Student Employment Personnel Action Form (SEPAF)

*Student Name (student name)

*KSU Email (student KSU email)

*KSU ID (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 5/14/18

□ 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

□ Student Assistant

□ 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:

☐ Hourly Rate

☐ Monthly Stipend (for GRA, GTA, GA, and Student Media)

* Full

Stipend (Per Month): [list full stipend amount]

Hourly Rate

Stipend Start 5/14/18  Stipend End 7/31/18

HR Comments:

*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

☑ Split Funded or Other Funded (detail below)

☐ SALT Funded (SALT Student must be checked above)

☐ FWS Funded (FWS Student must be checked above)

% 100  Speed Type: 49220 (for Grad College funded)

% 100  Speed Type: 

Comments regarding funding:

Pay 60% of stipend on 6/30/18

Pay 40% of stipend on 7/31/18

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 Coll funded)  Signature  Date

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

HR Use Only

Comments:

Posn #  Assigned by:  Date:  Empid  Paygroup:  Entered by:  Date: