# sece

## On-Campus Employer Handbook

MĀNOA career center

*Compiled by Jeremy Rasor*

*Revised 2/20/2025*

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# Section 1: Introduction

# Introduction

The ***sece*** system is a web-based application that allows both University and Non-University employers to advertise and manage their job listings. When these jobs are approved they are added to the jobs database where they become available to eligible students. Job listings will remain on record and can be reused by employers.

UH employers are also allowed to create and manage student placement records that interface with the University of Hawaii's payroll system. This ability to create and manage placement records is contingent upon receiving training on the ***sece*** system from an authorized representative from your campus or department.

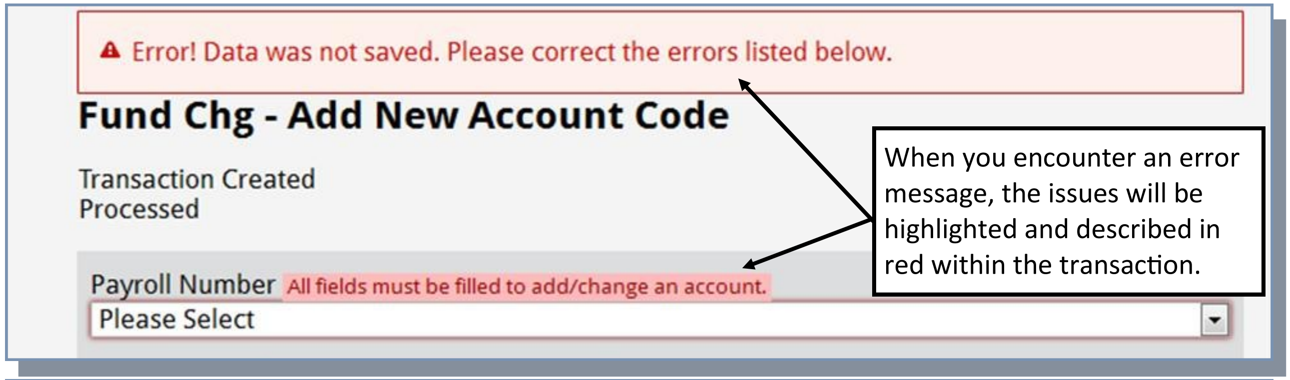
## Campus/Department Liaisons

UH Manoa employers will have a department liaison and employers at all other campuses will have a campus liaison. These liaisons serve as an intermediary between the student employment office at the campus and the end-users.

In addition to conveying information and updates from the student employment office, liaisons are responsible for training employers on the ***sece*** system. This training is required in order to receive what is called *Placement Access*. Placement Access allows an employer to create and approve placement transactions.

## Confirmation and Error Messages

When using the ***sece*** system, you will receive a message whenever you submit or save a transaction. The page will refresh and the message will appear above the transaction header. If it says the data was updated successfully, the transaction had no problems and was saved or submitted. A red message indicates that there was a problem and the issues should be indicated by red text on the transaction.





## Website Problems

When using the ***sece*** system, if you encounter a problem you may contact support at [sece-help@lists.hawaii.edu](mailto:sece-help@lists.hawaii.edu). Before doing so, you may want to check to make sure your browser is set to accept cookies and that your firewall is not blocking the site. If the problem is a display error, you may want to make sure you are running the most current version of your browser or try using a different browser.

## Navigating the Site

The following are some basic tips for navigating on the ***sece*** system:

- **Drop-Down Fields:** These fields limit the user to selecting from a series of set options.
- **Help Icons:** The circle icon with question mark inside is an image link that can be clicked to get a pop-up with helpful information about a page or a section of a page.
- **Image Links:** These are images that link to other pages or pop-ups. When you mouse-over an image link the mouse icon will change to a pointing hand.
- **Searches:** When conducting a search you can search by full words/names or you can use a wildcard to search by part of a word/name. To perform a wildcard search, type the first

few letters and end with a *%* symbol. For example, searching using "pan%" will search for all words starting with the letters "pan."

