

# Create New 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.

For new employees, along with completion of the SEAF, the following paper forms must be submitted to the Student Employment office – mail code 0024: I-9, W-4, Direct Deposit, and CERRF.

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 found online 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

**Before creating a new assignment, search by UNI ID to make sure that you are NOT creating multiples of the SAME assignment. Do a Change SEAF if assignment exists.**

## CREATE NEW ASSIGNMENT

1. **Enter** the student's **UNI ID** into the create new assignment 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 **semester** that employment will start. Once a semester is selected the form will validate enrollment.
4. **Click** the *Create Student Employment Approval Form* button.

## NAME TAB

5. 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.

## **Note that the SEAF form indicates:**

- if an I-9 has been submitted
  - if the student is an International Student
6. Select the Employment Type. Click the **Save** button.
  7. 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.
  9. Click **Save, Go to Next**.

## ORG TAB

10. Select **Organization** from the drop-down list.
11. Click **Save, Go to Next** button.

## TITLE TAB

12. Select **Title** from the drop-down list. This is the employee's job title.
13. Add **Assignment Identifier** ONLY if necessary. This identifier is a brief description (e.g. word, fund#) to differentiate assignments that otherwise look the same due to having the same Organization and Job Title.
14. Click **Save, Go to Next** button.

## ASSIGNMENT INFO TAB

15. Select **Pay Basis** from drop-down list.
- Note: Some student positions are salary based. When Pay Period Salary is selected, you will also have to submit a Student Employee Biweekly Salary Form. In that form you will indicate the salary.
16. **Enter** Rate of Pay. If the pay is salary based the Rate of Pay field will be grayed out.
  17. **Select** Supervisor from the Select link. 
    - Enter person's last name
    - Click search
    - Select the correct person from the list provided
    - Click the **Choose** button.
  18. Timecard Approver is an *optional* selection. Some supervisor's prefer that the timecards do not initially come to them for approval and designate a timecard approver. If you don't want this option, go to step #20.
  19. **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.
  20. Click **Save, Go to Next** button.

## LD TAB

21. The default Labor Distribution account appears. To charge wages to a different account go to step 22. If the Labor Distribution is correct go to step 23.

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22. **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.
23. Click Save, Go to Next button.

## FINISH TAB

24. 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.*
25. 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.
26. Click the Print button to print.

## 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 on Open button.

## 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

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

Menu Name Org Title Assign Info LD History

History

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

## 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