

\*Required



# Student Employment Personnel Action Form (SEPAF)

**Reset Form** **Print Form**

\*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 8/14/2018 \_\_\_\_\_ \*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 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): (put stipend amount divided by 5) \_\_\_\_\_

Hourly Rate \_\_\_\_\_ Stipend Start 8/14/18 Stipend End 12/14/18

HR Comments: \_\_\_\_\_

FALL ONLY - FALL & SPRING USE 5.10-19

*PLEASE CHECK IF STUDENT WILL NEED A BACKGROUND CHECK*

\*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: \_\_\_\_\_

### 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 Col funde \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

HR Use Only	Comments:
Posn # _____	Assigned by: _____ Date: _____ Emplid _____ Pavgroup: _____ Entered by: _____ Date: _____