You can ask the student in the application/interview process if they have worked and received a paycheck from Stetson previously.
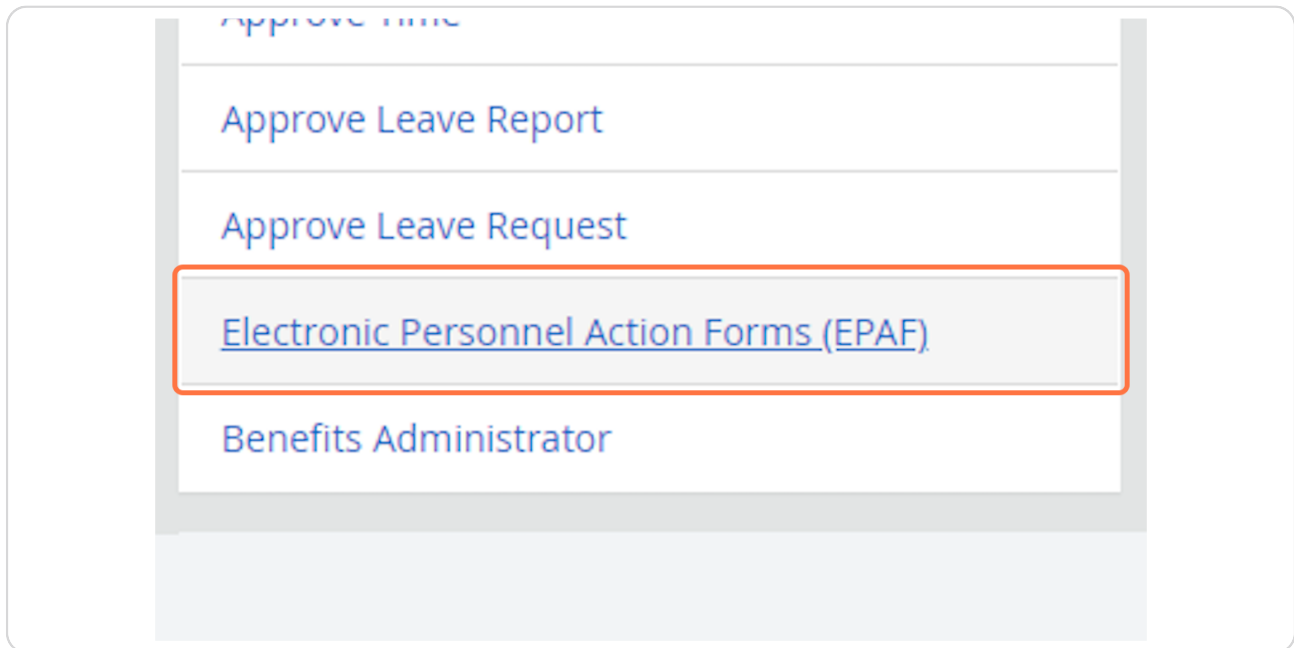
STEP 1

