

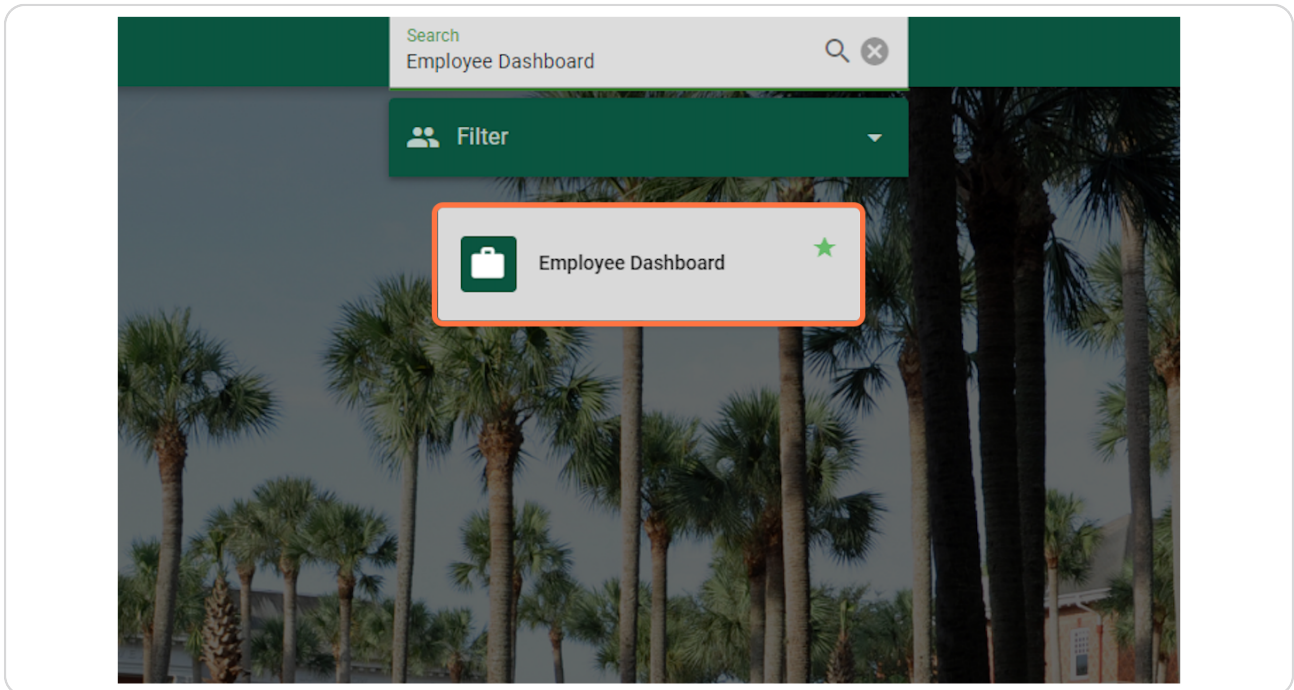
# STUD02: Hiring a Previously Employed Student into a NEW... 230 Views

