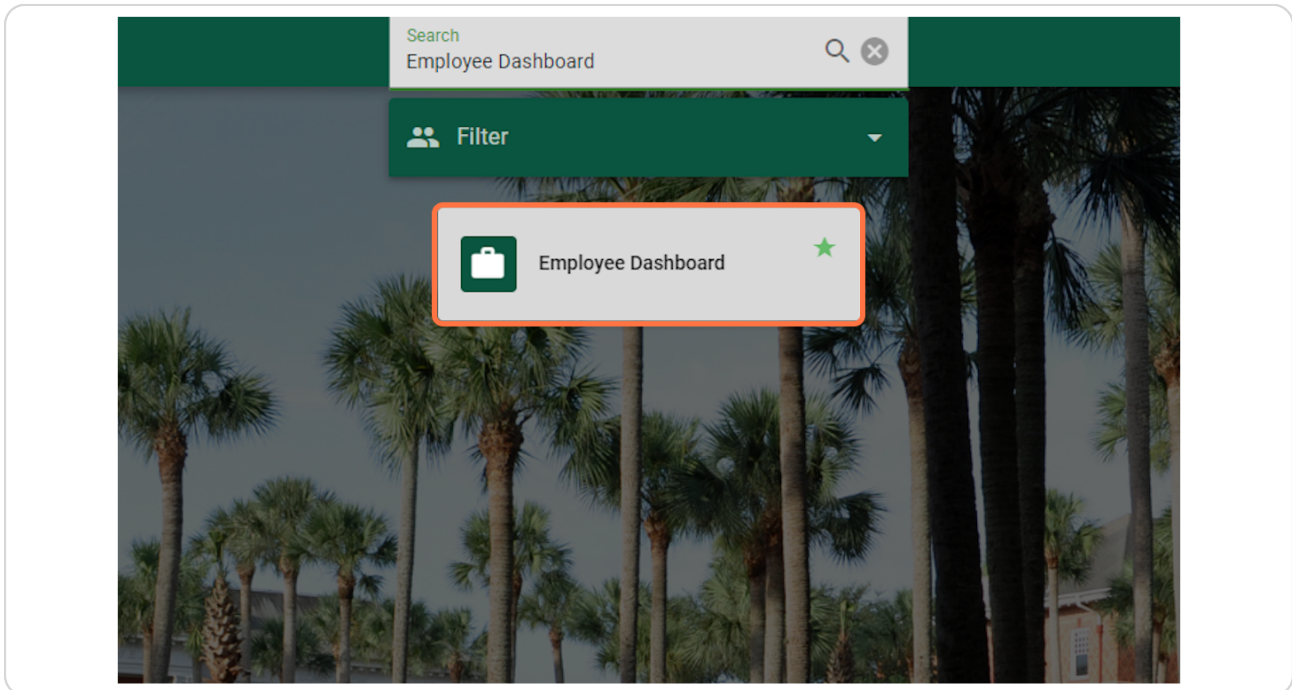


STUD03: Re-Hiring a Student into a Previously Held Position

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

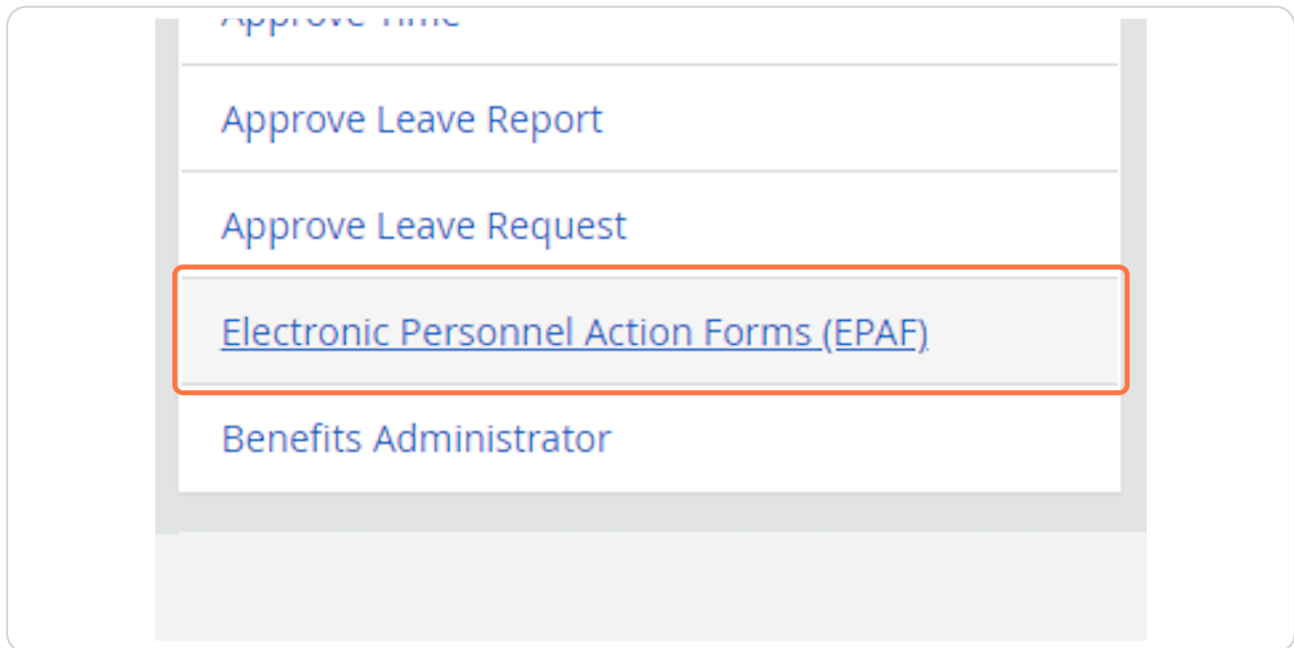
STEP 1

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



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 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.

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, 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.

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:

Query Date:

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
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>								<input checked="" type="radio"/>

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

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
<input type="text" value="Q"/>	New Job	<input type="text"/>	<input type="text"/>								<input checked="" type="radio"/>

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

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.

Query Date: Jul 01, 2023
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
Q	New Job									<input type="radio"/>
	Secondary	S17091	00	Painter - Level 1	7091, Building & Equip. Maint.-Deland	May 16, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	<input type="radio"/>
	Primary	S35041	00	HR Support & Project Assistant	5041, Human Resources	Mar 10, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	<input checked="" type="radio"/>

Active Jobs
Next Approval Type

New EPAF

STEP 17

Click on "Go"

Query Date: Jul 01, 2023
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
Q	New Job									<input type="radio"/>
	Secondary	S17091	00	Painter - Level 1	7091, Building & Equip. Maint.-Deland	May 16, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	<input type="radio"/>
	Primary	S35041	00	HR Support & Project Assistant	5041, Human Resources	Mar 10, 2023	Jun 30, 2023	Jun 09, 2023	Terminated	<input checked="" type="radio"/>

Active Jobs
Next Approval Type

New EPAF

STEP 18

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

[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	06/30/2023	<input type="text" value="07/01/2023"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="07/01/2023"/>
