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](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.

**SEAF NOTIFICATIONS**
<table>
<thead>
<tr>
<th></th>
<th>Submitted</th>
<th>Rejected</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>Yes, if not the Contact</td>
<td>Yes, if not the Contact</td>
<td>Yes, if not the Contact</td>
</tr>
<tr>
<td>Contact</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Timecard Approver</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
<td>Yes, if Grant account</td>
<td>Yes, if Grant account</td>
<td>No</td>
</tr>
<tr>
<td>Foundation</td>
<td>Yes, if Foundation account</td>
<td>Yes, if Foundation account</td>
<td>No</td>
</tr>
</tbody>
</table>

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
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
  - Errorred
- Search by a date range