

\* NOTES - YOU MAY NEED YOUR BUSINESS MANAGER / ADM IN TO GET THESE NUMBERS FOR YOU.

- DO NOT HANDWRITE THIS FORM



Student Employment Personnel Action Form (SEPAF)

Request Date: TODAY'S DATE

Student Name: (student name)

KSU NetID: (student NetID) KSU ID #: (student KSU #)

Student Email: (student email)

Student Phone Number: (student phone numbe)

Home Department: (department where student will work)  
(If home department is new, please complete Section "C")

Dept. ID: (hiring dept ID number)

Employee Type: USE DROP DOWN GRTA or GTA

Mail Drop: (hiring dept mail drop numbe)

Requested Start Date: 8/14/2018  
(Effective Date will be determined by HR based on paperwork completion and payroll dates)

Location: USE DROP DOWN - KENNESAW OR MARLBETTA

Section A. Position Information

New Manager: (person directly supervising student)

New Manager Position # (from OneUSG): \*see notes ABOVE

New Time Approver: (person who will approve time for student)

New Time Approver Empl ID# (from OneUSG): \*see notes ABOVE

New Campus Location: \_\_\_\_\_

Working Title (if different from Employee Type): \_\_\_\_\_

Termination (All terminations require a reason code. Please select one from below. Reasons marked with an asterisk (\*) are ineligible for rehire.)

Reason:

Last Date on Payroll:

Pay Rate: (stipend \$ divided by 5)

Hourly (for SA, FWS, SALT)

Monthly Stipend (for GRA, GTA, GA)

Start Date: 8/13/2018

End Date: 12/14/2018

OR 5/10/2019  
FOR FALL + Spring

IF NEEDED  Background Checks Needed:  None  Criminal  Credit  MVR  
(If position has access to children, is a position of trust, or requires after-hours access, pre-employment screening is required.)

Use this space to provide a brief description of work to be performed or, for terminations, an explanation if you chose the reason "Other":

Section C. Position Funding Data Changes (If this change involves grant funding, the Grants Office must also approve.)

Select Funding Type: USE DROP DOWN 100% FROM HOME DEPARTMENT - IF NOT GRADUATE COLLEGE FUNDED  
OTHER FUNDED - IF GRADUATE COLLEGE FUNDED

If "Split Funded" or "Other Funded" is selected, please list applicable Combo Codes and Speed Types and the corresponding value for percent of pay or dollar amount. Please note that all future distributions must be listed as a percent of pay. If this change is only applicable to past distributions, then you may enter a corresponding dollar amount.

Combo Code/Speed Type	\$ or % of Pay
430001049220	100

Section D. Approvals (If the change impacts new/existing grant funds, it must also be approved by the Grants Office.)

Required Signatures:	Hiring Manager	Department Manager	Grants	Send to: (Only send to one email. If in doubt, send to <a href="mailto:budget@kennesaw.edu">budget@kennesaw.edu</a> )
Sec. A	Yes	No	No	<a href="mailto:hr@kennesaw.edu">hr@kennesaw.edu</a>
Sec. B	Yes	Yes	If funding involves grant	<a href="mailto:hr@kennesaw.edu">hr@kennesaw.edu</a>
Sec. C	Yes	Yes	If funding involves grant	<a href="mailto:budget@kennesaw.edu">budget@kennesaw.edu</a>

Hiring Manager: (PERSON RESPONSIBLE FOR HIRING) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Manager: (DEPT CHAIR / LEAVE BLANK IF GRAD COLLEGE) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grants (if app): (ONLY IF GRANT FUNDED) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MUST PRINT + SIGN (HR DOES NOT WANT ELECTRONIC SIGNATURES)