Title: (Not Enterable)	HR Support & Project Assistant	
Salary Group: (Not Enterable)	2021	<input type="text" value="2021"/>
Salary Grade:	LVL01	<input type="text" value="LVL01"/>
Regular Rate:	11	<input type="text" value="12"/>
Step: (Not Enterable)	0	<input type="text" value="0"/>
Job Change Reason: (Not Enterable)	00015	<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY (Not Enterable)	06/30/2023	<input type="text" value="05/08/2021"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Timesheet Orgn:	5041	<input type="text" value=""/>

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

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	06/30/2023	<input type="text" value="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	<input type="text" value="07/01/2023"/>
Title: (Not Enterable)	HR Support & Project Assistant	
Salary Group: (Not Enterable)	2021	<input type="text" value="2023"/>
Salary Grade:	LVL01	<input type="text" value="LVL01"/>
Regular Rate:	11	<input type="text" value="12"/>
Step: (Not Enterable)	0	<input type="text" value="0"/>
Job Change Reason: (Not Enterable)	00015	<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY (Not Enterable)	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Timesheet Orgn:	5041	<input type="text" value=""/>

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

STEP 20

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.

[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: Required	06/30/2023	<input type="text" value="07/01/2023"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="07/01/2023"/>
Title: (Not Enterable)	HR Support & Project Assistant	<input type="text"/>
Salary Group: Required(Not Enterable)	2021	<input type="text" value="2023"/>
Salary Grade: Required	LVL01	<input type="text" value="LVL01"/>
Regular Rate: Required	11	<input type="text" value="12"/>
Step: Required(Not Enterable)	0	<input type="text" value="0"/>
Job Change Reason: Required(Not Enterable)	00015	<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY Required(Not Enterable)	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status: Required(Not Enterable)	Terminated	<input type="text" value="A"/>
Timesheet Orgn: Required	5041	<input type="text" value=""/>

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.