- **Sub-Tabs:** When on some tabs, a series of text links at the top of the page may appear. These are called sub-tabs and they take you to different screens within that section.
- **Tabs:** Similar to tabs in a binder, these tabs at the top of the screen divide the functions of ***sece*** into related functions. For the employer, these tabs are *Jobs/Other*, *Placements/Forms*, and *Timesheet*.
- **Text Fields:** White text fields can be typed into by the user.
- **Text Links:** Text links will appear as text that is underlined or dark blue. Clicking on a text link will typically take you to another page linked to that text. When you mouse-over a text link the mouse icon will change to a pointing hand.
- **Timing Out:** If you are idle while logged in for around 15 minutes, the system will log you out. Please keep this in mind while creating jobs or doing other lengthy actions, as this could cause you to lose your data. Saving periodically will prevent the system from logging you out.

## EEO

The University of Hawaii is an Equal Employment Opportunity (EEO) employer, and as such, users of the ***sece*** system must comply with the relevant federal and state laws and regulations.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Employers should consult the relevant laws before releasing information to anyone other than the student.

## Administrative Procedures Manuals

The Administrative Procedures Manuals (APM) can be found as a link on the *Placements/Forms* tab of ***sece***. These two documents define the policies and procedures governing student employment at the University. APM A9.860 defines grievance procedures and APM A9.880 covers all other policies and procedures related to student employment.

## The Hiring Process

The following is a brief introduction to the hiring process. For a more details, please refer to the Hiring Policies & Procedures document on the *Forms and Info* tab or page 24 of this document.

1. Create a job or open an existing job on the ***sece*** system.
2. Eligible students interested in the position will add the job to their job cart. If they are interested in applying for the position, they will hit the apply button that adds them to your applicant list.
3. Students apply for the position as the employer indicated on the job.
4. The best candidate is selected and an offer is made. Those not selected should be promptly informed so they can continue their job search.
5. The employer creates the Hire transaction using the Hire button on the applicant list. The job should be closed if no further recruitment will be done. Note that you can only generate Hires and/or close jobs after either five candidates add it to their job cart or three days have passed.
6. The student will need to do the Federal form I-9 with the SE office of the campus with which the job is affiliated. Additional forms might be required.
7. The student should complete the tax forms H-4 and HW-4 with the employer. The employer retains these documents and uses them to complete the federal and state withholding section of the Hire transaction.
8. Students should not begin working until the online Hire transaction has been approved by your department and the campus SE office.

## Glossary of Terms

Below are some common terms you may encounter when using ***sece***.

**Account Code:** The account code is a long string of digits designating the account from which workers will be paid. The codes as used on ***sece*** will be seven digits long (1117111).

**APM:** Administrative Procedures Manual. In this document, APM refers to the guidelines governing student employment policies and procedures (A9.880) and the grievance process (A9.860). Links to these can be found on the *Placements/Forms* tab.

**BO:** Business Office. An abbreviation used in relation to timesheets to refer to the Business Office level approver.

**EEO:** Equal Employment Opportunity, which refers to laws prohibiting certain types of discrimination in certain workplaces.

**F-1 Visa:** F-1 Visas are issued by the Federal government to international students and allow a student to work on-campus.

**FA:** Fiscal Authority.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FICA:** Federal Insurance Contributions Act tax is the payroll tax, which is what funds Social Security and Medicare. Students working on-campus are only subject to FICA taxes under certain circumstances.

**FWS:** Federal Work Study.

**J-1 Visa:** J-1 Visas for international students that are sponsored by an organization or the government. Students on J-1 Visas may only seek employment, and work, with authorization from their sponsor.

**Job:** A job is the base template used to advertise a position and create a Hire.

**Job Number:** Each job series has a unique job number that is shared by all jobs in the series.

**Job Program:** Job programs define the requirements a student must meet in order to be able to apply for the job. Job programs include UH, UH & FWS, and FWS.

