

# Student Employment Online Transactions

## ~ Users Guide

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August 2010

Human Resources  
1300 Seibert Administration Building  
387-3620

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WESTERN MICHIGAN UNIVERSITY

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# Using the Student Employment Online Transaction System

## Accessing the Student Employment Online Transactions Web page

⇒ From your desktop, open an Internet browser.

- See < <http://www.wmich.edu/hr/se-hints.html> > for information on browser selection.

⇒ Go to the HR Web page, <[www.wmich.edu/hr](http://www.wmich.edu/hr)>.

- Click *Student Employment Online Transactions* from the left menu bar.

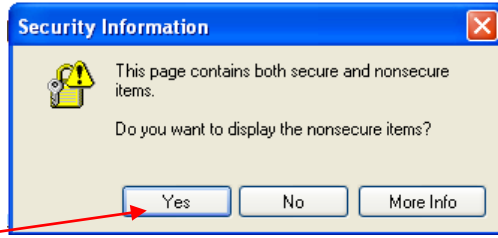
Note: First time users will be given access when the PSHR Electronic Workflow Web Access Authorization Form is completed with the required signatures.



⇒ The 'Student Employment Online Transactions Page' opens.

- Note the 'Information' links – these are very helpful in getting started or as a refresher
- Click the *SEOT Log-In Page* link to get to the sign-on panel.

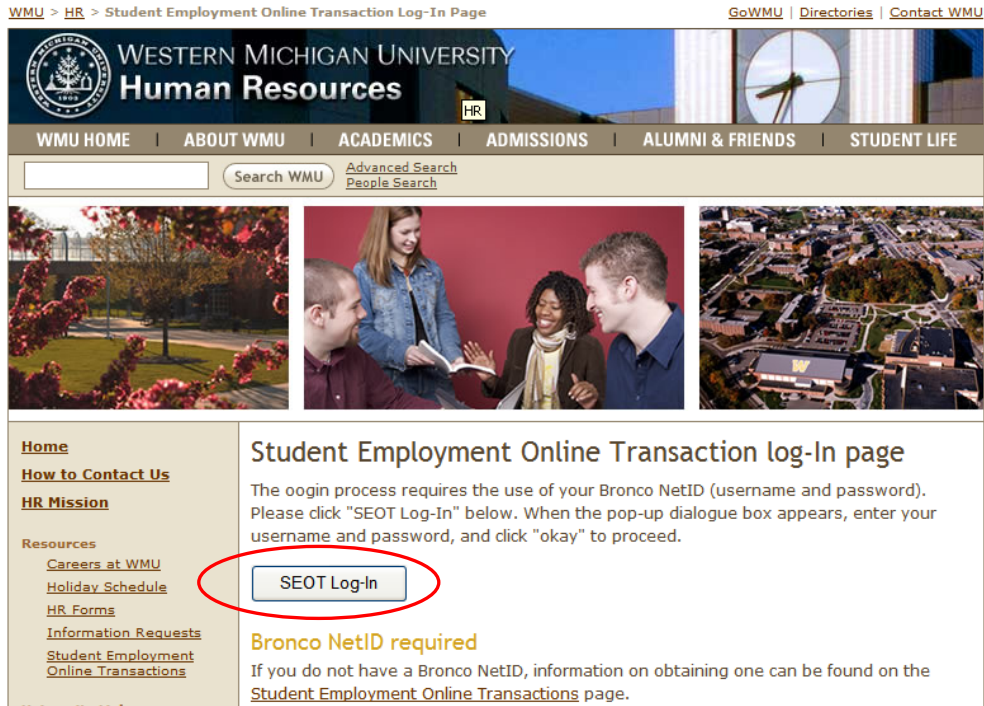




A 'Security Information' panel will pop up. Click 'Yes'

⇒ The 'Student Employment Online Transactions Log-In' page will open.

- Please note that you must have a Bronco NetID and password to sign in.
- Click the 'SEOT Log-In' button.



⇒ At the log-in panel, sign on to the system

- User Name = Bronco NetID
- Password = Bronco NetID password
- Click the 'OK' button.



⇒ The 'Student Employment Forms' page opens.



[WMU Home](#) | [Human Resources](#) | [Student Employment Online Transaction](#) | [Log-In](#)

## Student Employment Forms

The forms available for student employment transactions are described below. Access the form you need by clicking on its title.

