

STUD01: Hiring a Student who has NOT Previously Worked at Stetson

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Created by	Creation Date	Last Updated
Casey McLallen	Jun 15, 2023	Mar 20, 2025



STUD01: Hiring a Student who has NOT Previ-...

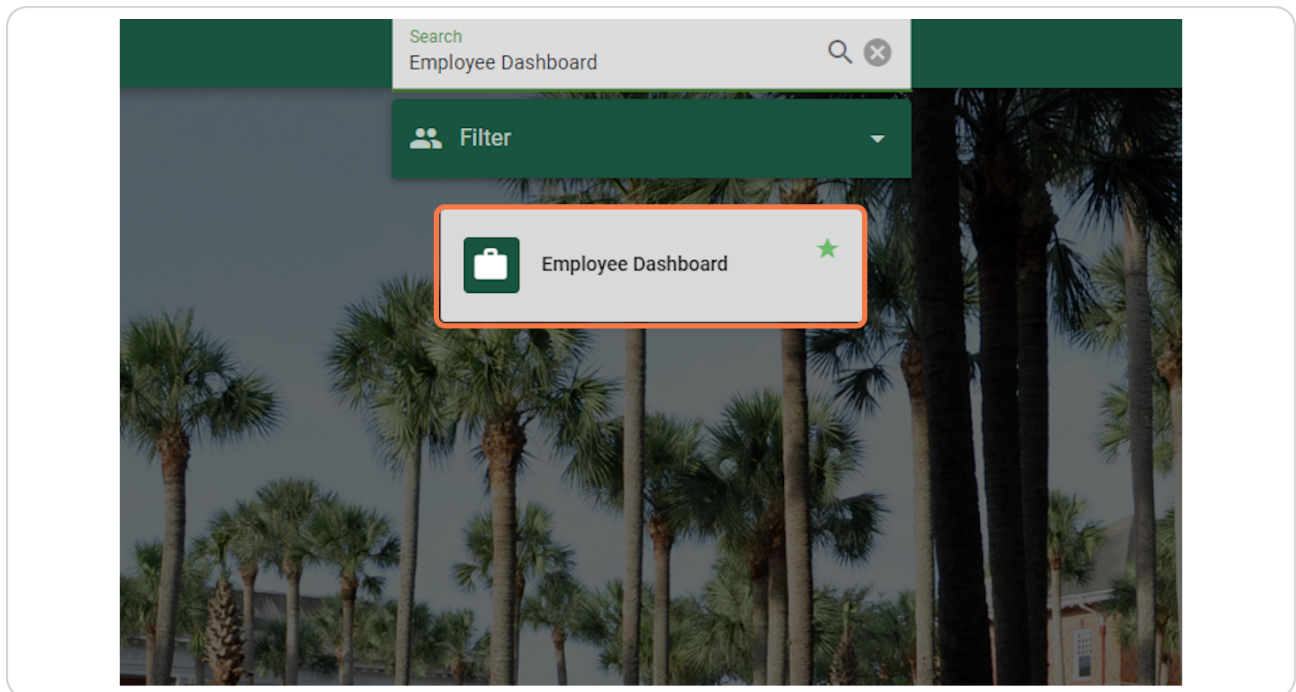
37 Steps