**Job Series:** A job series is a number of related jobs that share a job number, but which each have a different pay class. Jobs are often created in a series so a student can be promoted as they gain experience.

**Multi-Job Memo:** Multi-job memo. When a student holds two or more student employment jobs, they and their employers must complete this memo to divide the students available work hours between them.

**Pay Class:** Each job must be set to one of the seven pay classes, A1 through A7. Each pay class is defined by progressively increasing duties and qualifications.

**Payroll Number:** F1 or F3 are the payroll numbers used at UH for student payroll. F1 is used for Federal Work Study, F3 is used for regular UH payroll.

**Placement:** A student's employment record. A placement can be active or inactive. Active means the student is working currently and inactive means the student is no longer placed in the position.

**Placement Access:** A user must get this from student employment or their liaison if they wish to initiate transactions/hires.

**Referral:** When a student is interested in a job they find on our site they take a referral for the position. In the original sece this created a unique referral number which the employer used to initiate the hire, but this process will be phased out eventually. All applicants that applied after the launch of this version of sece will no longer have referral numbers, but will instead show up on an applicant list.

**SE Office:** Student Employment Office. Each of the campuses in the University of Hawaii system has an office responsible for handling student employment. The term *SE Office,* or *Student Employment Office,* generically refers to these.

***sece* (see-key):** This term is primarily used in relation to the ***sece*** jobs database. The system is used to manage student employees, help students find jobs, post jobs and manage student timesheets.

**STD:** Student. An abbreviation used in relation to timesheets that refers to the student.

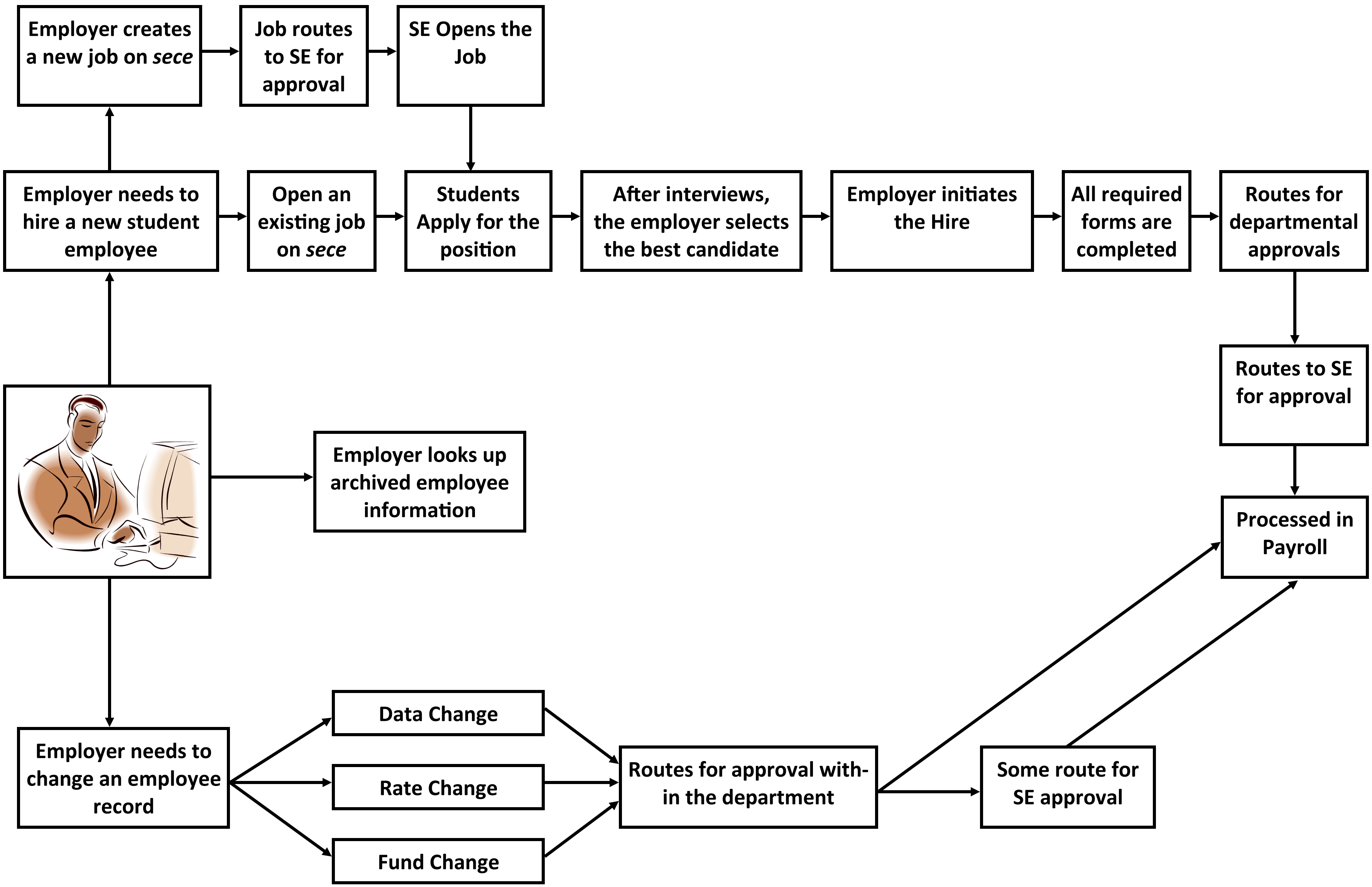
**Step:** Each pay class has four steps with most new hires starting at the first step of a given pay class. Steps define the pay rate for the student and are typically awarded based on merit and time spent in a given job. These will typically be written as the pay class followed by the step number, thus A22 would be the A2 pay class at the second step.