### [Student Employee Transaction](#)

Use when making changes to a student employee's existing appointment. This includes changes in pay, level/step, termination, fund/cost center/object code, name, financial aid, or other changes.

### [Graduate Assistantship Transaction](#)

Use when making changes to a graduate assistant's existing appointment. This includes changes in funding level, pay, classification, termination prior to end of semester/session, fund/cost center, name, or other changes.

#### STUDENT EMPLOYEE APPOINTMENT - IMPORTANT NOTE

Hourly student appointments must now be submitted via the PeopleSoft Online Workflow System using the Hourly Student Appointment form.

#### GRADUATE ASSISTANT APPOINTMENT - IMPORTANT NOTE

Graduate Assistantship appointments must be submitted via the PeopleSoft Online Workflow System using the Graduate Assistant Appointment form. Form available December 14 2009. For Fall Appointments, contact HR.

#### STUDENT ONE TIME PAYS - IMPORTANT NOTE

The Student One Time Pay form is no longer available. An Hourly Student Appointment or a Graduate Assistantship Appointment form must be completed for payment of hours worked. Student awards may be paid via the PeopleSoft Online Workflow System using the Incidental Pay form.

Please send questions regarding forms and usage to [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu)

This page provides access to various student employment forms.

## WHAT FORM DO I USE?

### Student Employee Transaction

- To make changes to a current appointment, such as:
  - Pay changes
  - Fund/Cost Center changes
  - Change in Financial Aid
  - Termination of appointment
  - Name correction
    - Name changes (e.g. due to marriage) must be made by the student via the **Employee Self Service** through the student's GoWMU.

### Graduate Assistantship Transaction

- To make changes to a current appointment, such as:
  - Changes in funding level
  - Fund/Cost Center changes
  - Change in classification
  - Early termination of appointment

# Student Employee Transaction

If a change occurs in your student employee's appointment after the student has been hired, a *Student Employee Transaction* form needs to be submitted to make the changes to the current data.

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WESTERN MICHIGAN UNIVERSITY  
STUDENT EMPLOYEE TRANSACTION

*Please read all [instructions](#) before you fill out this form. Fields with asterisks(\*) must be completed.*

**Student Information**

\*WMU Employee ID  Dept Campus Box  Student WIN   
 \*Last Name  \*First Name  Middle Initial

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**New I-9 Info.** Form Completion Date:  -  -  (MM-DD-YYYY) Dept. where I-9 Form is located

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**Current Pay & Job Information**

\*Current hourly rate \$  .  \*Account Code (Fund-Cost Ctr-Object Code)  
 -  -   
 Fund Cost Center Object Code

---

**Action** \*Effective Date  -  -  (MM-DD-YYYY)

Pay Rate Change \*(New) Grade:  \*(New) Step:  (New) Pay Rate \ \$  .   
 Termination

Account Code Change \*New Account Code (Fund-Cost Ctr-Object Code)  
 -  -   
 Fund Cost Center Object Code

Name Change (New) Last:  (New) First  (New) M.I.:   
 Financial Aid Change  7 MGWS  8 MUWS  9 CWS  No Work Study

Other Changes (please specify)

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**Department Contact**

\*Last Name  \*First Name  \*Department   
 Contact's Employee ID  \*Campus Phone  Campus Fax  Email Address

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**Department Authorization:** \*Name of Signer  \*Date  -  -  (MM-DD-YYYY)

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- ⇒ Fields marked with an asterisk (\*) must be completed, or the form cannot be submitted.
- ⇒ Students should submit address changes directly to Human Resources via Employee Self Service through GoWMU.
- ⇒ Enter the data. Detailed instructions for form entry are listed next.

## Instructions: Student Employee Transaction

1. **Do NOT enter the "#" anywhere on the form. It will "bomb your submission and delay data entry.**
2. For text data entry, please use combined upper and lower case.
3. Use the Tab key to move to next field and Shift/Tab to reverse. Or, point and click with cursor on desired field.