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

---

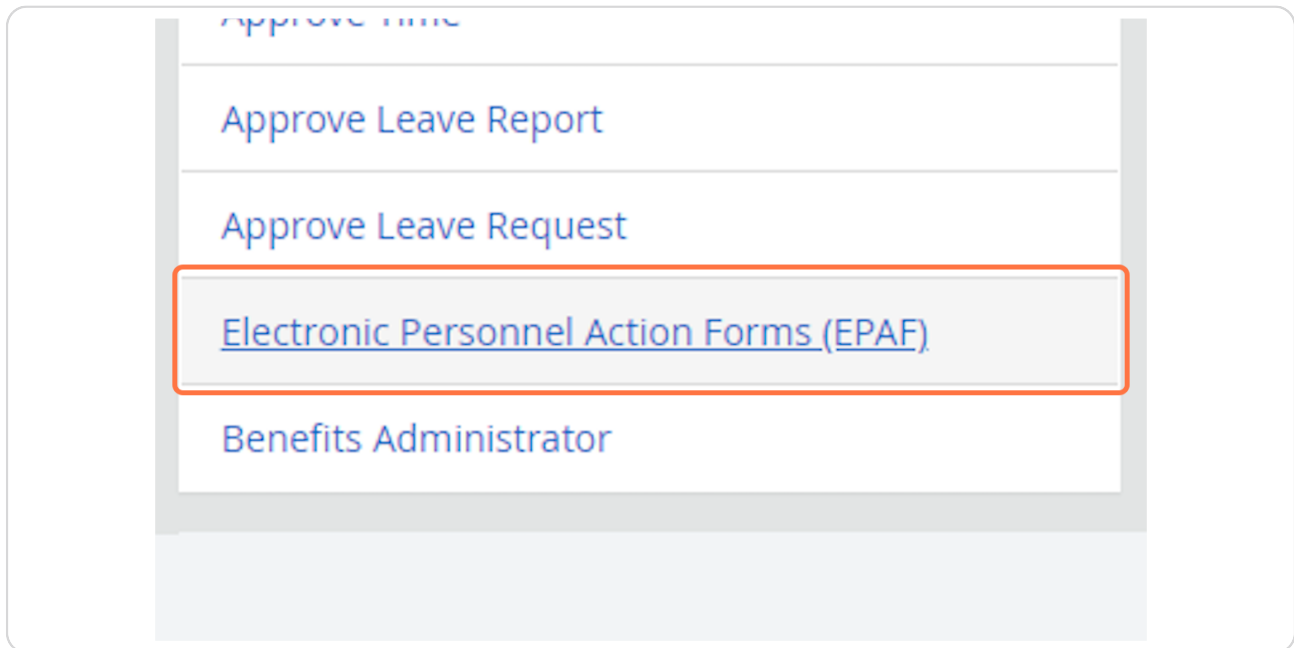
## STEP 1

**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)**


### 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    

Query Date: MM/DD/YYYY  Required

Approval Category:  Required



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.**

### :ion

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

1.


 

[EPAF Approver Summary](#) | [EPAF](#)

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."**

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](#)

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.

[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)**

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

### 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

Query Date: **MM/DD/YYYY** Required

Approval Category: Required

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

## 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.**

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

### 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

Query Date: **MM/DD/YYYY** Required

Approval Category: Required

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

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)


[Return to EPAF Menu](#)


---


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


## STEP 10

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

ID:  Required

Query Date: MM/DD/YYYY  Required

Approval Category:  Required

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

---

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


## STEP 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.


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.

ID:  Required   

Query Date: MM/DD/YYYY  Required

Approval Category:  Required

| 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     |

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

## STEP 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.

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.

ID: Required

Query Date: MM/DD/YYYY Required

Approval Category: Required

**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     |

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)

## STEP 13

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

Required - indicates a required field.

ID: Required

Query Date: MM/DD/YYYY Required

Approval Category: Required

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



## 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, 2023  
**Approval Category:** Add Student Position, STUD02

**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 |          |        |       |            |              |            |          |                |        | <input type="radio"/> |

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

## STEP 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.

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, 2023  
**Approval Category:** Add Student Position, STUD02

**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 | S05041   |        |       |            |              |            |          |                |        | <input type="radio"/> |

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

STEP 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.

**New EPAF Job Selection**

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

**ID:** First Middle Last, 800:  
**Query Date:** Jul 01, 2023  
**Approval Category:** Add Student Position, STUD02

**Create or Add a New Hourly Job, JOBS02**

| Search | Type    | Position | Suffix | Title                          | Time Sheet Organization |
|--------|---------|----------|--------|--------------------------------|-------------------------|
|        | New Job | S05041   | 00     | Student Asst - Stdnt Employmnt | 5041, Human Resour      |

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

All Jobs

STEP 17

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

**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, 2023  
**Approval Category:** Add Student Position, STUD02

**Create or Add a New Hourly Job, JOBS02**

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

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

All Jobs

Next Approval Type Go

STEP 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)**

STEP 19

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

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

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

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 | Encumbrance | Override | End Date |
|-----|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| S   |       | 100102 | 5041         | 60202   | 5002    |          |          |         |      | 100.00  |             |          |          |