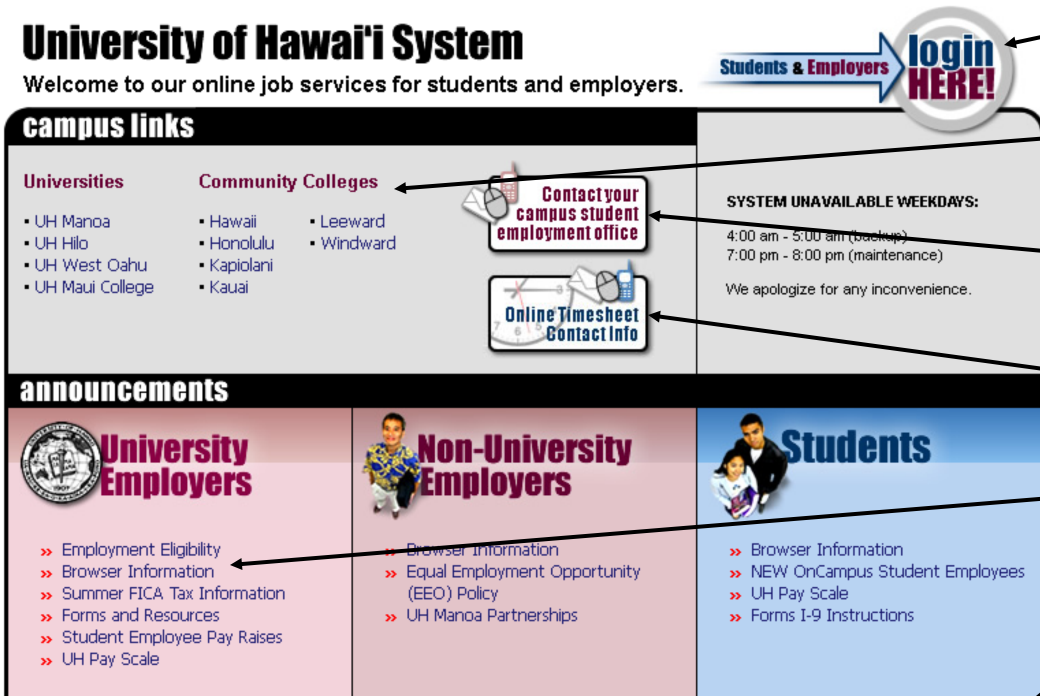
**SUP:** Supervisor. An abbreviation used in relation to timesheets that refers to the supervisor level approver.