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

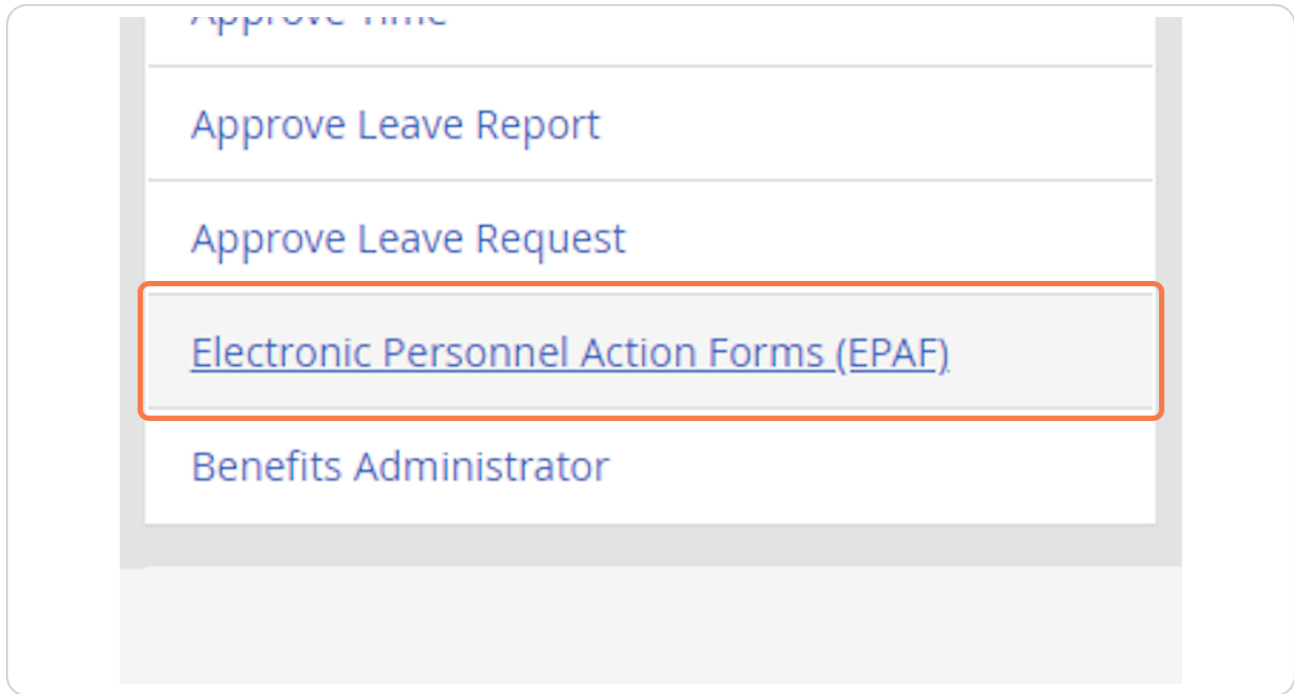
STEP 1

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



STEP 2

If you have not set up the "Default Routing Queue for EPAF" before proceeding to the next step. Please SET UP ROUTING QUEUE.

