

# Quick Reference Guide

## Change Student Employment Approval Form

The Student Employment Approval Form (SEAF) has been converted from a paper form to an electronic form. This form must be used exclusively on or before June 1, 2009.

When the SEAF is completed and submitted, it will automatically route to the Student Employment office and Student Payroll. The SEAF will validate if a student is enrolled, if an I-9 has been submitted and if the student is taking the necessary number of class hours to be eligible for student employment.

Information regarding student employment can be found in the Student Employment website at <http://www.uni.edu/finaid/studentemployment.shtml>.

### LOGIN TO STUDENT EMPLOYMENT APPROVAL FORM

1. Login to MyUNiverse with your CATID.
2. Click Work@UNI, then Custom UNI Applications, and then Student Employment Approval Form.

### SEAF MENU PAGE

The Student Employment Approval Form (SEAF) home page provides two functions.

1. Create a SEAF, change an existing assignment or terminate an assignment.
2. Search for Student Employment Approval Forms previously created

### CHANGE EXISTING ASSIGNMENT

1. **Enter** the student's **UNI ID** into the change existing field. Get the **UNI ID** from:
  - the student OR
  - look up in My UNiverse-My Transactions using UNI Username/UID Search
2. **Click** the **Submit** button.
3. **Click** the **drop-down arrow** and select the **assignment** and **click** the **Continue** button.

### NAME TAB

4. Enter the **Effective Start Date**.

Effective Start Date:  

- This should be the "actual day" the student begins to work. When a student enters hours worked on the timecard, they will not be allowed to enter any time prior to the effective start date.

**Note:** Once an Effective Start date is **Submitted**, it can not be changed. To change the Effective Start Date the SEAF will have to be deleted and another SEAF submitted.

5. **Click** the **Create Student Employment Approval Form** button.
6. The preparer of the SEAF will automatically be entered into the **Contact Person** field. To change this field, Click **Select** to the right of the Contact Person.
  - Enter person's last name
  - Click Search button
  - Select the correct person from the list provided
  - Click the **Choose** button.
7. Click **Save, Go to Next**.

### ORG TAB

8. Click **Save, Go to Next** button.

### TITLE TAB

9. Select **Title** from the drop-down list. This is the employee's job title.
10. Add **Assignment Identifier** ONLY if necessary. This identifier is a descriptive word to differentiate one assignment (job) from another if the employee has 2 or more assignments with the same name.
11. Click **Save, Go to Next** button.

### ASSIGNMENT INFO TAB

12. **Enter** new Rate of Pay if this is changing.
13. **To change Supervisor** **Select** Supervisor from the **Select** link if changed.
- Enter person's last name
- Click search
- Select the correct person from the list provided
- Click the **Choose** button.
14. Timecard Approver is an *optional* selection. Some supervisor's prefer that the timecards do not come to them for approval and designate a timecard approver. If you don't want this option, got to step #17.
15. **Select** Timecard Approver from the **Select** link.
- Enter person's last name
- Click search
- Select the correct person from the list provided
- Click the **Choose** button.
16. Click **Save, Go to Next** button.

### LD TAB

17. The default and current Labor Distribution accounts appears. To charge wages to a different account go to step 18. If the Labor Distribution is correct go to step 19.
18. **Click** Create Alternate LD Schedule.
  - Enter valid account number, percent time and start date.  
*Note: Foundation field is **completed only** when a Foundation account is used. Enter your 6 digit Foundation account number for your organization. Example:  
9405.00.90011.54010.0000.00.0000.000 - 110860*
  - An **end date** is entered **when you have a Grant Account**.
  - Click Save.
  - If another account is needed enter and click the Add button.
  - Enter as many accounts as needed.
  - Click Save, Go to Next button.
19. **Click** Save, Go to Next button.

### FINISH TAB

20. Review the SEAF if information is correct Click the Submit Student Employment Approval Form button.  
*If information is NOT correct click **any tab** that contains the information that you want to change. Once the information is changed click the Save, Go to Next button.*
21. After clicking Submit Student Employment Approval Form you will be returned to the Menu page and a message will appear in **red** displaying the status of the SEAF you created.
22. Click the Print button to print.

Questions? Contact the Student Employment at 3-6394, <mailto:unistudent-jobs@uni.edu>, or Student Payroll 3-2656

For questions about this document, please contact Pat Whitt at 3-6881

Created 2/2/09 by pbw Revised 7/23/10

# Quick Reference Guide

## Change Student Employment Approval Form

### STATUS OF SEAF

- **Working** – preparer is filling out the SEAF.
- **Submitted** – preparer has submitted the SEAF to the Student Employment office.
- **Pending** – the SEAF is in the Student Employment office waiting for completion of requirements (i.e. I-9, enrollment).
- **Rejected** – the SEAF has been rejected to the preparer for changes.
- **Completed** – the SEAF is complete and the student's timecard is available.
- **Errored** – SEAF is under review for possible manual adjustment by Payroll.

### VIEWING SEAF HISTORY

Once a Student Employment Approval Form has been submitted for approval, the history of the form can be viewed.

**Search Student Employment Approval Forms**

SEAF #

Student UNI ID:

Organization:

Employment Type:

SEAF Status:

SEAF Create Date: From:  To:

Seaf #	UID	Student Name	Create Date	Date Submitted	Type	Status	
2347	123456	Seitz, Curtis Scott	2/13/2009	2/13/2009	ADD	SUBMITTED	<input type="button" value="Open"/> <input type="button" value="Print"/>
2346	234567	Kroeze, Brian	2/13/2009	2/13/2009	ADD	SUBMITTED	<input type="button" value="Open"/> <input type="button" value="Print"/>
2345	345678	Schutt, Andrew Paul	2/13/2009	2/13/2009	ADD	SUBMITTED	<input type="button" value="Open"/> <input type="button" value="Print"/>

The most recent forms submitted will appear on the Menu page (main page) of the SEAF application. Each SEAF will have an Open button.

Click the **Open** button and the SEAF will now have a History tab. The history tab displays actions, dates and status.

Action Date	Status	Comment	Name
02/13/2009 01:38 PM	WORKING	SEAF Created	Whitt, Patricia B
02/13/2009 02:50 PM	SUBMITTED	SEAF Submitted	Whitt, Patricia B

### SEAF NOTIFICATIONS

	Submitted	Rejected	Completed
<b>Preparer</b>	Yes, if not the Contact	Yes, if not the Contact	Yes, if not the Contact
<b>Contact</b>	Yes	Yes	Yes
<b>Supervisor</b>	Yes	Yes	Yes
<b>Timecard Approver</b>	No	No	Yes
<b>Grants &amp; Contracts</b>	Yes, if Grant account	Yes, if Grant account	No
<b>Foundation</b>	Yes, if Foundation account	Yes, if Foundation account	No

### SEARCH STUDENT EMPLOYMENT APPROVAL FORMS

Any Student Employment Approval Forms that you have created can be viewed. You can search for the SEAF by:

- SEAF number
- Student UNI ID
- Organization – all of the organizations that you have access to.
- Employment Type
  - Departmental
  - Federal Work Study
  - Iowa Work Study
  - Summer UNI Work Study
  - Summer Federal Work Study
  - UNI Work Study
- SEAF Status
  - Working
  - Submitted
  - Pending
  - Rejected
  - Completed
  - Errored
- Search by a date range