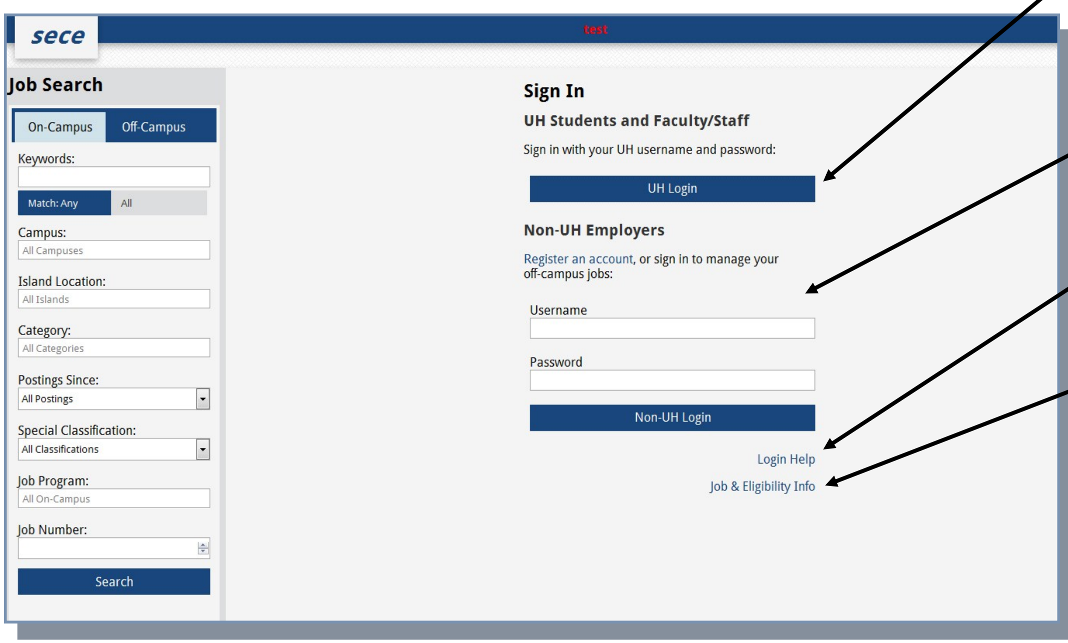
**Transaction:** Changes made to a placement on ***sece*** are called transactions. These include things like account changes, pay increases, promotions, demotions, terminations, and so on.

**WDC:** Warrant Distribution Code. Each office or department has its own WDC which is used by payroll. The code basically tells payroll to which department or office the check should be sent. This is also referred to as the *Warrant Code* or *Warrant Number*.

# Flowchart of sece Functions






Click here to enter the ***sece*** site and login.

These text links lead to the websites of the various SE offices at the different campuses in the UH system.

This image link will open a pop-up with the contact information for the SE offices at the various UH campuses.

This image link will open a pop-up with the contact information for timesheet related inquiries.

These text links will take you to various resources that may be of interest to an employer.

UH employers may login here using their UH username and password. If you have a problem with your username and/or password, please contact the ITS help desk at 956-8883 or email them at *help@hawaii.edu*. You must use your personal username, departmental usernames cannot be used to login to the system.