### Student Information

<b>Employee ID Number—Required. NOTE: Do NOT enter the WIN here</b> <ul style="list-style-type: none"><li>• Enter 6 digits (Current student employees have a WMU Employee ID.)</li><li>• Do not enter international students' "900" numbers in this field; "900" numbers are not Social Security numbers.</li></ul>
<b>Campus Department Box – Optional.</b> <ul style="list-style-type: none"><li>• Enter the 4-digit "campus mail stop" number.</li><li>• For information and/or to obtain your campus mail stop, Please check Logistical Services' Web site at <a href="http://www.obf.wmich.edu/logistical-services/maillingcodes.html">http://www.obf.wmich.edu/logistical-services/maillingcodes.html</a>.</li></ul>
<b>Student WIN—Optional, for department reference only (not used by HRS).</b> <ul style="list-style-type: none"><li>• If you wish to record a student's WIN, enter 9 digits, without hyphens or spaces.</li><li>• Example: 800556666. Note: This is NOT the student's Social Security Number</li></ul>
<b>Student Name (Last, First, and Middle Initial)—Last and First Names are required; Middle Initial is optional.</b> <ul style="list-style-type: none"><li>• For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</li><li>• For Middle Initial, if used, enter one letter, upper case.</li></ul>

### New I-9 Information

<b>Important Note:</b> Please Leave these fields blank. The Form I-9 process is now centralized in Human Resources.
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### Current Pay & Job Information

<b>Current hourly rate/salary—Required.</b> <ul style="list-style-type: none"><li>• Enter the currently hourly rate. Enter up to 2 digits for dollars and 2 digits for cents. Examples: \$8.00 or \$15.14</li></ul>
<b>Account Code—Required.</b> <ul style="list-style-type: none"><li>• Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers.</li><li>• For students exempt from FICA, the object code is 3511. Example: 11 2222222 3511.</li></ul>

### Action

<b>Effective Date—Required.</b> <ul style="list-style-type: none"><li>• Enter effective date of the change(s) you are reporting through this form.</li><li>• If you are making more than one change, and those changes have different effective dates, you must complete separate forms.</li><li>• If you are using this form to report a separation, the effective date is the last day the employee worked.</li><li>• Enter effective date. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits. Example: 08-28-200x.</li></ul>
<b>Pay Rate Change—Use to report changes in hourly rate.</b> <ul style="list-style-type: none"><li>• <b>New Level/Step – Optional.</b> Check the Student Pay Rates chart on the Career &amp; Student Employment Services Web site.</li><li>• <b>New Pay Rate – Required.</b> Enter up to 2 digits for dollars and 2 digits for cents. Examples: \$ 8.00 or \$15.14</li></ul>
<b>Termination—Select to indicate separation.</b> The "Effective Date" above should be the last day the employee worked.
<b>Account Code Change—Use to change account code from which student is paid.</b> <ul style="list-style-type: none"><li>• Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers.</li></ul>

<b>Name Change—Use to correct an error in current student employee's name.</b> <ul style="list-style-type: none"><li>• Enter the Last and First names, using upper and lower cases. Enter Middle Initial, using 1 upper case letter.</li></ul> <b>Note:</b> Name changes due to marriage, divorce, etc. must be made by the student via Employee Self Service through GoWMU.
<b>Financial Aid Change— Use to change the Financial Aid classification.</b> <ul style="list-style-type: none"><li>• Click appropriate button to indicate the new classification.</li></ul>
<b>Other Changes (Please Specify) – Use to report a changes not listed above such as a job code change.</b> <ul style="list-style-type: none"><li>• Please indicate change in comment box.</li></ul>

## Department Contact

<b>Contact Name (Last and First)—Required.</b> <ul style="list-style-type: none"><li>• This is the name of the person who will be authorized to access the Student Employment Online Transaction system and who will enter data into the online student employment forms.</li><li>• For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</li></ul>
<b>Department—Required.</b> <ul style="list-style-type: none"><li>• Enter up to 30 characters for department name.</li></ul>
<b>Contact's Employee ID—Optional.</b> <ul style="list-style-type: none"><li>• Enter up to 11 digits only. Do not use "#" symbol.</li></ul>
<b>Campus Phone—Required.</b> <ul style="list-style-type: none"><li>• Enter up to 13 digits. Do not use "#" symbol. Examples: 71000; 7-1000; 387-1000; (269)387-1000.</li></ul>
<b>Campus Fax—Optional.</b> <ul style="list-style-type: none"><li>• Enter up to 13 digits. Do not use "#" symbol. See above examples.</li></ul>
<b>Email Address—Optional.</b> <ul style="list-style-type: none"><li>• Enter full email address.</li></ul>

