STUD02: Hiring a Previously Employed Student into a NEW Position

35 Steps

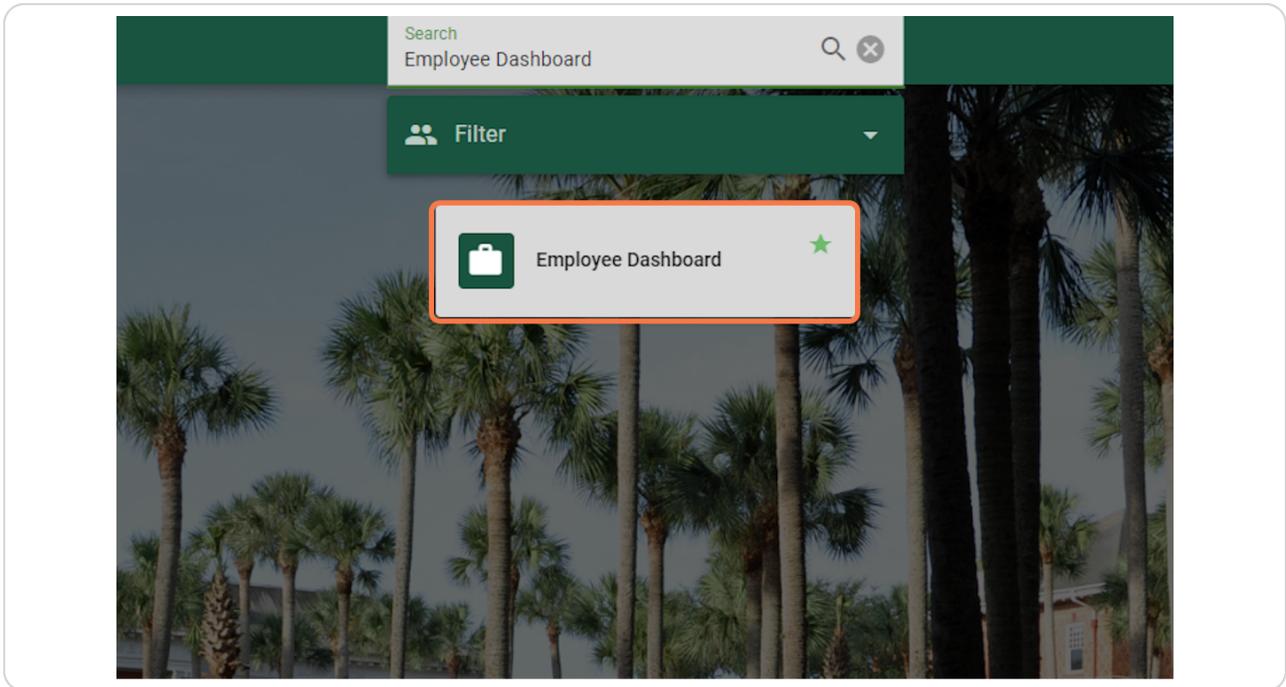| Created by	Creation Date	Last Updated
Casey McLallen	Jun 20, 2023	Mar 20, 2025

STUD02: Hiring a Previously Employed Student...

