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

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"



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<u>Click on "Electronic Personnel Action Forms (EPAF)" in the lower right cor-</u> ner of the page (you may need to scroll down)



STEP 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
ACL as a Proxy RELEASE: 8.18 (DLCH02:B8-ORDS-SSB-PROD-77FF5668DC-49F

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

New EPAF Person	Selection
戻 Information Enter an ID,	select the link to search for an ID, or generate a
Required - indicates a rec	auired field.
ID: Required 800	
Query Date: MM/DD/YYY	Required 06/15/2023
Approval Category: 📄 Requ	ired Not Selected
Go	
Query Date: MM/DD/YYYY Approval Category: DRequ	r Required 06/15/2023 ired Not Selected

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	
ink to search for an	ID, or generate an ID. Enter the Query Date and selec
d.	
	₽ Q
06/15/2023	



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."

Search Criteria Employee: Last Last First Last First Cor ID: Or SSN/SIN/TIN: Records per Page: 25 v	Person Se	earch
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:		
Search Criteria Employee: □ Last Name: Last First Name: First or ID: □ or SSN/SIN/TIN: □ Records per Page: 25 ▼	Information	Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an
Employee: Last Name: Last First Name: First Or ID: Or SSN/SIN/TIN: Records per Page: 25	Search Crite	ia
Last Name: Last First Name: First Or ID: Or SSN/SIN/TIN: Records per Page: 25 ▼ Go	Employee:	
First Name: First Or ID: ID: Or SSN/SIN/TIN: SSN/SIN/TIN: Records per Page: 25 v Go New EPAF	Last Name:	Last
Or ID: Or SSN/SIN/TIN: Records per Page: 25 v Go	First Name:	First
ID: Or SSN/SIN/TIN: Records per Page: 25 v Go	Or	
Or SSN/SIN/TIN: Records per Page: 25 v Go	ID:	
SSN/SIN/TIN: Records per Page: 25 v Go	Or	
Records per Page: 25 V	SSN/SIN/TIN	
Go New EPAF	Records per P	age: 25 V
New EPAF	Go	
		New EPAF

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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.

800 Last First M	1iddle	Nov 17

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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 general Required - indicates a required field. ID: Required 800 First Middle Last Query Date: MM/DD/YYYY Required 07/01/2023 Approval Category: Required Not Selected Go	The Student's Name and 800# will appear here
	EPAF Approver Summary EPAF Originator Su
	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 Sele	ection
Information Enter an ID, select the selec	ne link to search for an ID, or generate an ID. Enter the Query Date and select the a
ID: Required 800] First Middle Last
Query Date: MM/DD/YYYY Requ Approval Category: Required Go Coution There are no active jol All Jobs	ired 07/01/2023 Hire existing Student Employee into a new Position, STUD02
	EPAF Approver Summary EPAF Ori
	Return to EPAF Men
RELEASE: 8.21.0.1 (DLCH02:B	8-ORDS-SSB-PROD-77FF5668DC-49FNX)

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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.

lnforma	tion Enter	an ID, s	elect the lin	k to sea	rch for a	an ID, or	generat	e an ID.	Enter the Q	uery Da	te an	d sele	ct the A	pprova	l Catego	ry. Select	Go.
Required	- indicate	s a red	uired field.														
ID: 💦Requi	ired 800							÷	Q								
Query Dat	e: MM/DD)/YYYY	Required (06/20/20	023	7											
Query Dat Approval (e: MM/DD Category:)/YYYY Requi	Required of the contract of th	06/20/20 Hire exis	023 stina Stu	 udent Em	plovee ir	nto a ne	w Position,	STUD02			7				
Query Dat Approval (e: MM/DD Category:) / Y Y Y Y Requi	Required	06/20/20 Hire exis	023 sting Stu	udent Em	ployee ir	nto a ne	w Position,	STUD02			·				
Query Dat Approval (Go	te: MM/DD Category:)/YYYY DRequi	Required (06/20/20	023 sting Stu	udent Em	ployee ir	nto a ne	w Position, :	STUD02			•]				
Query Data Approval (Go	e: MM/DE Category:) /YYYY Requi	Required red	06/20/20 Hire exis	023 sting Stu	udent Em	ployee ir	nto a ne	w Position, :	STUD02			•]				
Query Dat Approval (Go Employee	e: MM/DE Category: Job Assi Position	ignmei	Required red	06/20/20 Hire exis	023 sting Stu] udent Em	ployee ir Time S	nto a ne	w Position, : Drganizati	STUD02	rt Da	te I	nd Da	ate	Last Pa	nid Date	Status
Query Dat Approval (Go Employee Type Primary	Category: <i>Job Assi</i> Position S05041	ignmen Suffix	Required (red	06/20/20 Hire exis	023 sting Stu dnt Emp] udent Em ploymnt	ployee ir Time S 5041, F	nto a ne Sheet C Human	w Position, s Drganizati Resources	on Star	rt Da 28, 2	te	an 21,	ate 2023	Last Pa Jan 20,	aid Date	Status Terminated



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.