## Department Authorization

<b>Name of Signer—Required.</b> <ul style="list-style-type: none"><li>• Enter first and last name of person who is the authorized student hiring agent for department and who will approve the Department Contact's access to the Student Employment Online Transaction system.</li><li>• Enter up to 30 letters, using upper and lower cases.</li></ul>
<b>Date—Required.</b> <ul style="list-style-type: none"><li>• Enter date online form is completed. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits.</li></ul>

## Submitting and Printing

<ul style="list-style-type: none"><li>• When ready to submit, click "Submit." Follow directions in pop-up window. Press OK to print and submit.</li><li>• NOTE: If form has <b>not</b> been completed properly, you will receive error messages requesting correct data entry.</li><li>• Printer window will appear. To print hard copy, choose "landscape" orientation and proceed. Form is automatically submitted after printing is complete.</li><li>• If you do not want to print a hard copy, select "cancel" when your printer window appears. Form is automatically submitted even if you cancel printing or do not print.</li><li>• If you wish to clear form entirely instead of submitting, select "Reset." All data will be erased and form is not submitted.</li></ul>
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## EXAMPLE

### Scenario One: Changing the pay rate for John Smith, an hourly-paid student employee

John Smith has taken on some additional duties at front desk area of the office as of 11/10/20xx. Checking the Career & Student Employment Services Web site and using the Student Employment Classification Guide and the Student Pay Rate Chart, you determine that Mr. Smith will now be paid at a B3 level- \$7.62 per hour. There have been no changes to John's enrollment or Financial Aid statuses.

<b>Student Information</b>	
WMU Employee ID:	<b>12345.</b> John's Employee ID Number has not changed.
Dept Campus Box:	<b>5217.</b> This is the Campus Box (or Mail Stop) number for your department.
Student WIN.:	Optional for Dept.
Last name:	<b>Smith</b> (upper and lower case)
First name:	<b>John</b> (upper and lower case)
Middle Initial:	<b>E</b> (upper case)
<b>New I-9 Info</b>	
Student has provided HR with this information, so leave blank.	
<b>Current Pay &amp; Job Information. Complete these fields every time you use the Transaction form, whether or not you are reporting a change in rate/salary or account code.</b>	

Current hourly rate: Enter the rate (before the change) that John is currently being paid - \$7.44 per hour. In the dollar field, enter **7**; in the cents field enter **44**.  
Account Code: **11 777777 3511**. This is the current fund/cost center/object code from which John is paid.

**Action.** This is the area where NEW/CHANGED data is reported.

Effective Date: Enter **11 10 20xx** This is the effective date for John's raise. Remember that multiple changes effective on the same date can be reported together on one form. If the changes have different effective dates, separate **Student Employee Transaction** forms must be completed.  
Pay Rate Change. **Click the box.** This is where you report John's raise.  
(New) Level: Enter **B**. Even though the level is not changing, it is helpful to HR to have this to ensure correct entry.  
(New) Step: Enter **3**  
(New) Pay Rate: Enter **7** in the dollar field and enter **62** in the cents field.  
Termination. You're not terminating John, so leave this field **blank**. Note that if you were using this to terminate a student's employment, you'd click the box and enter the last day of work as the Action Effective Date.  
Account Code Change: No change here, so leave **blank**  
New Account Code. **Leave blank**  
Name Change, Financial Aid Change and Other Changes: None of these are new for John, so leave **blank**.

#### Department Contact

You are the hiring agent for students in your department.

Name: Enter **your** last name, **your** first name, and **your** department. Remember to use both upper and lower case letters.  
Contact's Employee ID: Enter your **EmplID**.  
Phone: Enter your **campus telephone number** (e.g. **7-1000**).  
Fax: Enter your **department's fax number** (e.g. **7-1001**).  
Email: Enter your **WMU e-mail address** (e.g. **demo.demo@wmich.edu**).

#### Department Authorization

Head Honcho is the person in your department who has authorized you to complete the online forms and to hire students.