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

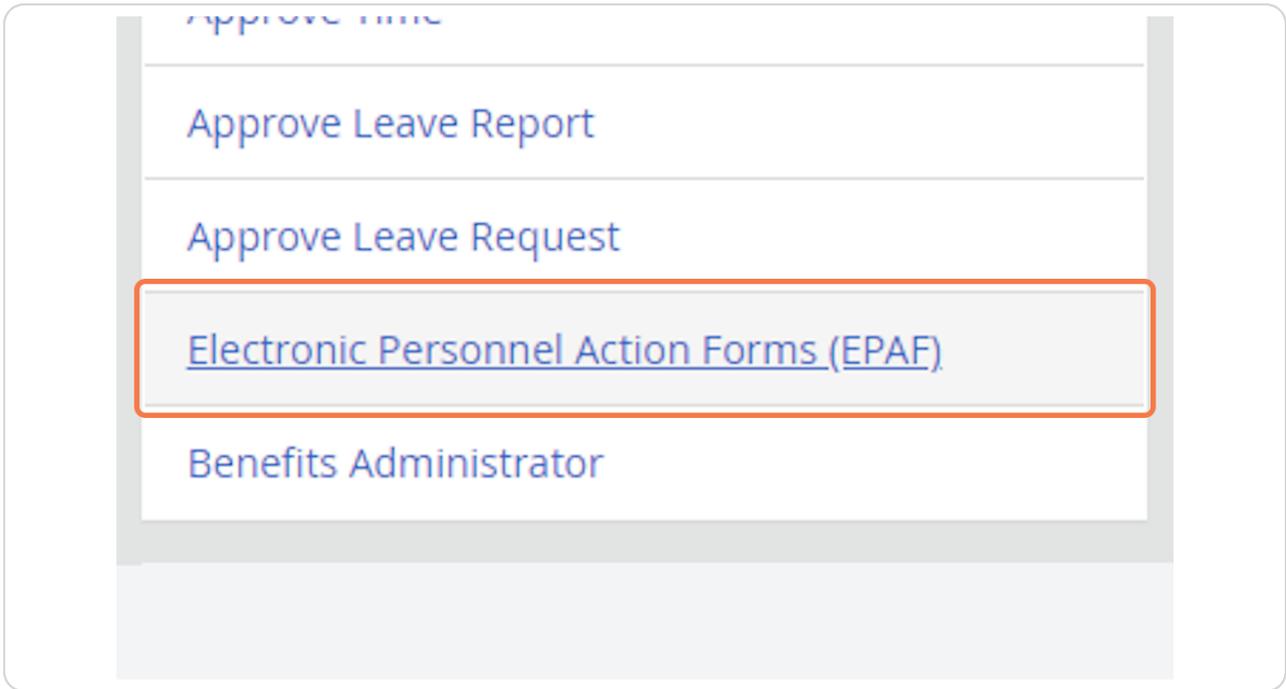### STEP 1

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

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

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)

STEP 5

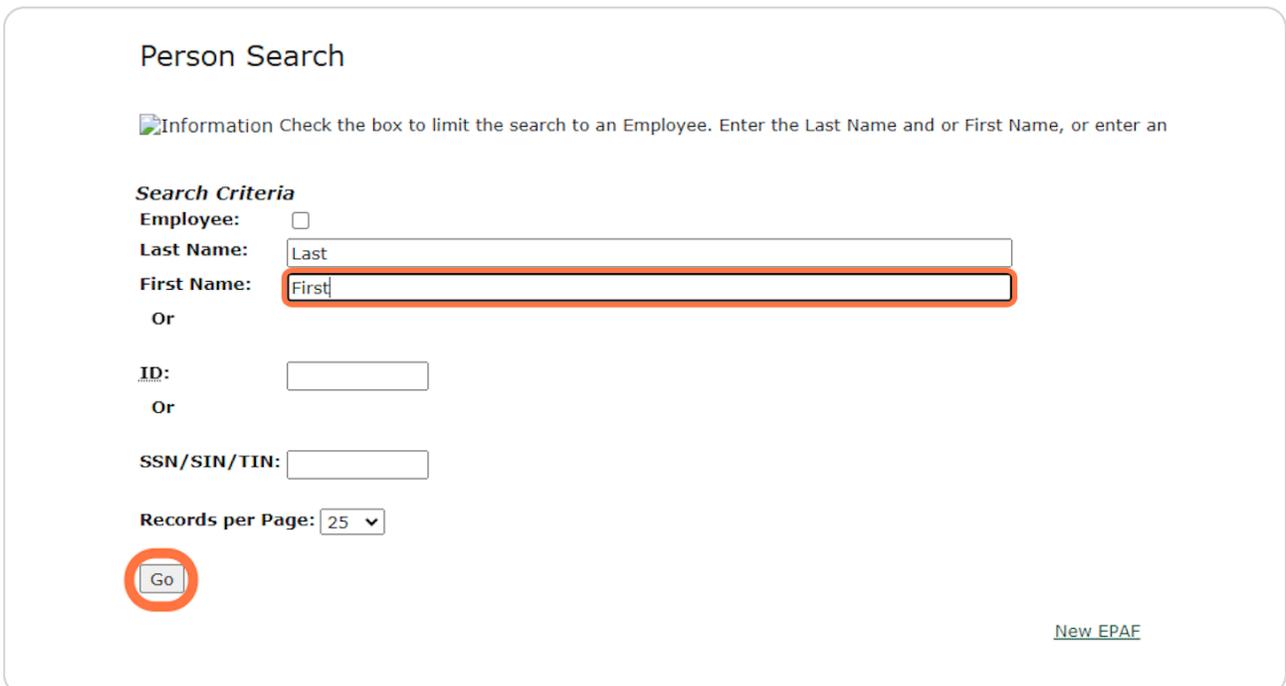**If you do not know the student's ID number, click on the Magnifying Glass next to the box to search for the student.**

