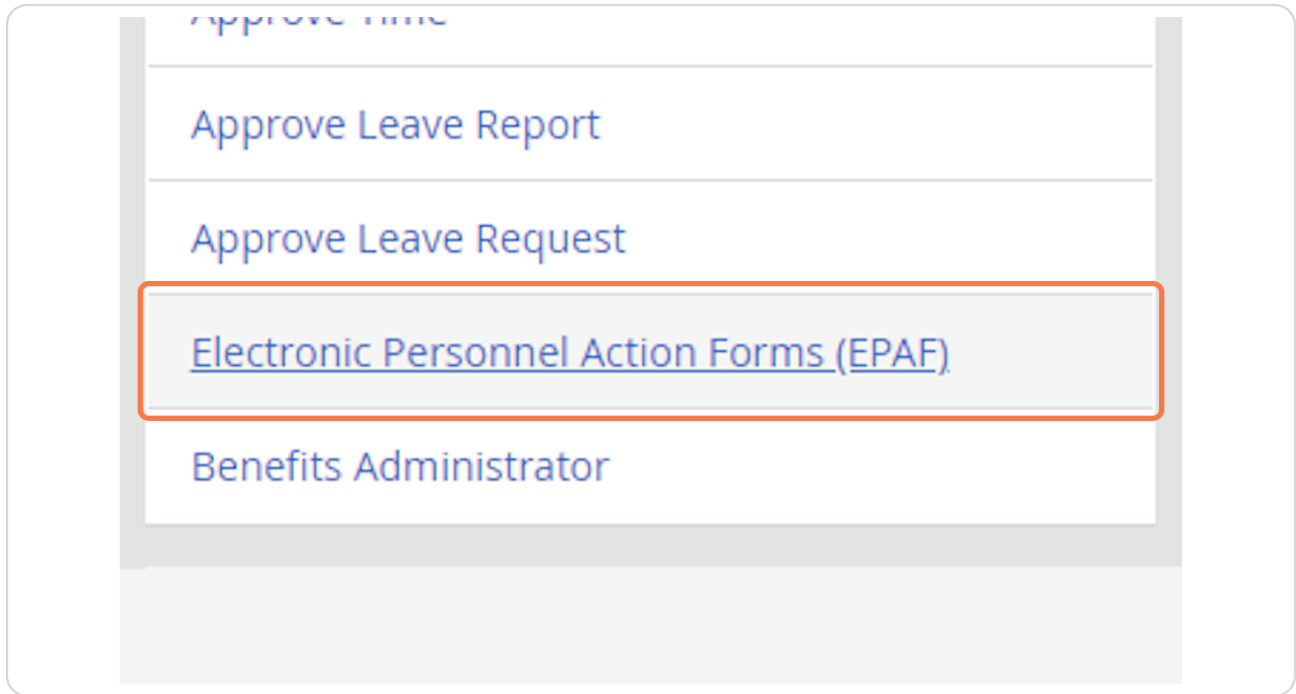
---

**STEP 1**

## Log in to your MyStetson and select the "Employee Dashboard"
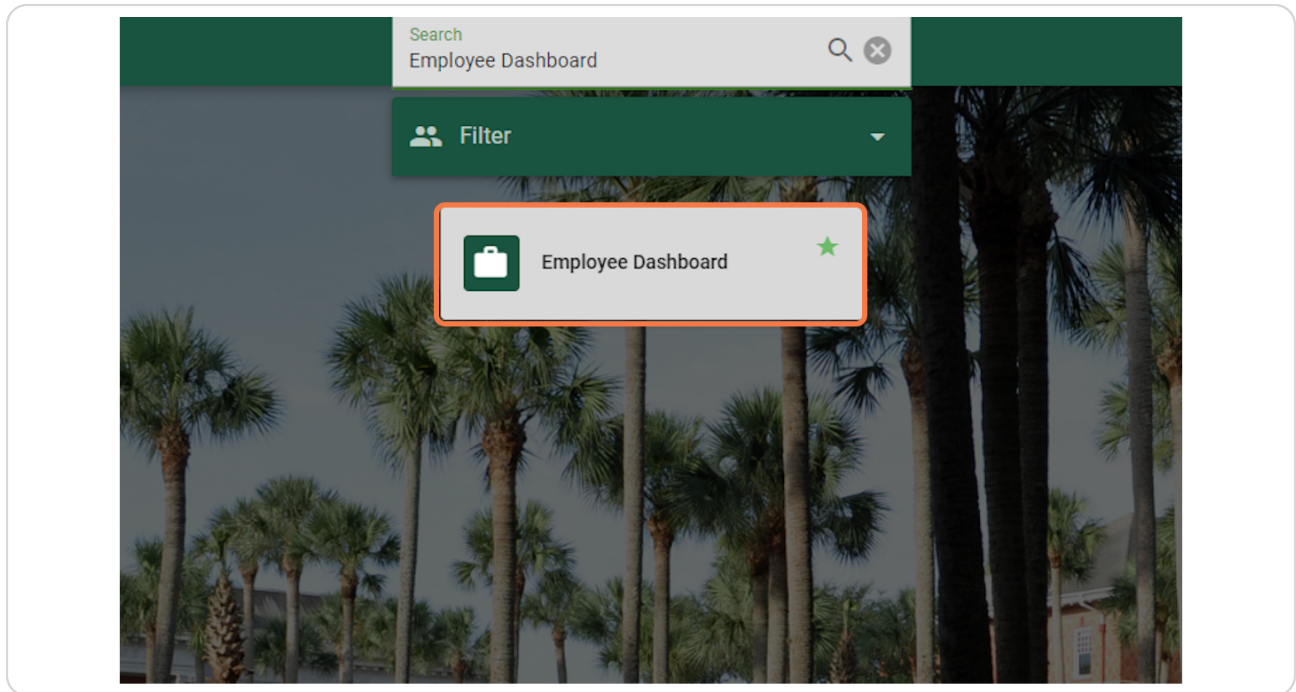
**Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)**