" Informa	tion Enter	an ID, s	elect the link	k to searc	h for an ID,	or genera	ate an ID	. Enter ti	ne Quer	y Date	and sel	ect th	e Appro	val Cate	gory. Se	lect Go.
Required	- indicate	is a req	uired field.													
ID: 📄 Requ	ired 800						4	ı Q								
Ouery Dat	o MM/DE	1/VVVV														
eace part	e. mm/DL	71111	Required 0	6/20/202	23											
Approval (Category:	Requi	Required 0	6/20/202 Rehire a S	23 Student Empl	ovee into	Previous	lv-held F	Position	. STUDO	3	~				
Approval (Category:	Requi	Required 0	6/20/202 Rehire a S	23 Student Empl	oyee into	Previous	ly-held F	Position	, STUDO	3	·)				
Approval (Go	Category:	Requi	red Required 0	06/20/202 Rehire a S	23 Student Empl	oyee into	Previous	ly-held F	osition	, STUDO	3	·)				
Approval (Go	Category:	Requi	red R	6/20/202 Rehire a S	23 Student Empl	oyee into) Previous	ly-held F	Position	, STUDO	3	·)				
Go Employee	Category:	jonne. ignme.	red Required O	06/20/202 Rehire a S	23 Student Empl	oyee into	Previous	ly-held F	Position	, STUDO	13	~				
Approval (Go Employee	Category: Dob Ass Position	ignme. Suffix	red Required O	16/20/202 Rehire a S	23	oyee into	Previous	ily-held F Drganiz	Position	, STUDO Start I	Date	End	Date	Last	Paid Da	ate Status
Go Go <u>Go</u> <u>Smployee</u> <u>Spe</u> Primary	Category: Dob Ass Position 505041	ignme Suffix 00	red Required 0 red R Title Student As:	st - Stdr	23 Student Empl	Time	Previous Sheet (ily-held F Drganiz Resour	ces	, STUDO Start I Oct 28	Date , 2020	End	Date 21, 202	Last I 3 Jan 20	Paid Da	ate Status Terminated
Go Go Employee Type Primary Secondary	Job Ass Position \$05041	ignme Suffix 00 00	red Required or a constant of the second sec	st - Stdr t & Proje	23 Student Employm at Employm ect Assistan	Time 1t 5041, 5041,	Sheet (Human Human	Drganiz Resour Resour	ces	, STUDO Start I Oct 28 Jan 12	Date , 2020 , 2023	End Jan 2 Jun 3	Date 21, 202 30, 202	Last 1 3 Jan 20 3 Jun 09	Paid Da 0, 2023 9, 2023	ate Status Terminated Active

STEP 13

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

Required - indicates a required	field.
ID: Required 800	First Middle Last
Query Date: MM/DD/YYYY	uired 07/01/2023
Approval Category: 📄 Required	Hire Student who has never wo
Go Caution There are no active jo All Jobs	obs based on the Query Date.

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: Query Approv	Date: al Categ	First Midd Jul 01, 20 J ory: Student F	lle Last,)23 Rehire, S	8007 STUD)3							
<i>Create</i> Search	<i>or Add a</i> Type	New Hourly	<i>Job, JC</i> Suffix	BS02 Title	2 Time Sheet (Organization	Start Date	End Date	Last Paid	Date	Status	Select
Q	New Job											۲
All Jobs	on There	are no active j	obs bas	ed on	the Query Da	te.						

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.

Approv	al Categ	Jory: Student F	Rehire, S	STUD	03					
Rehire i	in Previ	ous-held Hou	rly Job,	JOB	S03					
Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									۲
Cautio	on There	are no active j	obs bas	ed on	the Query Date.					
Next Ap	J proval Ty	rpe Go								

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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.

Query Date: Jul 01, 2023 Approval Category: Student Rehire, STUD03

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									0
	Secondary	S17091	00	Painter - Level 1	7091, Building & Equip. MaintDeland	May 16, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	0
	Primary 🤇	S35041	00	HR Support & Project Assistant	5041, Human Resources	Mar 10, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	
Active J	obs									
Next Ap	proval Type	Go								
						Ne	W EPAF			

STEP 17

Click on "Go"

Query Approv	Date: al Catego	Jul 01, 202 ry: Student Rel	3 hire, ST	UD03						
<i>Rehire</i> Search	<i>in Previou</i> Type	s-held Hourly Position	Job, J Suffix	0BS03 Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q,	New Job									0
	Secondary	S17091	00	Painter - Level 1	7091, Building & Equip. MaintDeland	May 16, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	0
	Primary	\$35041	00	HR Support & Project Assistant	5041, Human Resources	Mar 10, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	1
Active : Next A	lobs oproval Type	Go				, Ne	W EPAF	I	I	