Enter: **Head Honcho** (upper and lower case).  
Date: **10 25 200x**, the date you're submitting the online form—you know how to plan ahead! HR and Payroll will thank you for submitting the changes in advance of the effective date.

#### SUBMITTING A STUDENT TRANSACTION FORM

Submitting a Transaction form works the same way as submitting a Student Appointment form. Please see page 8 for instructions.

## Questions?

### Student and graduate assistant online entry: Human Resources

Web: [www.wmich.edu/hr/](http://www.wmich.edu/hr/) Email: [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) Phone: 387-3620

### Student employment processes, policies and pay: Career & Student Employment Services

Web: [www.broncojobs.wmich.edu](http://www.broncojobs.wmich.edu) Phone: 387-2745

### FICA exemption: Corporate Reporting and Taxation

Phone: 387-2981

### KRONOS reporting: Payroll

Web: [www.wmich.edu/payroll/](http://www.wmich.edu/payroll/) Phone: 387-2935

## Graduate Assistants

The Graduate Assistantship Transaction forms should only be used for graduate students who have applied and been approved for a Graduate Assistantship through the Graduate College. See the Graduate College's Web site for more information: [www.wmich.edu/grad/sub-faculty-staff.html](http://www.wmich.edu/grad/sub-faculty-staff.html).

Graduate Assistant (GA) appointments differ from regular student employment.

- GAs are paid a stipend based on the type of graduate appointment they hold (e.g. Graduate Assistantship, Doctoral Associateship)
  - Stipend amounts are determined by the Graduate College
- GAs are paid by the semester (similar to Part Time Instructors). Pay schedules are located on the Graduate College and Payroll's web site.
- Funding level (e.g. Full Time, ½ time, 2/3 time, etc) is required on the form.
- Graduate Assistants are classified by the type of appointment held: Teaching, Research, or Non-Teaching.

### Graduate Assistantship Transaction

WESTERN MICHIGAN UNIVERSITY GRADUATE ASSISTANTSHIP TRANSACTION			
Please read all instructions before you fill out this form. Fields with asterisks(*) must be completed.			
<b>Student Information</b>			
*WMU Employee ID <input type="text"/>	Dept Campus Box <input type="text"/>	Student WIN <input type="text"/>	
*Last Name <input type="text"/>	*First Name <input type="text"/>	Middle Initial <input type="text"/>	
<input type="checkbox"/> New I-9 Info.	Form Completion Date: <input type="text"/> - <input type="text"/> - <input type="text"/> (MM DD YYYY)	Dept. where I-9 Form is located <input type="text"/>	
<b>Current Pay &amp; Job Information</b>			
*Current Appointment Period	<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer I
			<input type="radio"/> Summer II
*Current Funding Level	<input type="radio"/> Full	<input type="radio"/> 3/4	<input type="radio"/> 2/3
			<input type="radio"/> 1/2
Current Bi weekly: \$ <input type="text"/> - <input type="text"/>	*Current Stipend: \$ <input type="text"/> - <input type="text"/>	*Account Code (Fund-Cost Ctr-Object Code)	
		Fund <input type="text"/>	Cost Center <input type="text"/> Object Code <input type="text"/>
<b>Action</b>			
*Effective Date <input type="text"/> - <input type="text"/> - <input type="text"/> (MM DD YYYY)			
<input type="checkbox"/> Pay Rate Change	(New) Funding Level <input type="radio"/> Full	<input type="radio"/> 3/4	<input type="radio"/> 2/3
	(New) Bi weekly: \$ <input type="text"/> - <input type="text"/>		(New) Stipend \$ <input type="text"/> - <input type="text"/>
<input type="checkbox"/> Termination of Appointment (before end of semester)			
<input type="checkbox"/> Account Code Change	New Account Code (Fund-Cost Ctr-Object Code)		
	Fund <input type="text"/>	Cost Center <input type="text"/>	Object Code <input type="text"/>
<input type="checkbox"/> Name Change	(New) Last: <input type="text"/>	(New) First: <input type="text"/>	(New) M.I.: <input type="text"/>
<input type="checkbox"/> Classification Change (New)	<input type="radio"/> Teaching	<input type="radio"/> Research	<input type="radio"/> Non Teaching
<input type="checkbox"/> Appointment Type (New)	<input type="radio"/> GA-Graduate Assistantship	<input type="radio"/> DGA-Doctoral Graduate Assistantship	<input type="radio"/> DA-Doctoral Assoc.
	<input type="radio"/> TM-Thurgood Marshall Assistantship	<input type="radio"/> TMD-Thurgood Marshall Doctoral Associateship	
<input type="checkbox"/> Comments	<input type="text"/>		
<b>Department Contact</b>			
*Last Name <input type="text"/>	*First Name <input type="text"/>	*Department <input type="text"/>	
Contact's Employee ID <input type="text"/>	*Campus Phone <input type="text"/>	Campus Fax <input type="text"/>	Email Address <input type="text"/>