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."

You may see multiple results listed. If you see the student you wish to hire, click on the green 800#.

If you are not 100% sure that you have the correct student or cannot find the student through this search process, please reach out to the student and get their ID number.

Jump to Bottom

△ ID ▽	△ Last Name ▽	△ First Name ▽	Middle Name	Birth
800_____	Last	First	Middle	Nov 17,

1 - 1 of 1

Return to Top

STEP 8

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

STEP 9

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

STEP 10

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 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.

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.

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

Go

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

Active Jobs

EPAF Approver Summary | EPAF Originator Summary

STEP 13

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

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

EPAF Approver Summary | EPAF Originator S

Return to EPAF Menu

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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, 8007
Query Date: Jul 01
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									●

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

[All Jobs]

[Next Approval Type] [Go]

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.

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	Selec
🔍	New Job	S05041								●

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

[All Jobs]

[Next Approval Type] [Go]

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.

Approval Category: Add Student Position, STUD02

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organ
🔍	New Job	S05041	00	Student Asst - Stdnt Employmnt	5041, Human Resou

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.

Approval Category: Add Student Position, STUD02

Create or Add a New Hourly Job, JOBS02

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	En
🔍	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 Emplⁱ

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

[All Jobs]

[Next Approval Type] [Go]

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STEP 19

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

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		07/01/2025
Personnel Date: MM/DD/YYYY		07/01/2025
Title: (Not Enterable)		
Salary Group: Required(Not Enterable)		2025
Salary Grade: Required		LVL01
Regular Rate: Required		14
Step: Required(Not Enterable)		0
Job Change Reason: Required(Not Enterable)		00019
Job End Date: MM/DD/YYYY Required(Not Enterable)		05/10/2025
Job Status: Required(Not Enterable)		
Timesheet Orgn: Required		🔍

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.

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY Required		07/01/2025	You do not need to adjust these dates. They were set by the Query Date you entered perviously.
Personnel Date: MM/DD/YYYY		07/01/2025	
Title: (Not Enterable)	This area should be blank, since it is a STUD01		
Salary Group: Required(Not Enterable)		2025	
Salary Grade: Required		LVL01	
Regular Rate: Required	If it is NOT blank, you need to start over and change the approval category to STUD03.	14	
Step: Required(Not Enterable)		0	
Job Change Reason: Required(Not Enterable)		00019	
Job End Date: MM/DD/YYYY Required(Not Enterable)		05/10/2025	
Job Status: Required(Not Enterable)		A	
Timesheet Orgn: Required		5041	

STEP 21

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.

Contract Type: Required(Not Enterable)	
Title: (Not Enterable)	
Salary Grade:	LVL01
Regular Rate: Required	14
Step: Required (Not Enterable)	0
Job Change Reason: Required(Not Enterable)	-----
Timesheet Orgn:	

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.

