

Quick Reference Guide

Terminate Assignment in SEAF

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.

TERMINATE ASSIGNMENT

NOTE: Do not terminate your student employees until the following semester unless you know with certainty that they will not be returning to your department.

1. **Enter** the student's **UNI ID** into the terminate 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. **Enter** the Assignment Termination Date. You may enter future dates, but, **DO NOT ENTER DATES PRIOR TO THE CURRENT DATE.**
4. **Select** the Assignment from the drop-down list.
5. **Click** the Create Student Employment Approval Form button.
6. **Review** information in the Name, Org, Title, Assign Info and Finish tabs.

FINISH TAB

7. Review the SEAF, if information is correct **Click the Submit Student Employment Approval Form button.** *If the effective date is not correct, click the Menu tab and delete the SEAF and begin with a new Terminate assignment.*

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.

SEAF NOTIFICATIONS

	Submitted	Rejected	Completed
Preparer	Yes, if not the Contact	Yes, if not the Contact	Yes, if not the Contact
Contact	Yes	Yes	Yes
Supervisor	Yes	Yes	Yes
Timecard Approver	No	No	Yes
Grants & Contracts	Yes, if Grant account	Yes, if Grant account	No
Foundation	Yes, if Foundation account	Yes, if Foundation account	No

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.

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

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