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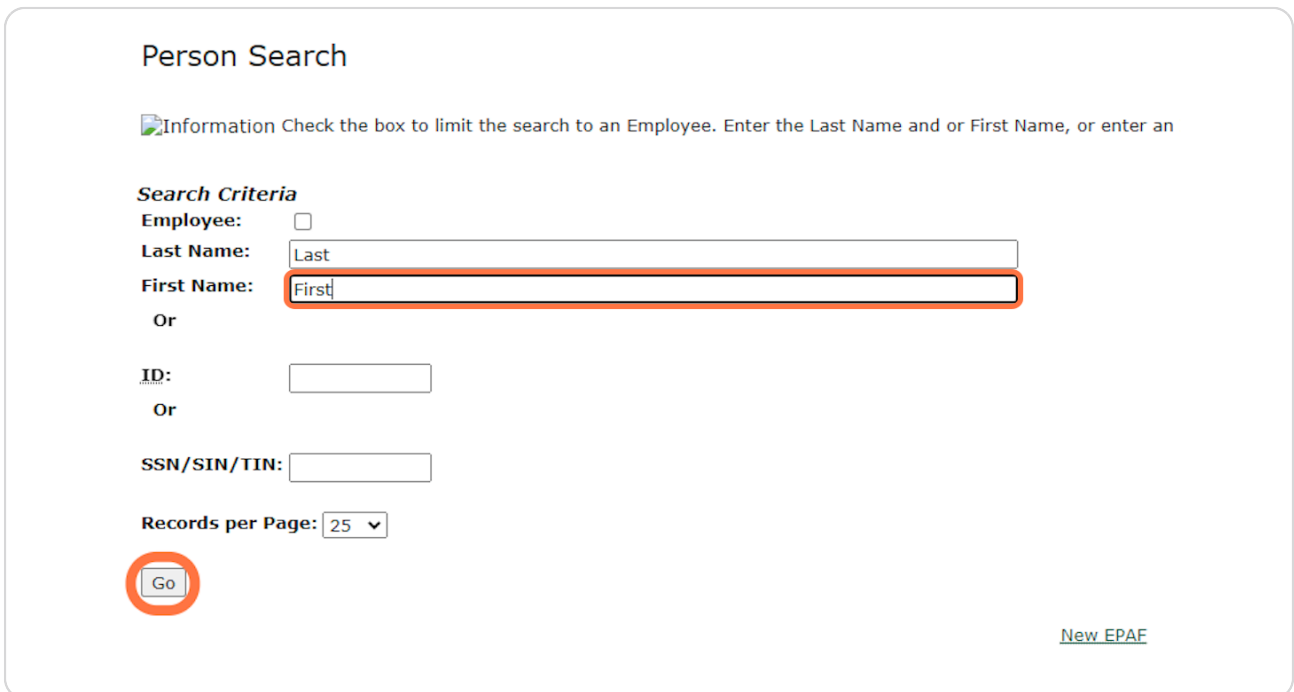
**If you do not know the student's ID number, click on the Magnifying Glass next to the box to search for the student.**

**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."**

## 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

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.**

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

## 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.

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

EPAF Approver Summary | EPAF Originator Summary

## 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.**

Approval Category: Required    Rehire a Student Employee into Previously-held Position, STUD03 ▼

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

EPAF Approver Summary | EPAF Originator Summary

## STEP 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, STUD

Go

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

All Jobs

STEP 14

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

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, 800▓
**Query Date:** Jul 01
**Approval Category:** Student Rehire, STUD03

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 |
|--------|------|----------|--------|-------|-------------------------|------------|----------|----------------|--------|--------|
| 🔍 | New Job | | | | | | | | | ⦿ |

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

All Jobs

Next Approval Type    Go

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.