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

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2023	<input type="text" value="07/01/2023"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="07/01/2023"/>
Title: (Not Enterable)	HR Support & Project Assistant	<input type="text"/>
Salary Group: (Not Enterable)	2021	<input type="text" value="2023"/>
Salary Grade:	LVL01	<input type="text" value="LVL01"/>
Regular Rate:	11	<input type="text" value="12"/>
Step: (Not Enterable)	0	<input type="text" value="0"/>
Job Change Reason: (Not Enterable)	00015	<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY (Not Enterable)	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="A"/>
Timesheet Orgn:	5041	<input type="text" value="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 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
S		100102	5041	60202	5002					100.00			
Total:										100.00			

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

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.

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	06/30/2023	<input type="text" value="05/11/2024"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status: Terminated	Terminated	<input type="text" value="T"/>
Job Change Reason: 00015	00015	<input type="text" value="00015"/>

Routing Queue

Approval Level	User Name
<input type="text" value="81 - (PY-FYI) Payroll FYI"/>	<input type="text" value="EMENDEZ"/> Eva Guadalupe Mendez
<input type="text" value="89 - (SE-RVW) Student Employment Review"/>	<input type="text" value="STUEMPUSR"/> Sam Tuempusr
<input type="text" value="90 - (SE-APL) Student Employment Apply"/>	<input type="text" value="CRMCLALLEN"/> Casey Renee McLallen

STEP 24

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 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	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2023	<input type="text" value="05/11/2024"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status:	Terminated	<input type="text" value="T"/>
Job Change Reason: 00015		<input type="text" value="00015"/>

Routing Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	<input type="text" value="EMENDEZ"/> Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review	<input type="text" value="STUEMPUSR"/> Sam Tuempusr
90 - (SE-APL) Student Employment Apply	<input type="text" value="CRMCLLEN"/> Casey Renee McLallen

STEP 25

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

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	New Value
Jobs Effective Date: MM/DD/YYYY	06/30/2023	<input type="text" value="05/11/2024"/>
Personnel Date: MM/DD/YYYY	06/30/2023	<input type="text" value="05/11/2024"/>
Job Status:	Terminated	<input type="text" value="T"/>
Job Change Reason: 00015		<input type="text" value="00015"/>

Routing Queue

Approval Level	User Name
81 - (PY-FYI) Payroll FYI	<input type="text" value="EMENDEZ"/> Eva Guadalupe Mendez

STEP 26

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 Eva Guadalupe Mendez	FYI
89 - (SE-RVW) Student Employment Review	STUEMPUSR Sam Tuempusr	Approve
90 - (SE-APL) Student Employment Apply	CRMCLALLEN 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 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.

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 Eva Guadalupe Mendez
89 - (SE-RVW) Student Employment Review	STUEMPUSR Sam Tuempusr
90 - (SE-APL) Student Employment Apply	CRMCLALLEN 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 28

Click "Save"

Comment

[Approval](#)

[Return to Top](#)


STEP 29


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:	G [redacted], 800: [redacted]	Query Date: Jul 01, 2023
Transaction:	21264	
Transaction Status:	Waiting	
Approval Category:	Rehire a Student Employee into Previously-held Position, STUD03	

[Approval Types](#) | [Acc](#)

STEP 30

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.

The screenshot shows the mySTETSON interface for an Electronic Personnel Action Form. At the top left is the mySTETSON logo. Below it are links for HELP and LOGOUT. The title is "Electronic Personnel Action Form". There are two success messages: "Success Icon Your change was saved successfully." and "Information Enter the information for the EPAF and either Save or Submit". The form fields are: Name and ID: Gi [redacted], 800: [redacted]; Transaction: 21264; Transaction Status: Waiting (highlighted with a red box); Approval Category: Rehire a Student Employee into Previously-held Position, STUD03. There are buttons for Save, Submit, and Delete. A Query Date of Jul 01, 2023 is shown on the right. At the bottom right, there is a link for Approval Types | Acc.

STEP 31


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


This screenshot is identical to the previous one, but the "Submit" button is highlighted with a red box. The "Transaction Status" is still "Waiting". The "Query Date" is partially visible as "Ju". At the bottom right, there is a link for Approv:.

STEP 32

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

 **The transaction has been successfully submitted.**

 Enter the information for the EPAF and either Save or Submit

Name and ID: G [REDACTED], 800 [REDACTED]

Transaction: 21264 **Query Date:** Jul 01, 2023

Transaction Status: Pending

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

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

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.