### Instructions: Graduate Assistantship Transaction

Many of the fields on the form are self-explanatory; these instructions are intended to assist you in using the form quickly and efficiently. Please contact Human Resource Services at 7-3620 if you have questions.

#### Important Notes:

1. **Do NOT enter the "#"** anywhere on the form.
2. For text data entry, please use combined upper and lower case (except state abbreviation, which is 2 upper case letters).
3. Use the Tab key to move to next field and Shift/Tab to reverse. Or, point and click with cursor on desired field.

#### Student Information

**Employee ID Number—Required. NOTE: Do NOT enter the WIN here**

- Enter 6 digits (Current student employees have a WMU Employee ID.)

<ul style="list-style-type: none"> <li>Do not enter international students' "900" numbers in this field; "900" numbers are not Social Security numbers.</li> </ul>
<b>Campus Department Box</b> – Optional. <ul style="list-style-type: none"> <li>Enter the 4-digit "campus mail stop" number.</li> <li>For information and/or to obtain your campus mail stop, Please check Logistical Services' Web site at <a href="http://www.obf.wmich.edu/logistical-services/maillingcodes.html">http://www.obf.wmich.edu/logistical-services/maillingcodes.html</a>.</li> </ul>
<b>Student Name (Last, First, and Middle Initial)</b> —Last and First Names are required; Middle Initial is optional. <ul style="list-style-type: none"> <li>For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</li> <li>For Middle Initial, if used, enter one letter, upper case.</li> </ul>

## New I-9 Information

<b>Important Note:</b> Please leave these blank. The Form I-9 Process is now centralized in Human Resources.
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## Current Pay & Job Information

<b>Current Appointment Period</b> <ul style="list-style-type: none"> <li>Click the appropriate button to indicate the Appointment Period which the change should occur.</li> </ul>
<b>Current Funding Level</b> —Required. <ul style="list-style-type: none"> <li>Click the appropriate button to indicate the current funding level.</li> </ul>
<b>Current Bi-weekly</b> —NOT Required. <ul style="list-style-type: none"> <li>Please leave this field blank.</li> </ul>
<b>Current Stipend</b> – Required. <ul style="list-style-type: none"> <li>Enter the total gross amount received for the appointment period. Enter up to 5 digits for dollars and 2 digits for cents. Examples \$5278.50 or \$6517.00</li> </ul>
<b>Account Code</b> —Required. <ul style="list-style-type: none"> <li>Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers.</li> <li>For graduate assistants exempt from FICA, the object code is 3192. Example: 11 222222 3192.</li> </ul>

