

# STUD02: Hiring a Previously Employed Student into a NEW Position

35 Steps    [View most recent version on Tango.ai](#) 

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

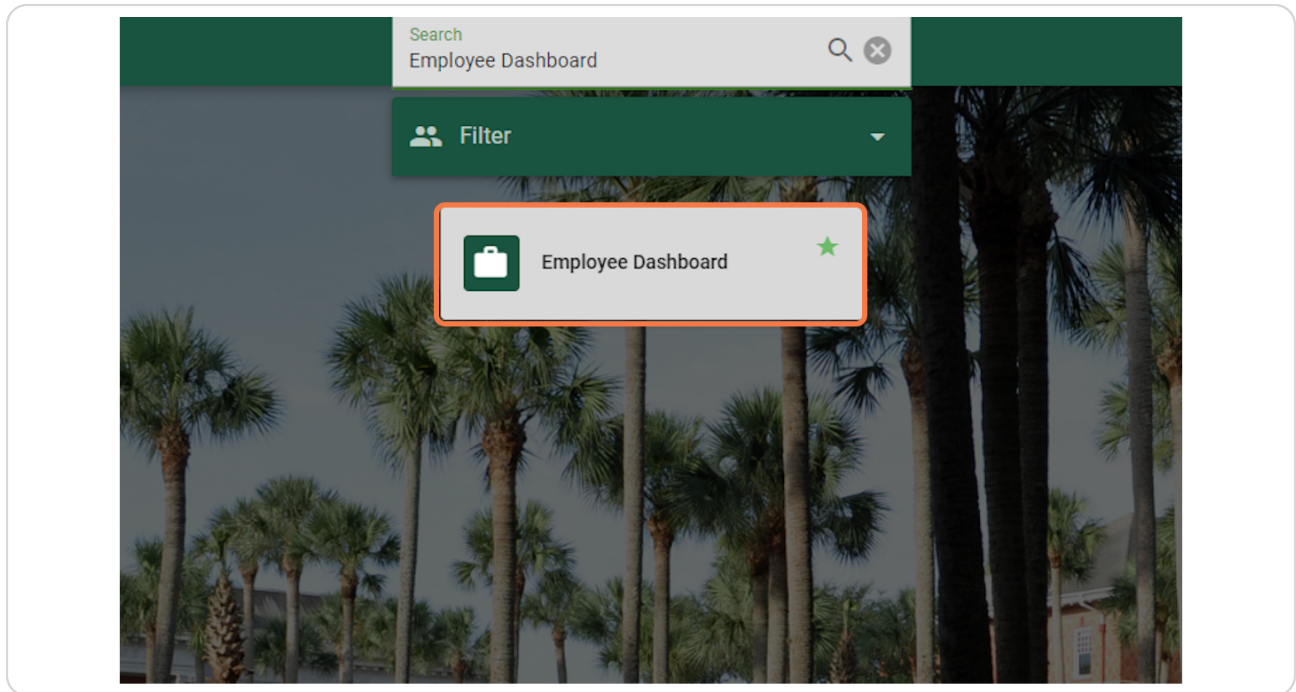
## **STUD02: Hiring a Previously Employed Student...** 35 Steps [↗](#)

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

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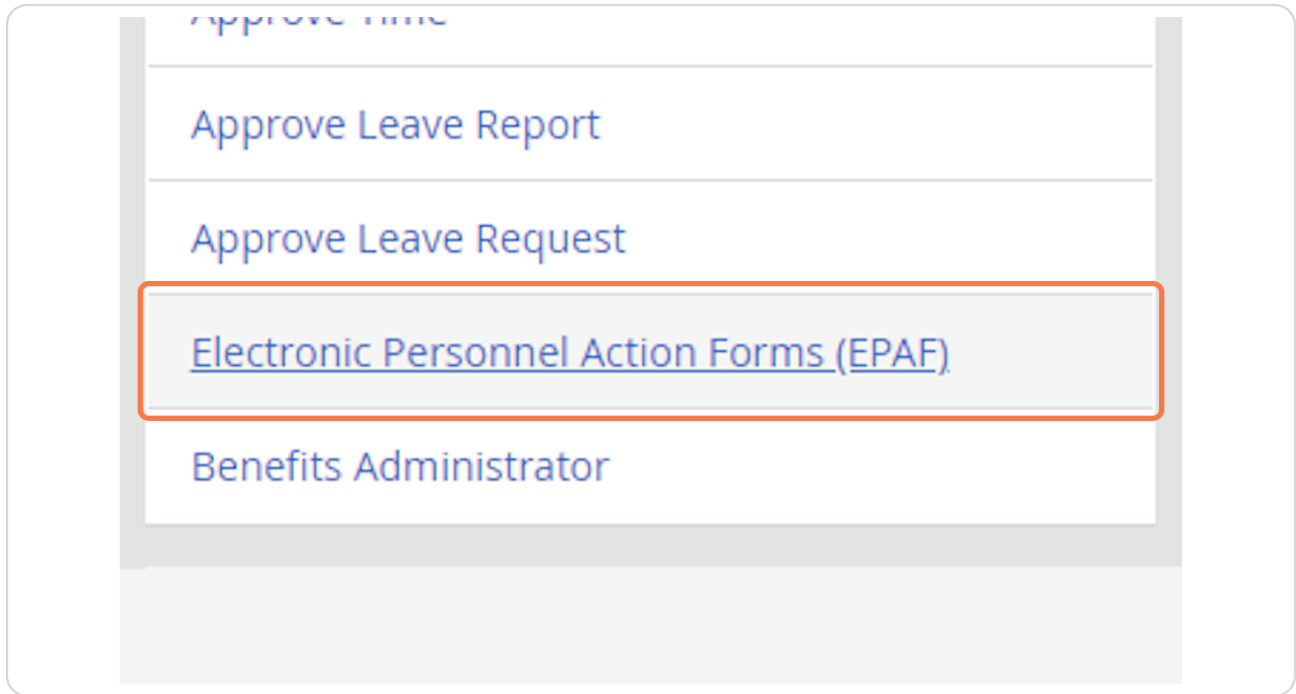
### STEP 1

