Student Employment Online Transactions

~ Users Guide

May 2017

Human Resources
1300 Seibert Administration Building
(269)387-3620
Hr-hris@wmich.edu

WESTERN MICHIGAN UNIVERSITY
Table of Contents

ACCESSING THE STUDENT EMPLOYMENT ONLINE TRANSACTIONS WEB PAGE ......................................................... 1
WHAT FORM DO I USE? ................................................................................................................................. 3

STUDENT EMPLOYEE TRANSACTION ........................................................................................................ 4
  Sample Form ............................................................................................................................................... 4
  Instructions ............................................................................................................................................... 5
  Scenario One .............................................................................................................................................. 6

GRADUATE ASSISTANTSHIP TRANSACTION ........................................................................................... 8
  Sample Form ............................................................................................................................................... 8
  Instructions ............................................................................................................................................... 9

WHO TO CONTACT WITH QUESTIONS ...................................................................................................... 10
Using the Student Employment Online Transaction System

Accessing the Student Employment Online Transactions Web page

Internet Explorer is the recommended browser for online forms. Using the Firefox browser may cause submission issues.

⇒ Go to the HR Web page, <www.wmich.edu/hr>.
   • Click Office Management > Student employment resources > 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.
   • Click the SEOT Log-In link to get to the sign-on panel.
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.

Note: If you receive a message stating, “You do not have access to this application from the site you came from. You must enter through Student Employment Online Transactions.”, contact hr-hris@wmich.edu and someone will look into your access. Please provide your name and department.
The ‘Student Employment Forms’ page opens.

**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, funding, termination, fund/cost center, salary, 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, 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 ASSISTANTSHIP 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-help@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

**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

Note: Name Changes

Legal Name changes (e.g. due to marriage) must be made by the student via the **Employee Self Service** through the student’s GoWMU. You will not see the name changed until the employee brings legal proof of the name change to HR (Examples: marriage license, divorce papers, driver’s license, court document) for the new name to become active. Future dated name changes will not show on the system until the effective date of the change.
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.

⇒ 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 on the next page.
Instructions: Student Employee Transaction

Internet Explorer is the recommended browser for online forms. Using the Firefox browser may cause submission issues.

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**

**Employee ID Number**—Required.  NOTE: Do NOT enter the WIN here
- Enter 6 digits (Current student employees have a WMU Employee ID.)
- Do not enter international students’ "900" numbers in this field.

**Student WIN**—Optional. for department reference only (not used by HRS).
- If you wish to record a student’s WIN, enter 9 digits, without hyphens or spaces.
- Example: 800556666.  Note: This is NOT the student’s Social Security Number

**Student Name (Last, First, and Middle Initial)**—Last and First Names are required; Middle Initial is optional.
- For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe  Jane.
- For Middle Initial, if used, enter one letter, upper case.

**Current Pay & Job Information**

**Current hourly rate/salary**—Required.
- Enter the currently hourly rate. Enter up to 2 digits for dollars and 2 digits for cents. Examples: $8.00 or $15.14

**Account Code**—Required.
- Enter the 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code number 3511. The FICA program is run every pay period to determine FICA so the default on the transaction form can always be 3511.

**Action**

**Effective Date**—Required.
- Enter effective date of the change(s) you are reporting through this form.
- If you are making more than one change, and those changes have different effective dates, you must complete separate forms.
- If you are using this form to report a separation, the effective date is the last day the employee worked.
- Some changes are best to use the pay period begin date such as fund/cost center and work study changes.
- Enter effective date. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits. Example: 08-28-20xx.

**Pay Rate Change**—Use to report changes in hourly rate.
- **New Level/Step** – Check the Student Pay Rates chart on the Career & Student Employment Services Web site. It is policy not to pay in between the grade/level and step. For a Q/SEQ, there isn’t an associated step, so use 0.
- **New Pay Rate** – Required. Enter up to 2 digits for dollars and 2 digits for cents. Examples:  $8.00 or $15.14

**Termination**—Select to indicate separation.
- The "Effective Date" above should be the last day the employee worked.

**Account Code Change**—Use to change account code from which student is paid.
- Enter the 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers. The FICA program is run every pay period to determine FICA so the default on the transaction form can always be 3511.

**Financial Aid Change**—Use to change the Financial Aid classification.
- Click appropriate button to indicate the new classification.