STEP 23

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

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.

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.

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY Required		05/08/2026
Personnel Date: MM/DD/YYYY		05/08/2026
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

STEP 26

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 Required		06/30/2026
Personnel Date: MM/DD/YYYY		05/08/2026
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

STEP 27

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 Required		06/30/2026
Personnel Date: MM/DD/YYYY		06/30/2026
Job Status: Required(Not Enterable)		T
Job Change Reason: Required(Not Enterable)		00015

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."

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	🔍	MVINCIGU	Marlene Vinciguerra	Apply	
Not Selected	🔍			Not Selected	

Save and Add New Rows

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.

Not Selected

Not Selected

Save and Add New Rows

Comment

Approval Types | Account Dist

Save

Return to Top

New

Click "Save"
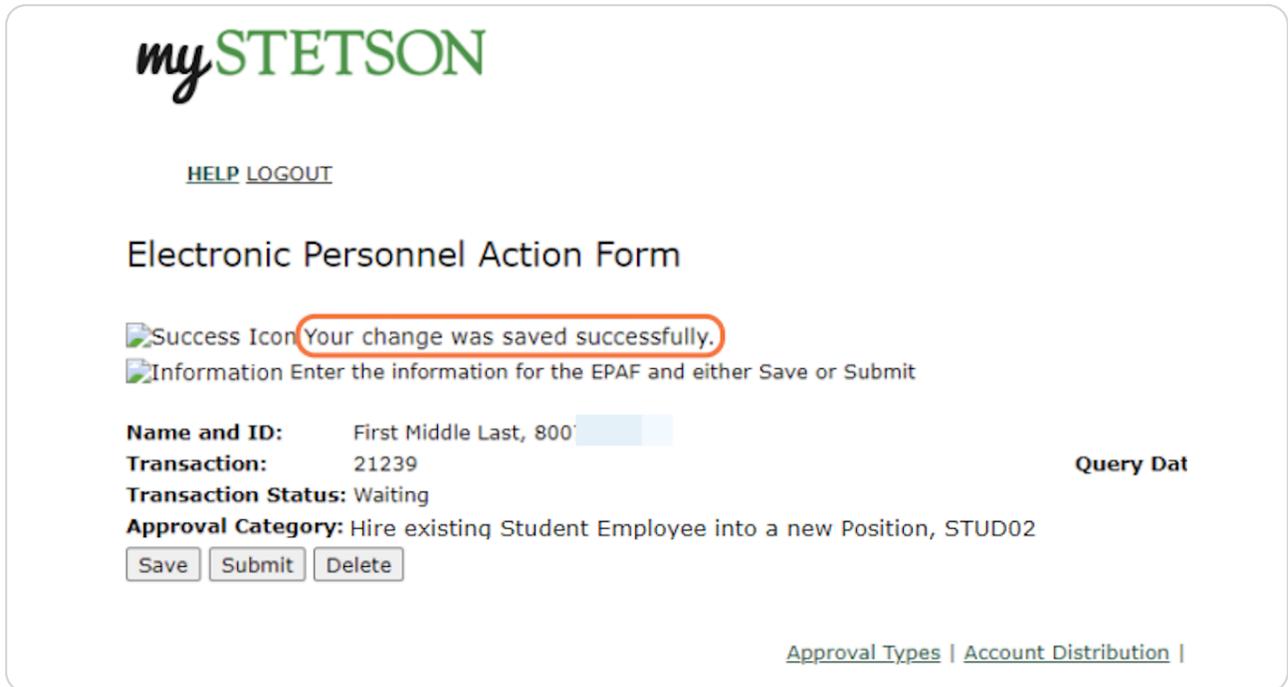
Comment

Approval

Save

Return to Top

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

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

Save Submit Delete

Approval

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

Transaction: 21239

Transaction Status: Waiting

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

Save   Submit   Delete

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.

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.

Tango

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