**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

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

## Electronic Personnel Action Form

[EPAF Approver Summary](#)  
[EPAF Originator Summary](#)  
[New EPAF](#)  
[EPAF Proxy Records](#)  
[Act as a Proxy](#)

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### STEP 4

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 the Approval Category

 Required - indicates a required field.

ID:    

## STEP 5

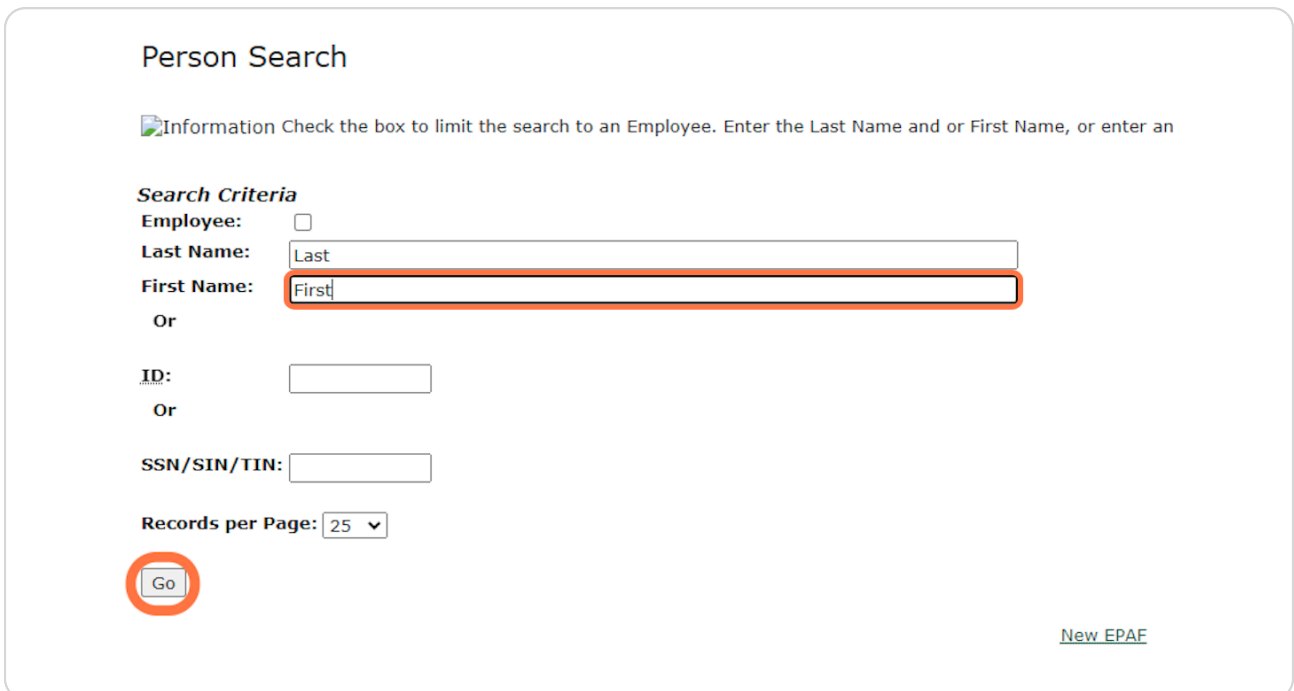
If you do not know the student's ID number, click on the Magnifying Glass next to the box to search for the student.



A screenshot of a search interface. It features a text input box on the left, followed by a person icon and a magnifying glass icon. Below these is a dropdown menu with a downward arrow on the right. The magnifying glass icon is highlighted with a red square.