## Action

<b>Effective Date</b> —Required. <ul style="list-style-type: none"> <li>Enter effective date of the change(s) you are reporting through this <b>Transaction</b> form.</li> <li>If you are making more than one effective dated change, and those changes have different effective dates, you must use separate forms.</li> <li>If you are using this <b>Transaction</b> form to report the early termination of an assistantship, the effective date is the last day of the pay period in which the employee worked.</li> <li>Enter effective date. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits. Example: 08-28-200x.</li> </ul>
<b>Pay Rate Change</b> —Use to report changes in bi-weekly or salary amounts. You must report the following information. <ul style="list-style-type: none"> <li><b>New Funding Level</b> – Required. Click the appropriate button to indicate the funding level for the appointment period.</li> <li><b>New Bi-weekly</b> – NOT Required. Please leave this field blank.</li> <li><b>New Stipend</b> – Required. Enter the total gross amount to be received for appointment period. Enter up to 5 digits for dollars and 2 digits for cents. Examples: \$5800.00 or \$7500.00.</li> </ul>
<b>Termination</b> —Select to indicate the early termination of the assistantship – for terminations occurring before the end of the semester/session. The "Effective Date" above should be the last day of the pay period in which the employee worked.
<b>Account Code Change</b> —Use to change account code from which student is paid. <ul style="list-style-type: none"> <li>Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers. Example: 11 222222 3192.</li> </ul>
<b>Name Change</b> —Use to correct an error in current student employee's name. Enter the Last and First names, using upper and lower cases. Enter Middle Initial, using 1 upper case letter. <b>Note:</b> Name changes due to marriage, divorce, etc. must be made by the student via Employee Self Service through GoWMU.
<b>Classification Change (New)</b> – Use to change the graduate assistantship classification. <ul style="list-style-type: none"> <li>Click appropriate button to indicate the new classification.</li> </ul>
<b>Appointment Type (New)</b> – Use to report a change in Appointment Type. <ul style="list-style-type: none"> <li>Click appropriate button to indicate the new appointment type.</li> </ul>
<b>Comments</b> —Optional. Please enter up to 120 characters to provide additional information or clarification. Examples: "Revision - reduce biweekly from \$211.76 to \$102.35" or "Revision – change from AY to Fall award only" or "student had to end appointment early".

## Department Contact

<b>Contact Name (Last and First)—Required.</b> <ul style="list-style-type: none"><li>• This is the name of the person who will be authorized to access the Student Employment Online Transaction system and who will enter data into the online student employment forms.</li><li>• For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</li></ul>
<b>Department—Required.</b> <ul style="list-style-type: none"><li>• Enter up to 30 characters for department name.</li></ul>
<b>Contact's Employee ID—Optional.</b> <ul style="list-style-type: none"><li>• Enter up to 11 digits only. Do not use "#" symbol.</li></ul>
<b>Campus Phone—Required.</b> <ul style="list-style-type: none"><li>• Enter up to 13 digits. Do not use "#" symbol. Examples: 71000; 7-1000; 387-1000; (269)387-1000.</li></ul>
<b>Campus Fax—Optional.</b> <ul style="list-style-type: none"><li>• Enter up to 13 digits. Do not use "#" symbol. See above examples.</li></ul>
<b>Email Address—Optional.</b> <ul style="list-style-type: none"><li>• Enter full email address.</li></ul>

## Department Authorization

<b>Name of Signer—Required.</b> <ul style="list-style-type: none"><li>• Enter first and last name of person who is the authorized student hiring agent for department and who will approve the Department Contact's access to the Student Employment Online Transaction system.</li><li>• Enter up to 30 letters, using upper and lower cases.</li></ul>
<b>Date—Required.</b> <ul style="list-style-type: none"><li>• Enter date online form is completed. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits.</li></ul>

## Submitting and Printing

<ul style="list-style-type: none"><li>• When ready to submit, click "Submit." Follow directions in pop-up window. Press OK to print and submit.</li><li>• NOTE: If form has <b>not</b> been completed properly, you will receive error messages requesting correct data entry.</li><li>• Printer window will appear. To print hard copy, choose "landscape" orientation and proceed. Form is automatically submitted after printing is complete.</li><li>• If you do not want to print a hard copy, select "cancel" when your printer window appears. Form is automatically submitted even if you cancel printing or do not print.</li><li>• NOTE: If form has <b>not</b> been completed properly, you will receive error messages requesting correct data entry.</li><li>• If you wish to clear form entirely instead of submitting, select "Reset." All data will be erased and form is not submitted.</li></ul>
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## Questions?

### **Student and graduate assistant online entry: Human Resources**

Web: [www.wmich.edu/hr/](http://www.wmich.edu/hr/) Email: [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) Phone: 387-3620

### **Student employment processes, policies and pay: Career & Student Employment Services**

Web: [www.broncojobs.wmich.edu](http://www.broncojobs.wmich.edu) Phone: 387-2745

### **Graduate Assistantship processes, policies and pay structures: The Graduate College**

Web: [www.wmich.edu/grad/](http://www.wmich.edu/grad/) Phone: 387-8212

### **FICA exemption: Corporate Reporting and Taxation**

Phone: 387-2981

### **KRONOS reporting: Payroll**

Web: [www.wmich.edu/payroll/](http://www.wmich.edu/payroll/) Phone: 387-2935