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<u>The first section "Rehire in Previous-held Hourly Job" REQUIRES information</u> <u>to be added.</u>

Rehire in Previous-held Hourly Job, S35	041-00 HR Support & Proj	ect 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: 戻Required(Not Enterable)	2021	2021
Salary Grade: 戻Required	LVL01	LVL01
Regular Rate: 戻Required	11	12
Step: 戻Required(Not Enterable)	0	0
Job Change Reason: 戻Required(Not Enterable)	00015	00019
Job End Date: MM/DD/YYYYDRequired(Not Enterab	le) 06/30/2023	05/08/2021
Job Status: 戻Required(Not Enterable)	Terminated	
Timesheet Orgn: 戻Required	5041	٩

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.

Required - Indicates a required field.		
Rehire in Previous-held Hourly Job, S350	041-00 HR Support & Pr	oject Assistant, Last Paid Date: Jun 09, 2023
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2023	07/01/2023 You should not adjust these dates.
Personnel Date: MM/DD/YYYY	06/30/2023	07/01/2023 entered previously.
Title: (Not Enterable)	HR Support & Project Assista	ant
Salary Group: 戻Required(Not Enterable)	2021	2023
Salary Grade: 戻Required	LVL01	LVL01
Regular Rate: 戻 Required	11	12
Step: 💦Required(Not Enterable)	0	0
Job Change Reason: 戻Required(Not Enterable)	00015	00019
Job End Date: MM/DD/YYYY Required (Not Enterable	e) 06/30/2023	05/11/2024
Job Status: 戻Required(Not Enterable)	Terminated	A
Timesheet Orgn: 戻 Required	5041	٩



Jump to Bottom

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.

Required - indicates a required field.		
Rehire in Previous-held Hourly Job, S350	41-00 HR Support & Proj	ect 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: 戻Required(Not Enterable)	2021	2023
Salary Grade: 戻Required	LVL01	LVL01
Regular Rate: 💦Required	11	12
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: 戻Required	5041	٥,

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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.

Rehire in Previous-held Hourly Job, S350	41-00 HR Support & Proj	ject Assistant, Last Paid Date: Ju
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	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: DRequired(Not Enterable)	2021	2023
Salary Grade: 戻 Required	LVL01	LVL01
Regular Rate: 戻Required	11	12
Step: DRequired(Not Enterable)	0	0
Job Change Reason: 戻Required(Not Enterable)	00015	00019
Job End Date: MM/DD/YYYY Required (Not Enterable) 06/30/2023	05/11/2024
Job Status: 戻Required(Not Enterable)	Terminated	A
Timesheet Orgn: 戻Required	5041	Q 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.

Job Curr Effee	Labor Distr ent :tive Date: 0	ribution, S3 5/09/2023	5041-00 HR St	upport & Pro	oject Assistan	t, Last Paid	Date: Jun	09, 2023				
COA	Index Fund	Organizatio	n Account Progra	m Activity Loo	ation Project C	ost Percent Er	ncumbrance (Override End Da	te			
S	10010	2 5041	60202 5002			100.00						
New Effec	tive Date: MM	/DD/YYYY 07/	/01/2023									
соа	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Ove	erride End Date
S		Q 100102	Q 5041	60202	Q 5002					100.00]
		9	Q	9	Q							1
	1	٩							1			ĩ
	i								1			ĩ
	<u> </u>											í
									Total:	100.00		- -
Su Defa	ccess Icon De ult from Index	faulting values	for Labor Distributi New Rows	on from the Jo	b records.							

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14 of 21

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.

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

Item	Current Value N	lew Value
Jobs Effective Date: MM/DD/YYYY	06/30/2023	05/11/2024
Personnel Date: MM/DD/YYYY	06/30/2023	05/11/2024
Job Status: 戻Required(Not Enterable)	Terminated	Т
Job Change Reason: 🔊 Required (Not Enterable) 00015		00015

Routing Queue

Approval Level	User Name	
81 - (PY-FYI) Payroll FYI		Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review		Sam Tuempusr
90 - (SE-APL) Student Employment Apply		Casey Renee McLallen
		1

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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.

Default from Index Save and Add New Rows			
End Job Assignment, S35041-00 H	R Support &	Project Assistant, L	ast Paid Date: Jun 09, 2023
Item	Current Value	e 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: 戻Required(Not Enterable)	Terminated	Т	
Job Change Reason: 📝Required(Not Enterable	e) 00015	00015	
Routing Queue			
Approval Level	User Name		
81 - (PY-FYI) Payroll FYI		Z	Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review		USR	Sam Tuempusr
90 - (SE-APL) Student Employment Apply		LLEN	Casey Renee McLallen

STEP 25

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





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."