## 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."**






A screenshot of the 'Person Search' form. The title 'Person Search' is at the top. Below it is a note: 'Information Check the box to limit the search to an Employee. Enter the Last Name and or First Name, or enter an'. The 'Search Criteria' section includes: 'Employee:' with a checkbox, 'Last Name:' with a text box containing 'Last', 'First Name:' with a text box containing 'First' (highlighted with a red rectangle), 'Or', 'ID:' with a text box, 'Or', 'SSN/SIN/TIN:' with a text box, and 'Records per Page:' with a dropdown menu set to '25'. A 'Go' button is at the bottom left, highlighted with a red circle. A link 'New EPAF' is at the bottom right.

## 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

 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:**      The Student's Name and 800# will appear here


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

**Approval Category:** 

## 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.**

**Approval Category:** 

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

## STEP 10

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, STUD02

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

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

[Return to EPAF Menu](#)

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## 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.

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

**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.

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 Summary](#)

[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:**   
**Query Date:**   
**Approval Category:**

#### 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" 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.

**Approval Category:**

#### 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="text" value="S05041"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" 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.

**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	End Date
	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**

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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 		07/01/2024
Personnel Date: MM/DD/YYYY		07/01/2024
Title: (Not Enterable)		
Salary Group:  Required (Not Enterable)		2024
Salary Grade: 		LVL01
Regular Rate: 		
Step:  Required (Not Enterable)		0
Job Change Reason:  Required (Not Enterable)		
Job End Date: MM/DD/YYYY  Required (Not Enterable)		05/11/2024
Job Status:  Required (Not Enterable)		
Timesheet Orgn: 		

Job Labor Distribution, S05041-0 Student Asst - Stdnt Employmnt

## 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	<p>This area should be blank, since it is a STUD01.</p> <p>If it is NOT blank, you need to start over and change the approval category to STUD03</p>	07/01/2024
Personnel Date: MM/DD/YYYY		07/01/2024
Title: (Not Enterable)		
Salary Group:  Required (Not Enterable)		2024
Salary Grade:  Required		LVL01
Regular Rate:  Required		
Step:  Required (Not Enterable)		0
Job Change Reason:  Required (Not Enterable)		
Job End Date: MM/DD/YYYY  Required (Not Enterable)		
Job Status:  Required (Not Enterable)		
Timesheet Orgn:  Required		

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

Job Labor Distribution, S05041-0 Student Asst - Stdnt Employmnt

## STEP 21

**This rate should reflect the \$13/hour per the pay level. It should be changed to 13.25 if the position is LVL02 or 13.75 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:	<input type="text"/>
Required (Not Enterable)	
Title: (Not Enterable)	<input type="text"/>
Salary Grade:	<input type="text" value="LVL01"/>
Regular Rate:  Required	<input type="text" value="13"/>
Step:  Required (Not Enterable)	<input type="text" value="0"/>
Job Change Reason:	<input type="text"/>
Required (Not Enterable)	
Timesheet Orgn:	<input type="text" value=""/>

## 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.**

Title: (Not Enterable)	<input type="text"/>
Salary Grade:	<input type="text" value="LVL01"/>
Regular Rate:  Required	<input type="text" value="13"/>
Step:  Required (Not Enterable)	<input type="text" value="0"/>
Job Change Reason:  Required (Not Enterable)	<input type="text" value="00010"/>
Timesheet Orgn:  Required	<input type="text" value="5041"/>

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

## STEP 23

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

Job Labor Distribution, S05041-0 Student Asst - Stdnt Employmnt

**Current**  
Effective Date:

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	Encumbrance	Override	End Date	Remove
S	<input type="text" value="100102"/>	<input type="text" value="5041"/>	<input type="text" value="60202"/>	<input type="text" value="5002"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<b>Total:</b>										<input type="text" value="100.00"/>			

## 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.




End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 		<input type="text" value="05/11/2025"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/11/2025"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>

## 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.

End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 		<input type="text" value="05/11/2025"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/11/2025"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>




## STEP 26

The adjusted end date must be in the format MM/DD/YYYY. This date must not be later than 06/30/2025.

Default from Index

Save and Add New Rows

End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 		<input type="text" value="06/30/2025"/>
Personnel Date: MM/DD/YYYY		<input type="text" value="05/11/2025"/>
Job Status:  Required(Not Enterable)		<input type="text" value="T"/>
Job Change Reason:  Required(Not Enterable)		<input type="text" value="00015"/>






## STEP 27

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

[Default from index](#) [Save and Add New Rows](#)

End Job Assignment, S05041-0 Student Asst - Stdnt Employmnt

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY 		06/30/2025
Personnel Date: MM/DD/YYYY		06/30/2025
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."**

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

STEP 30

Click "Save"

Comment


Save

[Return to Top](#)

[Approval](#)


## 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.



[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'

**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

**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

**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.

*Tango*

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