

\*Required



# Student Employment Personnel Action Form (SEPAF)

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\*Student Name (student name) \_\_\_\_\_ \*KSU Email (student KSU email) \_\_\_\_\_ \*KSU ID (xxxxxxx - student KSU ID) \_\_\_\_\_

\*Home Dept (department where student will work) \_\_\_\_\_ \*Dept ID (hiring dept ID number) \_\_\_\_\_ \*Mail Drop (hiring dept mail drop) \_\_\_\_\_

\*Effective Date of Change 8/14/17 \_\_\_\_\_ \*Location:  Marietta  Kennesaw

New Hire (Sections A/B/D)  Rehire (Sections A/B/D)  Funding Change (Sections B/D)  Termination (Sections C/D)  
 Manager Chg (Section A - Reports to and eTime Approver, Sections C/D)  Pay Rate Chg (Section A - Compensation Details, Sections C/D)

## Section A - Job Data. Complete for new hires and rehires.

\*Classification \_\_\_\_\_ \*Reports to (person directly supervising student) \_\_\_\_\_

Student Assistant \*eTime Approver (person who will approve time in ADP for student) \_\_\_\_\_

Undergraduate  Graduate

Graduate Assistantship  
 GRA  GTA  GA

Student Media  
 Federal Work Study (FWS) Student  
 SALT Student Assistant

\*Compensation Details:

Hourly Rate (for Student Assistants, Federal Work Study Students, and SALT Student Assistants) \_\_\_\_\_

Monthly Stipend (for GRA, GTA, GA, and Student Media)  
Stipend (Per Month): (stipend divided by 5 months) \_\_\_\_\_  
Stipend Start 8/14/17 Stipend End (see note) \_\_\_\_\_

Hourly Rate \_\_\_\_\_

HR Comments:  
Stipend end 12/15/17 for Fall only; 5/11/18 for Fall and Spring

\*Title (if different from classification above) \_\_\_\_\_

\*Background Investigations (If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)  
 Criminal  Credit  MVR  None

## Section B - Position Funding Data. Complete for new hires, rehires, and funding changes.

\*Funding Distribution  
 100% from Home Department listed above  SALT Funded (SALT Student must be checked above)  
 Split Funded or Other Funded (detail below)  FWS Funded (FWS Student must be checked above)

% 100 Speed Type: 49220 (for Grad College funded) Comments regarding funding: \_\_\_\_\_  
% \_\_\_\_\_ Speed Type: \_\_\_\_\_

## Section C - Reason/Explanation and Other Comments:

\*Reason for Termination, Manager Change, or Pay Rate Change:  
\_\_\_\_\_

## Section D - Hiring Authority Approval

\*Hiring Manager: (person responsible for hiring student) Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept Manager: (dept chair/leave blank for Grad Colleg funded) Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsored Ops / Budget: (only needed if stipend funded by a grant) Signature \_\_\_\_\_ Date \_\_\_\_\_

**HR Use Only** Comments: \_\_\_\_\_

Posn # \_\_\_\_\_ Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_ Emplid \_\_\_\_\_ Paygroup: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_