Kouting Queue Kequired Active Approval Level User Name Required Active 81 - (PY-FYI) Payroll FYI Q EMENDEZ Eva Guadalupe Mendez FYI 89 - (SE-RVW) Student Employment Review Q STUEMPUSR Sam Tuempusr Approve 90 - (SE-RVL) Student Employment Apply Q CRMCLALLEN Casey Renee McLallen Apply Not Selected Q Image: Comparison of the selected of the selecte	
Approval Level User Name Required Act 81 - (PY-FYI) Payroll FYI C EVA Guadalupe Mendez FYI 89 - (SE-RVW) Student Employment Review STUEMPUSR Sam Tuempusr Approve 90 - (SE-APL) Student Employment Apply CRMCLALLEN Casey Renee McLallen Approve Not Selected Q Image: Comparison of the Compariso	
81 - (PY-FYI) Payroll FYI Q EMENDEZ Eva Guadalupe Mendez FYI 89 - (SE-RVW) Student Employment Review Q Sam Tuempusr Approve 90 - (SE-APL) Student Employment Apply Q CRMCLALLEN Casey Renee McLallen Apply Not Selected Q Casey Not Selected Not Selected<	on
89 - (SE-RVW) Student Employment Review Q [STUEMPUSR Sam Tuempusr Approve 90 - (SE-APL) Student Employment Apply Q [CRMCLALLEN] Casey Renee McLailen Apply Not Selected Q Image: Comparison of the selected Not Selected Not Selected Not Selected Q Image: Comparison of the selected Not Selected Not Selected Q Image: Comparison of the selected Not Selected Save and Add New Rows Saw Saw Saw Saw	
90 - (SE-APL) Student Employment Apply Q Casey Renee McLallen Apply Not Selected Q Not Selected Not Selected Not Selected Q Not Selected Not Selected Not Selected Q Not Selected Not Selected Save and Add New Rows Save and Add New Rows Not Selected Not Selected]
Not Selected Q Not Selected Not Selected Save and Add New Rows Save and Add New Rows Not Selected Not Selected	Ĵ
Not Selected Q Not Selected Not Selected Not Selected Q Not Selected Not Selected Not Selected Q Not Selected Not Selected	~
Not Selected	~
Not Selected	~
Save and Add New Rows	~
	_
Comment	

STEP 27

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.

81 - (PY-FYI) Payroll FYI 89 - (SE-RVW) Student Employme 90 - (SE-APL) Student Employme Not Selected	ent Review		EMENDEZ	Eva Guadalupe Mendez
89 - (SE-RVW) Student Employm 90 - (SE-APL) Student Employme Not Selected	ent Review			
90 - (SE-APL) Student Employme Not Selected	·		STUEMPUSR	Sam Tuempusr
Not Selected	nt Apply		CRMCLALLEN	Casey Renee McLallen
	~	4		
Not Selected	~	4		
Not Selected	~	4		
Not Selected	~			
Comment				



Click "Save"

Comment	
	<u>Approval</u>
Save <u>Return to Top</u>	

STEP 29

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

HELP LOGO	DUT		
Electronic F	Personnel A	ction Form	
Success Icon	our change was	saved successfully.	
Information En	nter the information	n for the EPAF and either Save or S	Submit
Name and ID:	G	, 800	
Transaction:	21264		Query Date: Jul 01, 2023
	Maiting		
Transaction Stat	us: waiting		
Transaction Stat Approval Catego	ory: Rehire a Stude	ent Employee into Previously-held	Position, STUD03



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.

my STE	TSON		
HELP LOGO	<u>UT</u>		
Electronic F	ersonnel Ac	tion Form	
Success Icon Y Information En Name and ID:	our change was s ter the information Gi	aved successfully. for the EPAF and eithe 9, 8007	r Save or Submit
Transaction: Transaction Stat	21264 Waiting		Query Date: Jul 01, 2023
Approval Catego Save Submit	ry: Rehire a Studen Delete	t Employee into Previo	usly-held Position, STUD03
			<u>Approval Types Acc</u>

STEP 31

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

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: Ju			
Transaction Status: Waiting						
Approval Category: Rehire a Student Employee into Previously-held Position, STUD03						
Save Submit	Delete					
			<u>Approv</u> a			

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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 Pe	ersonnel A	Action Form		
Success Icon Th	e transaction er the information	has been successfully sub on for the EPAF and either Sa	mitted. ave or Submit	
Name and ID: Transaction: Transaction Status Approval Category	G 21264 s:Pending r: Rehire a Stud	lent Employee into Previousl	y-held Position, STUD03	Query Date: Jul 01, 2023
				<u>Approval Types</u> <u>Account Di</u>

STEP 33

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.

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