**Other Changes (Please Specify)**—Use to report a change not listed above such as a job code change.
- Please indicate change in comment box.

**Department Contact**

**Contact Name (Last and First)**—Required.
- 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.
- For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe  Jane.

**Department**—Required.
- Enter up to 30 characters for department name.

**Campus Phone**—Required.
- Enter up to 13 digits. Do not use "#" symbol. Examples: 71000; 7-1000; 387-1000; (269)387-1000.

**Campus Fax**—Optional.
- Enter up to 13 digits. Do not use "#" symbol. See above examples.

**Email Address**—Optional.  • Enter full email address.
Department Authorization:

Name of Signer—Required.
- 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.
- Enter up to 30 letters, using upper and lower cases.

Date—Required.
- Enter date online form is completed. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits.

Submitting and Printing
- When ready to submit, click "Submit." Follow directions in pop-up window.
- NOTE: If form has not been completed properly, you will receive error messages to correct the data entry.
- Press OK to print and submit.
- Printer window will appear. To print hard copy, choose "landscape" orientation and proceed to click 'ok'. Form is automatically submitted after printing is complete.
- 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.
- If you wish to clear form entirely instead of submitting, select “Reset.” All data will be erased and form is not submitted.
- If the system doesn’t take you back to the main page and you want to use the Graduate Assistantship Transaction form, click on the back button to take you back to the main page.

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.

Student Information

WMU Employee ID: 12345. John's Employee ID Number has not changed.
Student WIN.: Optional for Dept.
Last name: Smith (upper and lower case)
First name: John (upper and lower case)
Middle Initial: E (upper case)

Current Pay & 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.

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 7777777 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/SE3. Even though the level is not changing, it is helpful to HR to have this to ensure correct entry. (Grade transition effective 1-1-16).
(New) Step: Enter 3
(New) Pay Rate: Enter a number(s) in the dollar field and enter an amount 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
Financial Aid Change and Other Changes: None of these are new for John, so leave blank.

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.
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).

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 20xx, 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.

Questions?
See the last page for contact information.

NOTES:
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: http://wmich.edu/grad/faculty-staff

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 and Academic Year (beginning Fall 2015). Pay schedules are located on 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 Application, or Research Discovery.
- **Academic Year appointment changes:** Contact the Graduate College and Human Resources first for direction on how to make the change(s).

Here is a sample form and detailed Instructions for form entry are on the next page.

⇒ **Fields marked with an asterisk (*) must be completed, or the form cannot be submitted.**

**Graduate Assistantship Transaction**
Instructions: Graduate Assistantship Transaction

Internet Explorer is the recommended browser for online forms. Using the Firefox browser may cause submission issues.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID Number—Required.</td>
<td>NOTE: Do NOT enter the WIN here</td>
</tr>
<tr>
<td></td>
<td>• Enter 6 digits (Current student employees have a WMU Employee ID.)</td>
</tr>
<tr>
<td></td>
<td>• Do not enter international students' &quot;900&quot; numbers in this field: &quot;900&quot; numbers are not Employee ID numbers.</td>
</tr>
<tr>
<td>Student Name (Last, First, and Middle Initial)—Last and First Names are required; Middle Initial is optional.</td>
<td>• For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</td>
</tr>
<tr>
<td></td>
<td>• For Middle Initial, if used, enter one letter, upper case.</td>
</tr>
</tbody>
</table>

Current Pay & Job Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Appointment Period</td>
<td>• Click the appropriate button to indicate the current Appointment Period which the change should occur.</td>
</tr>
<tr>
<td>Current Funding Level —Required.</td>
<td>• Click the appropriate button to indicate the current funding level.</td>
</tr>
<tr>
<td>Current Stipend — Required.</td>
<td>• 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</td>
</tr>
<tr>
<td>Account Code — Required.</td>
<td>• Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers.</td>
</tr>
<tr>
<td></td>
<td>• For graduate assistants exempt from FICA, the object code is 3192. Example: 11 2222222 3192.</td>
</tr>
</tbody>
</table>

