

*Required



Student Employment Personnel Action Form (SEPAF)

[Reset Form](#) [Print Form](#)

*Student Name (student name) _____ *KSU Email (student KSU email) _____ *KSU ID (xxxxxxxx - 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 _____ *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~~ ^{PULL}): (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 SALT Funded (SALT Student must be checked above)

OK Split Funded or Other Funded (detail below) FWS Funded (FWS Student must be checked above)

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

% _____ 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: _____ Emplid _____ Paygroup: _____ Entered by: _____ Date: _____