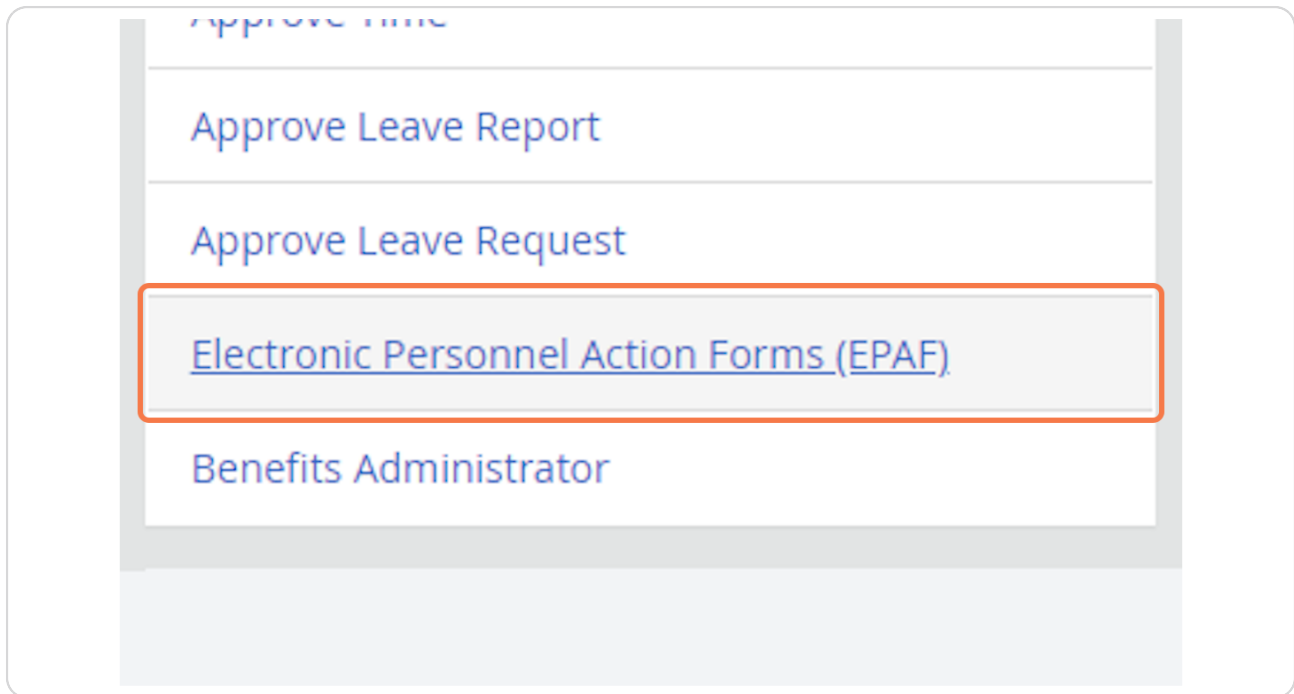


A screenshot of a software interface showing a list of routing queue options. The options are: 'Approve Leave Report', 'Approve Leave Request', 'Electronic Personnel Action Forms (EPAF)', and 'Benefits Administrator'. The 'Electronic Personnel Action Forms (EPAF)' option is highlighted with a red rectangular border. The text is in a blue, sans-serif font.

Approve Leave Report
Approve Leave Request
Electronic Personnel Action Forms (EPAF)
Benefits Administrator

STEP 3

Click on "Electronic Personnel Action Forms (EPAF)" in the lower right corner of the page (you may need to scroll down)



STEP 4

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](#)
[Act as a Proxy](#)

RELEASE: 8.18 (DLCH02:B8-ORDS-SSB-PROD-77FF5668DC-49F


STEP 5


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






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

New EPAF Person Selection

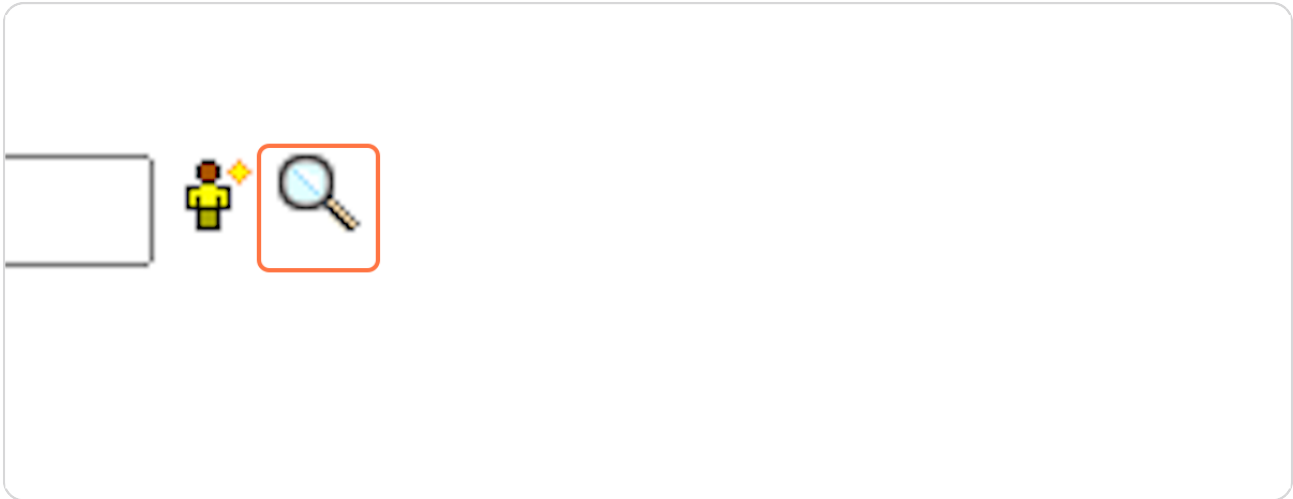
 Information Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select

 Required - indicates a required field.

ID:  Required  

STEP 6


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



STEP 7

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 8

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


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STEP 9




Enter the Query Date. This should be the anticipated START date in the format MM/DD/YYYY. (It will default to today's date)


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New EPAF Person Selection

 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   The Student's Name and 800# will appear here


Query Date: MM/DD/YYYY  Required

Approval Category:  Required

STEP 10

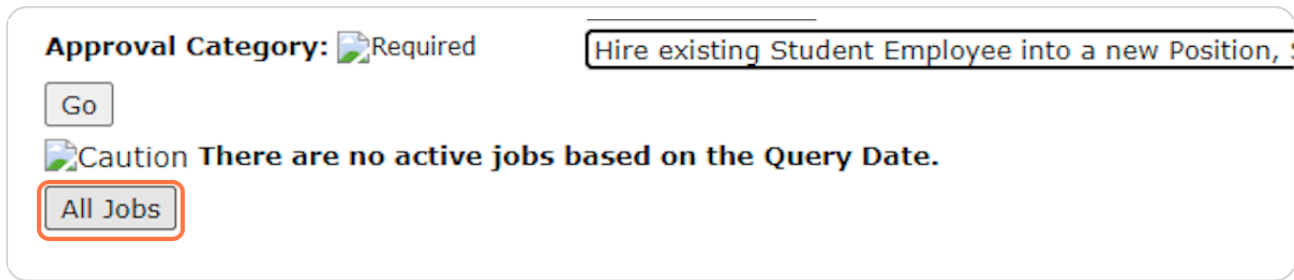
When the Approval Category is wrong, the EPAF cannot be processed and you will need to Delete/Void the EPAF and begin again. To verify the Approval Category, select any option from the drop down.

Approval Category:  Required

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

STEP 11


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, STUD01

Go

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

All Jobs

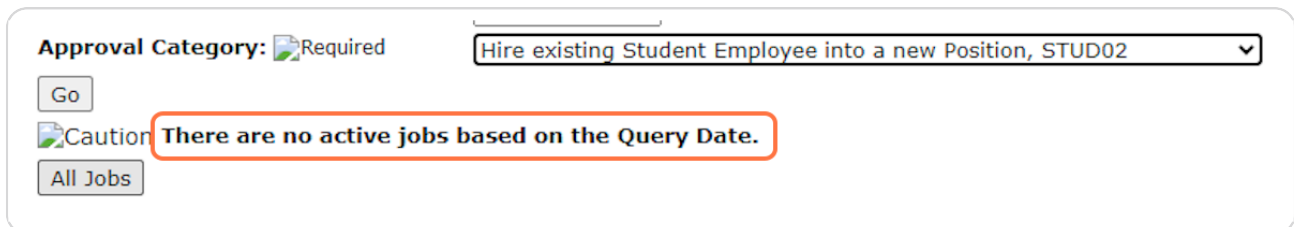
STEP 12


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.



Approval Category:  Required

Hire existing Student Employee into a new Position, STUD02

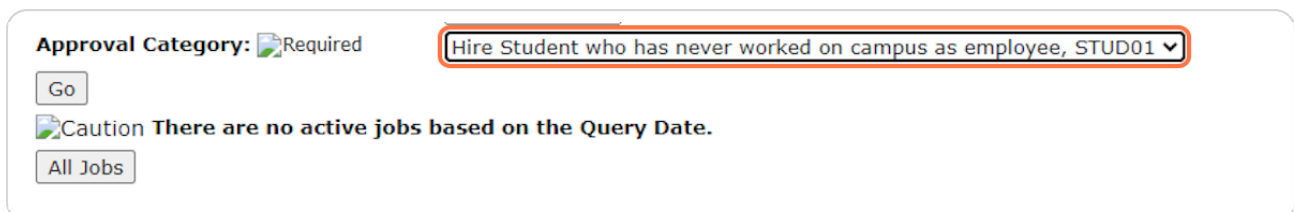
Go


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

All Jobs

STEP 13


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.



Approval Category:  Required

Hire Student who has never worked on campus as employee, STUD01

Go

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

All Jobs

STEP 14

Confirm the information and QUERY DATE are correct. Click on "Go"

Approval Category: Required

Hire Student who has never worked

Go

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

All Jobs

STEP 15

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

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

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, 800725710](#)

Query Date: [Jul 01](#)

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:BB-ORDS-SSB-PROD-771F5668DC-49FHX)

STEP 16

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.

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	S05041									<input type="radio"/>

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

STEP 17

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.

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	S05041	00	Student Asst - Stdnt Employmnt		5041, Human Resources					<input type="radio"/>

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

STEP 18

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

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	S05041	00	Student Asst - Stdnt Employmnt		5041, Human Resources					<input type="radio"/>


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


[New EPAF](#)

STEP 19

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.

RELEASE: 8.21.0.1 (DLCH02:B8-ORDS-SSB-PROD-77FF5668)






STEP 20

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

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 Required - indicates a required field.