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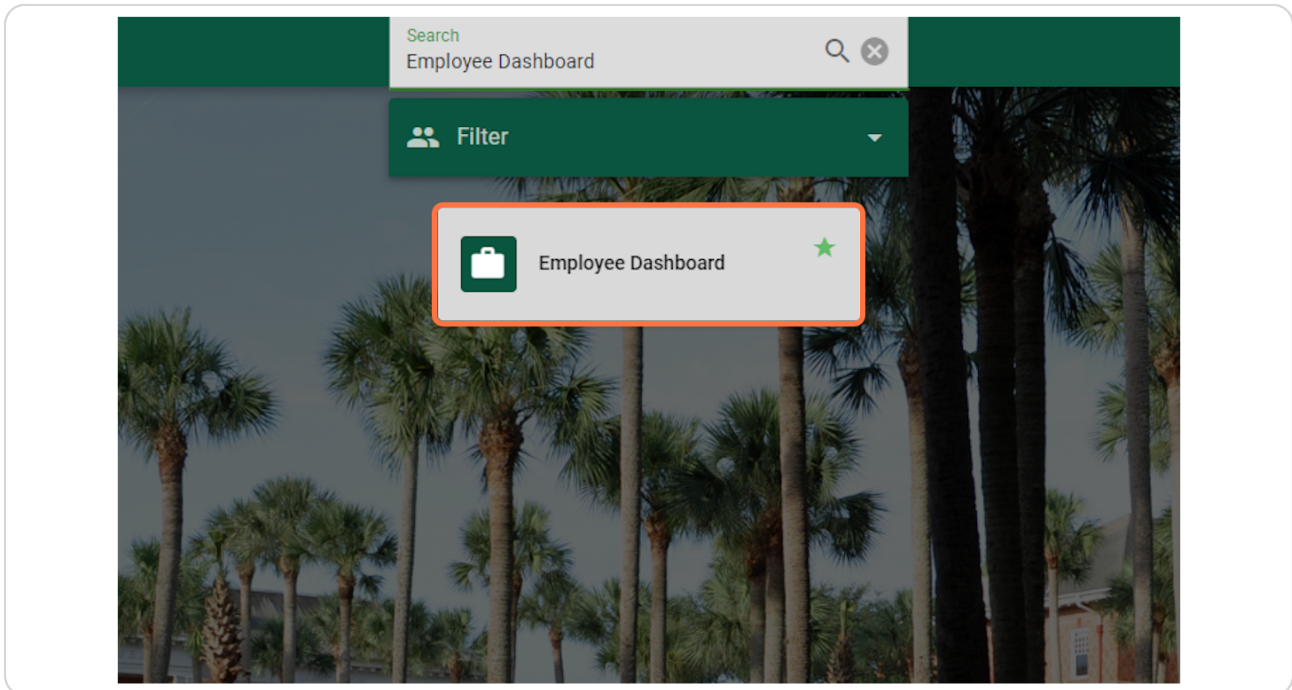
Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)

Click on "New EPAF" to hire the student

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

New EPAF Person Selection

Information Enter an ID, select the link to search for an ID, or generate a

Required - indicates a required field.

ID: Required | 800 | | | | | | Q

Query Date: MM/DD/YYYY Required | 06/15/2023 |
Approval Category: Required | Not Selected |

Go

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

:ion

ink to search for an ID, or generate an ID. Enter the Query Date and selec

J.

| | Q

| 06/15/2023 |
| Not Selected | ∨ |

EPAF Approver Summary | EP/

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

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.

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

ID: Required 800   First Middle Last

Query Date: MM/DD/YYYY Required 07/01/2023

Approval Category: Required Hire existing Student Employee into

Go

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

All Jobs

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

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.

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 Appr

Required - indicates a required field.

ID: Required 800[____] | First Middle Last |

Query Date: MM/DD/YYYY Required 07/01/2023
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 Original

Return to EPAF Menu

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

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.

Confirm the information and QUERY DATE are correct. Click on "Go"
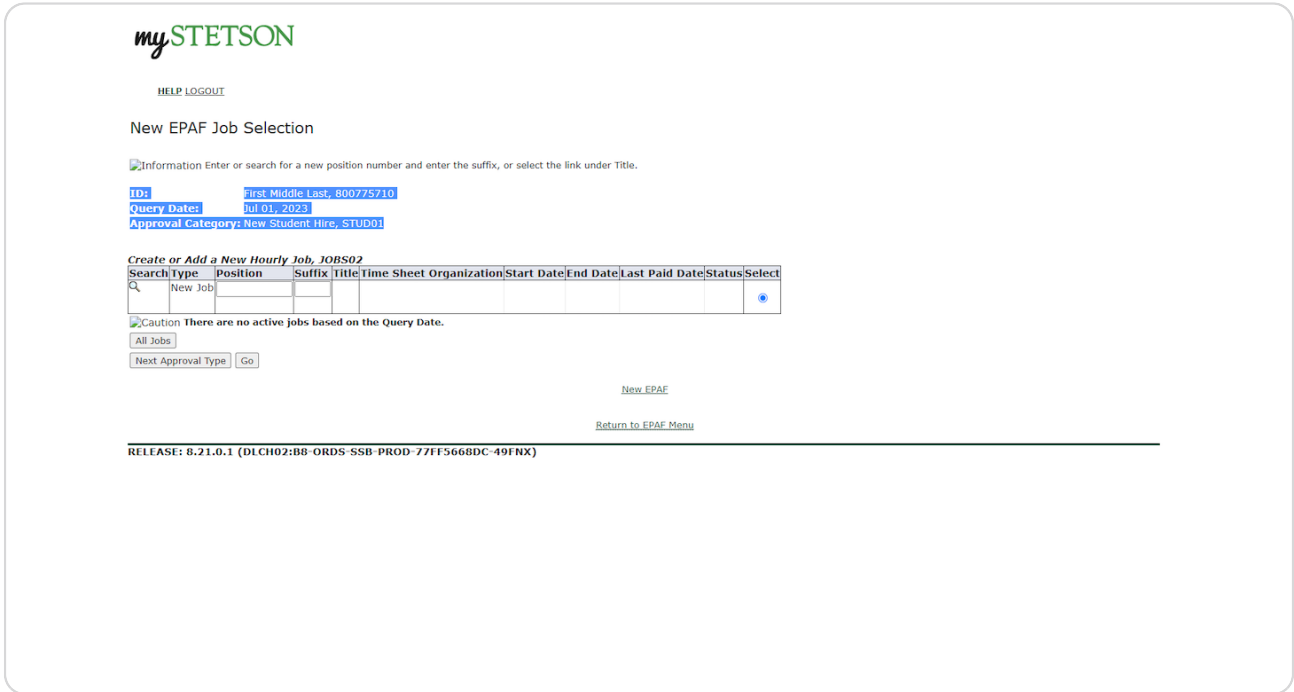
If the ID, Query Date, or Approval Category are not correct, you will need to start over.