STEP 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.**

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      | This area should be blank, since it is a STUD01.<br><br>If it is NOT blank, you need to start over and change the approval category to STUD03. | <input type="text" value="07/01/2023"/> |
| Jobs Effective Date: MM/DD/YYYY |  | <input type="text" value="07/01/2023"/> |
| Personnel Date: MM/DD/YYYY      |  | <input type="text" value="07/01/2023"/> |
| Contract Type:                  |  | <input type="text" value="P"/>          |
| Title: (Not Enterable)          |  | <input type="text"/>                    |
| Salary Grade:                   |  | <input type="text" value="LVL01"/>      |
| Regular Rate:                   |  | <input type="text" value="11"/>         |
| Step:                           |  | <input type="text" value="0"/>          |
| Job Change Reason:              |  | <input type="text" value="00010"/>      |
| Timesheet Orgn:                 |  | <input type="text"/>                    |

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

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

STEP 21

This rate should reflect the \$12/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.

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" value="07/01/2023"/> Required      |               | <input type="text" value="07/01/2023"/> |
| Jobs Effective Date: MM/DD/YYYY <input type="text" value="07/01/2023"/> Required |               | <input type="text" value="07/01/2023"/> |
| Personnel Date: MM/DD/YYYY <input type="text" value="07/01/2023"/>               |               | <input type="text" value="07/01/2023"/> |
| Contract Type: <input type="text" value="P"/> Required(Not Enterable)            |               | <input type="text" value="P"/>          |
| Title: (Not Enterable)   |               | <input type="text"/>                    |
| Salary Grade: <input type="text" value="LVL01"/>                                 |               | <input type="text" value="LVL01"/>      |
| Regular Rate: <input type="text" value="11"/> Required                           |               | <input type="text" value="11"/>         |
| Step: <input type="text" value="0"/> Required(Not Enterable)                     |               | <input type="text" value="0"/>          |
| Job Change Reason: <input type="text" value="00010"/> Required(Not Enterable)    |               | <input type="text" value="00010"/>      |
| 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 |
|-----|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------|
| S   |       | 100102 | 5041         | 60202   | 5002    |          |          |         |      | 100.00  |

**New**

Effective Date: MM/DD/YYYY

STEP 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.

|   |   |
|---|---|
| <b>Value</b>  |   |
| Job Begin Date: MM/DD/YYYY <small>Required</small>        | <input type="text" value="07/01/2023"/> |
| Jobs Effective Date: MM/DD/YYYY <small>Required</small>   | <input type="text" value="07/01/2023"/> |
| Personnel Date: MM/DD/YYYY                                | <input type="text" value="07/01/2023"/> |
| Contract Type: <small>Required(Not Enterable)</small>     | <input type="text" value="P"/>          |
| Title: (Not Enterable)                                    | <input type="text"/>                    |
| Salary Grade:   | <input type="text" value="LVL01"/>      |
| Regular Rate: <small>Required</small>                     | <input type="text" value="11"/>         |
| Step: <small>Required(Not Enterable)</small>              | <input type="text" value="0"/>          |
| Job Change Reason: <small>Required(Not Enterable)</small> | <input type="text" value="00010"/>      |
| Timesheet Orgn: <small>Required</small>                   | <input type="text" value="5041"/>       |

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 |
|-----|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------|-------------|----------|----------|
| S   |       | 100102 | 5041         | 60202   | 5002    |          |          |         |      |         |             |          |          |

**New**  
Effective Date: MM/DD/YYYY

| COA | Index | Fund   | Organization | Account | Program | Activity | Location | Project | Cost | Percent       | Encumbrance | Override | End Date |
|-----|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------------|-------------|----------|----------|
| S   |       | 100102 | 5041         | 60202   | 5002    |          |          |         |      | 100.00        |             |          |          |
|     |       |        |              |         |         |          |          |         |      | <b>Total:</b> | 100.00      |          |          |

STEP 23

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

Job Change Reason: Required(Not Enterable)