Action

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date—Required.</td>
<td>• Enter effective date of the change(s) you are reporting through this Transaction form.</td>
</tr>
<tr>
<td></td>
<td>• If you are making more than one effective dated change, and those changes have different effective dates, you must use separate forms.</td>
</tr>
<tr>
<td></td>
<td>• If you are using this Transaction 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.</td>
</tr>
<tr>
<td></td>
<td>• Enter effective date. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits. Example: 08-28-200x.</td>
</tr>
<tr>
<td>Pay Rate Change—Use to report changes in bi-weekly or salary amounts.</td>
<td>You must report the following information.</td>
</tr>
<tr>
<td></td>
<td>• New Funding Level – Required. Click the appropriate button to indicate the funding level for the appointment period.</td>
</tr>
<tr>
<td></td>
<td>• New Stipend – 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.</td>
</tr>
<tr>
<td>Termination—Select to indicate the early termination of the assistantship— for terminations occurring before the end of the semester/session. The &quot;Effective Date&quot; above should be the last day of the pay period in which the employee worked.</td>
<td></td>
</tr>
<tr>
<td>Account Code Change—Use to change account code from which student is paid.</td>
<td>• Enter 2-digit Fund, 7-digit Cost Center, and 4-digit Object Code numbers. Example: 11 2222222 3192.</td>
</tr>
<tr>
<td>Classification Change (New) – Use to change the graduate assistantship classification.</td>
<td>• Click appropriate button to indicate the new classification.</td>
</tr>
<tr>
<td>Appointment Type (New) – Use to report a change in Appointment Type.</td>
<td>• Click appropriate button to indicate the new appointment type.</td>
</tr>
<tr>
<td>Comments—Optional. Please enter additional information or clarification.</td>
<td>Examples: &quot;Revision - reduce biweekly from $211.76 to $102.35&quot; or &quot;Revision – change from AY to Fall award only&quot; or &quot;student had to end appointment early&quot;.</td>
</tr>
</tbody>
</table>
### Department Contact

<table>
<thead>
<tr>
<th>Contact Name (Last and First) — Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• For Last and First Names, enter up to 25 letters in each field, using upper and lower cases. Example: Doe Jane.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department — Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter up to 30 characters for department name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Phone — Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter up to 13 digits. Do not use &quot;#&quot; symbol. Examples: 71000; 7-1000; 387-1000; (269)387-1000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Fax — Optional.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter up to 13 digits. Do not use &quot;#&quot; symbol. See above examples.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address — Optional.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter full email address.</td>
</tr>
</tbody>
</table>

### Department Authorization

<table>
<thead>
<tr>
<th>Name of Signer — Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Enter up to 30 letters, using upper and lower cases.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date — Required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter date online form is completed. Format: mm-dd-yyyy. Month = 2 digits; Day = 2 digits; Year = 4 digits.</td>
</tr>
</tbody>
</table>

### Submitting and Printing

- When ready to submit, click "Submit." Follow directions in pop-up window. Press OK to print and submit.
- **NOTE:** If form has not been completed properly, you will receive error messages requesting correct data entry.
- Printer window will appear. To print hard copy, choose "landscape" orientation and proceed. Form is automatically submitted after printing is complete.
- 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.
- **NOTE:** If form has not been completed properly, you will receive error messages requesting correct data entry.
- If you wish to clear form entirely instead of submitting, select “Reset.” All data will be erased and form is not submitted.
- If the system doesn’t take you back to the main page and you want to use the Graduate Assistantship Transaction form, click on the back button to take you back to the main page.

### Questions?

**Student and graduate assistant online entry:** Human Resources  
Web: [www.wmich.edu/hr](http://www.wmich.edu/hr)  
Email: hr-hris@wmich.edu  
Phone: 387-3620

**Student employment processes, policies and pay:** Career & Student Employment Services  
Web: [http://wmich.edu/career/](http://wmich.edu/career/)  
Email: broncojobs@wmich.edu  
Phone: 387-2745

**Graduate Assistantship processes, policies and pay structures:** The Graduate College  
Web: [http://wmich.edu/grad/faculty-staff](http://wmich.edu/grad/faculty-staff)  
Phone: 387-8212

**FICA exemption:** Corporate Reporting and Taxation  
Web: [http://wmich.edu/payroll/fica-0](http://wmich.edu/payroll/fica-0)  
Phone: 387-2981

**KRONOS reporting:** Payroll  
Web: [www.wmich.edu/payroll/](http://www.wmich.edu/payroll/)  
Email: payroll-dept@wmich.edu  
Phone: 387-2935