*my*STETSON

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, 2023
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
🔍	New Job									●

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

All Jobs

Next Approval Type Go

New EPAF

Return to EPAF Menu

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

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.

Information Enter or search for a new position number and enter the suffix, or s

ID: First Middle Last, 800775710
Query Date: Jul 01, 2023
Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	St
🔍	New Job	S05041				

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

[All Jobs]

[Next Approval Type] [Go]

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.

[D: First Middle Last, 800775710

Query Date: Jul 01, 2023

Approval Category: New Student Hire, STUD01

Create or Add a New Hourly Job, JOBS02

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

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

All Jobs

Next Approval Type   Go

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

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

First Middle Last, 800775710

Date: Jul 01, 2023

al Category: New Student Hire, STUD01

or Add a New Hourly Job, JOBS02

Type	Position	Suffix	Title	Time Sheet Organization	Sta
New Job	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resources	

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

pproval Type   Go

New EPA

Return to EPAF

E: 8.21.0.1 (DLCH02:B8-ORDS-SSB-PROD-77EE5668DC-49ENX)

Click on "Go"

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

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

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

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

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY[Required]		07/01/2023
Jobs Effective Date: MM/DD/YYYY [Required]		07/01/2023
Personnel Date: MM/DD/YYYY		07/01/2023
Contract Type: [Required](Not Enterable)		P
Title: (Not Enterable)		
Salary Grade:		LVL01
Regular Rate: [Required]		11
Step: [Required](Not Enterable)		0
Job Change Reason: [Required](Not Enterable)		00010
Timesheet Orgn: [Required]		🔍

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 07/01/2023

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encun

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.

Campus Code: Required(Not Enterable)   D

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

Item	Current Value	New Value	
Job Begin Date: MM/DD/YYYY Required	This area should be blank, since it is a STUD01.	07/01/2023	You do not need to adjust these dates. They were set by the Query Date you entered previously.
Jobs Effective Date: MM/DD/YYYY Required		07/01/2023	
Personnel Date: MM/DD/YYYY		07/01/2023	
Contract Type: Required(Not Enterable)	If it is NOT blank, you need to start over and change the approval category to STUD03.	P	
Title: (Not Enterable)			
Salary Grade:		LVL01	
Regular Rate: Required		11	
Step: Required(Not Enterable)		0	
Job Change Reason: Required(Not Enterable)		00010	
Timesheet Orgn: Required		🔍	

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

This rate should reflect the $/hour per the pay level. It should be changed to 12.25 if the position is LVL02 or 12.75 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.

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.

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

The fourth 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.

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 06/30/2024.

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		05/11/2024
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

Routing Queue

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

Routing Queue

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."

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.

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.

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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:	First Middle Last, 800	
Transaction:	21239	**Query Date:** Jul 01, 2023
Transaction Status:	Waiting	
Approval Category:	Hire Student who has never worked on campus as employee, STUD01	

Save   Submit   Delete

Approval Types | Account Distribution | Routing Queue |

New EPAF | EPAF Originator Su

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.

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.

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.