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 |
|-----|-------|--------|--------------|---------|---------|----------|----------|---------|------|---------------|-------------|----------|----------|
| S   |       | 100102 | 5041         | 60202   | 5002    |          |          |         |      | 100.00        |             |          |          |
|     |       |        |              |         |         |          |          |         |      |               |             |          |          |
|     |       |        |              |         |         |          |          |         |      |               |             |          |          |
|     |       |        |              |         |         |          |          |         |      |               |             |          |          |
|     |       |        |              |         |         |          |          |         |      |               |             |          |          |
|     |       |        |              |         |         |          |          |         |      | <b>Total:</b> | 100.00      |          |          |

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

## 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.

Success Icon Job Labor Distributions defaulted from the working Position Labor Distributions for fi:

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   |               | 05/11/2024 |
| Personnel Date: MM/DD/YYYY                  |               | 05/11/2024 |
| 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 G    |
| 89 - (SE-RVW) Student Employment Review | STUEMPUSR Sam T  |
| 90 - (SE-APL) Student Employment Apply  | CRMCLALLEN Casey |
| Not Selected                            |                  |

## 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.

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   |               | 05/11/2024 |
| Personnel Date: MM/DD/YYYY                  |               | 05/11/2024 |
| Job Status:  Required(Not Enterable)        |               | T          |
| Job Change Reason:  Required(Not Enterable) |               | 00015      |

Routing Queue

STEP 26

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

STEP 27

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



## STEP 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."

Job Change Reason:

**Routing Queue**

| Approval Level                            | User Name                         | Required Action                           |
|---|-----------------------------------|---|
| 81 - (PY-FYI) Payroll FYI                 | EMENDEZ<br>Eva Guadalupe Mendez   | FYI                                       |
| 89 - (SE-RVW) Student Employment Review   | STUEMPUSR<br>Sam Tuempusr         | Approve                                   |
| 90 - (SE-APL) Student Employment Apply    | CRMCLLLEN<br>Casey Renee McLallen | Apply                                     |
| <input type="text" value="Not Selected"/> | <input type="text"/>              | <input type="text" value="Not Selected"/> |
| <input type="text" value="Not Selected"/> | <input type="text"/>              | <input type="text" value="Not Selected"/> |
| <input type="text" value="Not Selected"/> | <input type="text"/>              | <input type="text" value="Not Selected"/> |
| <input type="text" value="Not Selected"/> | <input type="text"/>              | <input type="text" value="Not Selected"/> |

Comment

## STEP 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  
Personnel Date: MM/DD/YYYY   
Job Status:  Required(Not Enterable)  
Job Change Reason:

**Routing Queue**

| Approval Level                            | User Name                         |
|---|-----------------------------------|
| 81 - (PY-FYI) Payroll FYI                 | EMENDEZ<br>Eva Guadalupe Mendez   |
| 89 - (SE-RVW) Student Employment Review   | STUEMPUSR<br>Sam Tuempusr         |
| 90 - (SE-APL) Student Employment Apply    | CRMCLLLEN<br>Casey Renee McLallen |
| <input type="text" value="Not Selected"/> | <input type="text"/>              |
| <input type="text" value="Not Selected"/> | <input type="text"/>              |
| <input type="text" value="Not Selected"/> | <input type="text"/>              |
| <input type="text" value="Not Selected"/> | <input type="text"/>              |

Comment

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

[Return to Top](#)

[New EPAF](#) | [EPAF Originator Summary](#)

STEP 30

Click "Save"

Comment

[Approval](#)

[Return to Top](#)


STEP 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.**

**mySTETSON**

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

### 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 Dat**

**Transaction Status:** Waiting


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


[Approval Types](#) | [Account Distribution](#) |

STEP 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: [Redacted]

**Transaction:** 21239


**Transaction Status:** Waiting


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

[Approval](#)

STEP 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 Submi

**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](#)

## STEP 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.

**mySTETSON**

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

### 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 01, 2023

**Transaction Status:** Pending

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

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Routing Queue](#) | [Con](#)

[New EPAF](#) | [EPAF Originator Summary](#)

## STEP 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.