**Student Employment Personnel Action Form (SEPAF)**

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

- **Classification**
  - [ ] Undergraduate
  - [ ] Graduate
  - [ ] Graduate Assistantship
    - [ ] GRA
    - [ ] GTA
    - [ ] GA
  - [ ] Student Media
  - [ ] Federal Work Study (FWS) Student
  - [ ] SALT Student Assistant

- **Reports to** (person directly supervising student)
- **eTime Approver** (person who will approve time in ADP for student)

- **Compensation Details**
  - [x] Monthly Stipend (for GRA, GTA, GA, and Student Media)
  - [ ] Hourly Rate
  - Stipend (Per Month): (stipend divided by 5 months)
  - Stipend Start: 8/14/17, Stipend End: (see note)

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

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

- **Funding Distribution**
  - [x] 100% from Home Department listed above
  - [ ] Split Funded or Other Funded (detail below)

- **Speed Type:**
  - [ ] 49220 (for Grad College funded)
  - [ ] 100

- **Comments regarding funding:**

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

- **Reason for Termination, Manager Change, or Pay Rate Change:**

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### Section D - Hiring Authority Approval

- **Hiring Manager:** (person responsible for hiring student)
- **Dept Manager:** (dept chair/leave blank for Grad Colle funded)
- **Sponsored Ops / Budget:** (only needed if stipend funded by a grant)

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HR Use Only

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<th>Comments:</th>
<th>Assigned by:</th>
<th>Date:</th>
<th>Emplid:</th>
<th>Paygroup:</th>
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