Brief Update: Hiring Students

Student Employment Authorization Form (SEAF) in the new System Environment

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Prepared for:
Faculty and Professional Staff

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Background

Beginning December 16, Student Employment payroll will migrate to the new system.

The migration, at this point, means a change in 1) the way that students will submit timesheets and 2) the way that Faculty and Professional Staff (FPS) will approve those timesheets; namely, the entire student timesheet process will be completed online.

The good news is that in terms of hiring a student, at this point, the process will remain the same with FPS utilizing the online Student Employment Authorization Form (SEAF) as you already do. There are two (2) minor changes: The first requires no effort on your part and is only for your awareness. The second only applies to you if you submit SEAFs on behalf of other FPS. The brief update below will explain this more clearly.

1. You will note only one change to the original, online Student Employment Authorization Form (SEAF): [http://www.fandm.edu/financialaid/student-employment/hiring-a-student](http://www.fandm.edu/financialaid/student-employment/hiring-a-student)

   - **Position Number** now appears on the updated SEAF.
   - Position Number is a 4-digit, numerical identifier tied to each department and is used in the new ERP system for internal payroll purposes only.
   - It will fill automatically, just as **Department Number** already does, after you select your **Department** from the dropdown menu – see Figure 1.

Figure 1

![Franklin & Marshall SEAF](image)
2. Each SEAF submission is electronically tied to the person submitting the SEAF. So, if you are submitting a SEAF for a student whose timesheets will be approved by an FPS Supervisor other than yourself, you must now enter the name of the other FPS in the Comments section of the SEAF as indicated below.

- In this example, Varo Duffins (FPS) in the Office of Financial Aid submitted this SEAF for Martha Stefaniak (Student).
- However, Sherri Fischer (FPS) will be approving Martha’s timesheets, so Varo completes the SEAF and types “Supervisor – Sherri Fischer” in the Comments section – Figure 2.
- The new ERP system must have the FPS timesheet approver pre-assigned to each student hire, so this step must be completed - but only if you are submitting a SEAF for a student whose timesheets will be approved by an FPS Supervisor other than yourself.

**Figure 2**