Instructions – Student Employment Action Form (SEAF)

* You must attach an enrollment verification form to all Student Employment Action Forms.

**Request Type** – Check the appropriate box:
- **New Appointment** – For students not currently employed – submit job description with SEAF
- **Reappointment** – For students being reappointed to the same position
- **Additional Appointment** – For students maintaining an existing position, while being appointed to another position
- **Change of Status** – To reflect a change in classification or salary rate. Change of Status must be effective at the beginning of the month.

**New Appointments** – New student employees must sign-in at the Payroll Office WA675 within the first three days of employment and submit Student Payroll Action Request (SPAR) and I-9 forms. Students must bring photo identification and their Social Security cards when signing-in. SEAF forms for new student employees will be placed in a pending status until completed SPAR and I-9 forms are on file. After all documents are completed and submitted to Payroll, new student employees will be added to the PeopleSoft database.

**Fiscal Year Reappointments** – All student employee appointments terminate on June 30, the end of the fiscal year. A reappointment SEAF must be submitted for all current student employees at the beginning of every fiscal year. Reappointments should be made the first month in the fiscal year that the student employee returns to work. Reappointments should only be effective July 1, if the student is working in the month of July. It is not necessary to appoint student employees each quarter.

**Social Security Number/Name** – Student’s Social Security number and name.

**Effective Date** – Date that the appointment or change in status is effective.

**Department Name** – Enter the name of the Department where the student will be working.

**Department ID No** – Enter the 5-digit PeopleSoft ChartField Dept ID.

**PeopleSoft Position #** – Enter the 8-digit PeopleSoft Position Number.

**Student Assistant Classification** – Check the box for the appropriate classification and step.

**Hourly Rate** – Enter the hourly rate of pay requested.

**Change of Status** – If a Change of Status is being requested, enter the change in classification and hourly rate. The Change of Status box in Request Type above should be checked. If a reclassification is being requested, submit a new job description. Change of Status must be effective at the beginning of the month. Change of status SEAF’s must be in Payroll no later than the 5th day of the effective dated month. SEAF’s received after the 5th will be changed to become effective the first day of the following month.

**Class Codes** – Check the appropriate box. Review classification description for appropriate use.

**Remarks** – Describe the nature of the request and any additional information necessary for processing the transaction.

**Approvals** – Signatures are required by the Departmental Administrator with authorization to appoint employees.

Submit Non-Work Study Student Employment Action Form to:
- Payroll Office
- SEAF
- Warren Hall 675

**Work Study Eligibility Approval** – For appointment of Work Study students (Class Codes 1871 and 1872), forward the SEAF to the Financial Aid Office WA 545 for approval.