Approval Category: Student Rehire, STUD03

Rehire in Previous-held Hourly Job, JOBS03

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|--------|------|----------|--------|-------|-------------------------|------------|----------|----------------|--------|--------|
| 🔍 | New Job | | | | | | | | | ⦿ |

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

All Jobs

Next Approval Type    Go

**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.**

Approval Category: Student Rehire, STUD03

Rehire in Previous-held Hourly Job, JOBS03

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| 🔍 | New Job | | | | | | | | | ○ |
| | Secondary | S17091 | 00 | Painter - Level 1 | 7091, Building & Equip. Maint.-Deland | May 16, 2023 | Jun 30, 2023 | Jun 09, 2023 | Terminated | ○ |
| | Primary | S35041 | 00 | HR Support & Project Assistant | 5041, Human Resources | Mar 10, 2023 | Jun 30, 2023 | Jun 09, 2023 | Terminated | ● |

Active Jobs

Next Approval Type   Go

New EPAF

**STEP 17**

**Click on "Go"**

Approval Category: Student Rehire, STUD03

Rehire in Previous-held Hourly Job, JOBS03

| Search | Type | Position | Suffix | Title | Time Sheet Organization | Start Date | End Date | Last Paid Date | Status | Select |
|---|---|---|---|---|---|---|---|---|---|---|
| 🔍 | New Job | | | | | | | | | ○ |
| | Secondary | S17091 | 00 | Painter - Level 1 | 7091, Building & Equip. Maint.-Deland | May 16, 2023 | Jun 30, 2023 | Jun 09, 2023 | Terminated | ○ |
| | Primary | S35041 | 00 | HR Support & Project Assistant | 5041, Human Resources | Mar 10, 2023 | Jun 30, 2023 | Jun 09, 2023 | Terminated | ● |

Active Jobs

Next Approval Type   Go

New EPAF

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

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

**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.

| | | |
|---|---|---|
| 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 | |

**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.**

| | | |
|---|---|---|
| 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 | 5041 |

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

**Current**
**Effective Date: 05/09/2023**
**COA Index Fund   Organization Account Program Activity Location Project Cost Percent Encumbrance Override End**

**STEP 22**

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

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Cost | Percent | Encumbrance Override End Date Re |
|---|---|---|---|---|---|---|---|---|---|---|
| S | 100102 | 5041 | 60202 | 5002 | | | | | 100.00 | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

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

Total: 100.00

**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.**

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 |

Created with *Tango*

**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 |

**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.**

| 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 |

Routing Queue

**STEP 27**

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

| 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 |
| Job Change Reason: Required(Not Enterable) | | 00015 |

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

| 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 |

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."**

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 |

Save and Add New Rows

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."**

| Approval Level | User Name | | Required Action |
| --- | --- | --- | --- |
| 81 - (PY-FYI) Payroll FYI | EMENDEZ | Eva Guadalupe Mendez | FYI |
| 89 - (SE-RVW) Student Employment Review | STUEMPUSR | Sam Tuempusr | Approve |
| 90 - (SE-APL) Student Employment Apply | MVINCIGU | Marlene Vinciguerra | Apply |
| Not Selected | | | Not Selected |

Save and Add New Rows

**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.**

Not Selected

Not Selected

Save and Add New Rows

Comment

Approval Types | Account Dist

Save

Return to Top

New

## Click "Save"

Comment

Approval

Save

Return to Top

**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.**

my STETSON

**HELP LOGOUT**

Electronic Personnel Action Form

Success Icon Your change was saved successfully.
Information Enter the information for the EPAF and either Save or Submit

**Name and ID:**     G                    , 800
**Transaction:**     21264                                    **Query Date:** Jul 01,
**Transaction Status:** Waiting
**Approval Category:** Rehire a Student Employee into Previously-held Position, STUD03

Save   Submit   Delete

Approval Typ

**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.**

**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.**

Electronic Personnel Action Form

Success Icon The transaction has been successfully submitted.
Information Enter the information for the EPAF and either Save or Submit

Name and ID:        G_____, 800_____          Query Date: Jul 01,
Transaction:        21264
Transaction Status: Pending
Approval Category:  Rehire a Student Employee into Previously-held Position, STUD03

Approval Types |

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