Create New Employee Record

Item	Current Value	New Value
Employee Class Code:  Required(Not Enterable)		<input type="text" value="ST"/>
Employee Status: (Not Enterable)		<input type="text" value="A"/>
Home COAS:  Required(Not Enterable)		<input type="text" value="S"/>
Home Organization:  Required(Not Enterable)		<input type="text" value="5041"/>
Location Code:  Required(Not Enterable)		<input type="text" value="MAIN"/>
Campus Code:  Required(Not Enterable)		<input type="text" value="D"/>

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

STEP 21

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

Employee Status: (Not Enterable)
Home COAS: Required(Not Enterable)
Home Organization: Required(Not Enterable)
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"/>
Jobs Effective Date: MM/DD/YYYY		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Contract Type: Required(Not Enterable)		<input type="text" value="P"/>
Title: (Not Enterable)		
Salary Grade:		<input type="text" value="LVL01"/>
Regular Rate:		<input type="text"/>
Step: Required(Not Enterable)		<input type="text" value="0"/>
Job Change Reason: Required(Not Enterable)		<input type="text" value="00010"/>
Timesheet Orgn:		<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 Encumbrance Override End Date

New

Effective Date: MM/DD/YYYY

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

STEP 22

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.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY		<input type="text" value="07/01/2025"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="07/01/2025"/>
Title: (Not Enterable)		
Salary Group: Required(Not Enterable)		<input type="text" value="2025"/>
Salary Grade:		<input type="text" value="LVL01"/>
Regular Rate:		<input type="text" value="14"/>
Step: Required(Not Enterable)		<input type="text" value="0"/>
Job Change Reason: Required(Not Enterable)		<input type="text" value="00019"/>
Job End Date: MM/DD/YYYY Required(Not Enterable)		<input type="text" value="05/10/2025"/>
Job Status: Required(Not Enterable)		<input type="text" value="A"/>
Timesheet Orgn:		<input type="text" value="5041"/>

Annotations:

- Red box:** This area should be blank, since it is a STUD01. If it is NOT blank, you need to start over and change the approval category to STUD03.
- Blue box:** You do not need to adjust these dates. They were set by the Query Date you entered previously.

STEP 23

This rate should reflect the \$14/hour per the pay level. It should be changed to 14.25 if the position is LVL02 or 14.75 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 (Not Enterable)	
Title: (Not Enterable)	
Salary Grade:	LVL01
Regular Rate:	14
Step: (Not Enterable)	0
Job Change Reason:	
(Not Enterable)	
Timesheet Orgn:	

STEP 24

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.

Enterable)	
Title: (Not Enterable)	
Salary Grade:	LVL01
Regular Rate:	14
Step: (Not Enterable)	0
Job Change Reason: (Not Enterable)	00010
Timesheet Orgn:	5041

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

STEP 25

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

Job Labor Distribution, S05041-00 Student Asst - Stdnt Employmnt, Last Paid Date: May 23, 2025

Current
Effective Date:
COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

New
Effective Date: MM/DD/YYYY

Both section should already be filled out accordingly.

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
S										100.00			
Total:										100.00			




STEP 26

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.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		<input type="text" value="05/08/2026"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/08/2026"/>
Job Status: Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason: Required(Not Enterable,		<input type="text" value="00015"/>




STEP 27

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 		<input type="text" value="05/08/2026"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/08/2026"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>




STEP 28

The adjusted end date must be in the format MM/DD/YYYY. This date must not be later than 06/30/2026.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 		<input type="text" value="06/30/2026"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/08/2026"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>

STEP 29

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 		<input type="text" value="06/30/2026"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="06/30/2026"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>

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	FYI
89 - (SE-RVW) Student Employment Review	STUEMPUSR	Approve
90 - (SE-APL) Student Employment Apply	MVINCIGU	Apply
Not Selected		Not Selected

Save and Add New Rows

STEP 31

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	
Not Selected	
Not Selected	

Save and Add New Rows

Comment

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

Save

[Return to Top](#)

STEP 32

Click "Save"

Comment


Save

[Return to Top](#)

[Approval](#)


STEP 33


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.



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

Electronic Personnel Action Form

 Your change was saved successfully.

 Enter the information for the EPAF and either Save or Submit

Name and ID: First Middle Last, 800

Transaction: 21239 **Query Date:** Jul 01,


Transaction Status: Waiting


Approval Category: Hire Student who has never worked on campus as employee, STUD01


STEP 34

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 

Transaction: 21239


Transaction Status: Waiting


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

[Approval](#)

STEP 35

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

 Success 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

Transaction Status: Waiting


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


[Approval Ty](#)

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 **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

Transaction: 21239 **Query Date:** Jul 0

Transaction Status: Pending

Approval Category: Hire Student who has never worked on campus as employee, STUD01

STEP 37

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.

Tango

Never miss a step again. Visit [Tango.ai](https://tango.ai)