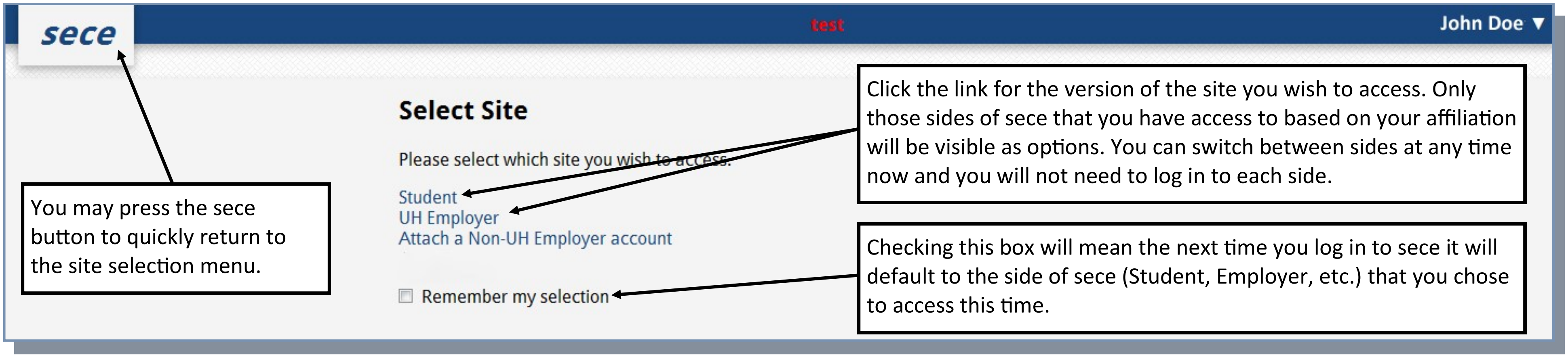
This section is only used to create a profile or log into an account used to post non-student employment positions. Use the UH login if you intend to perform student employment tasks.

Click on the Login Help link if you are having trouble for some quick tips or contact information.

Click on the Job & Eligibility Info link to see the basic eligibility requirements for student employment eligibility.

## IT Policies

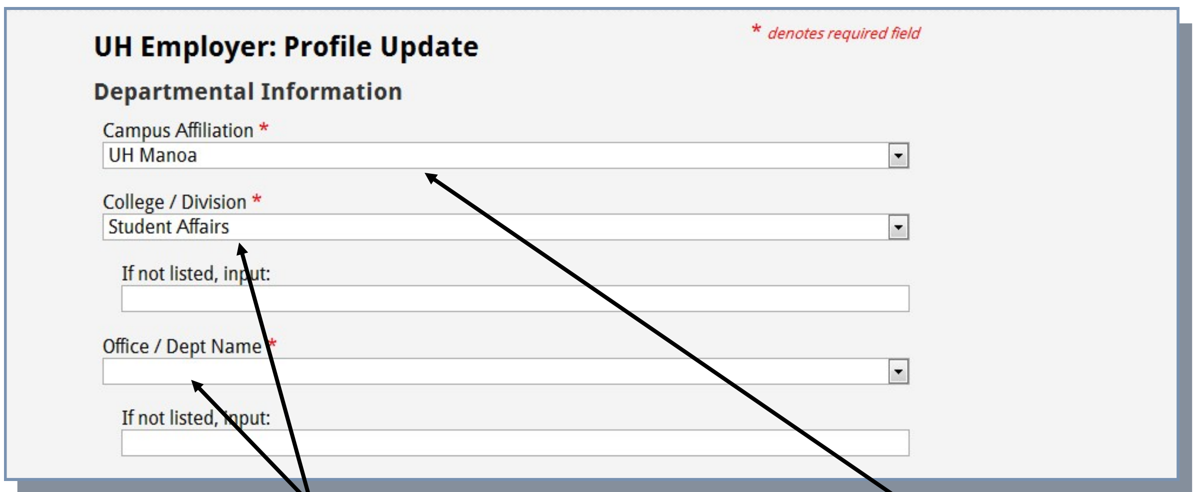
All UH staff should familiarize themselves with the IT policies of the University of Hawaii. You can view these policies at *http://www.hawaii.edu/infotech/policies/*.

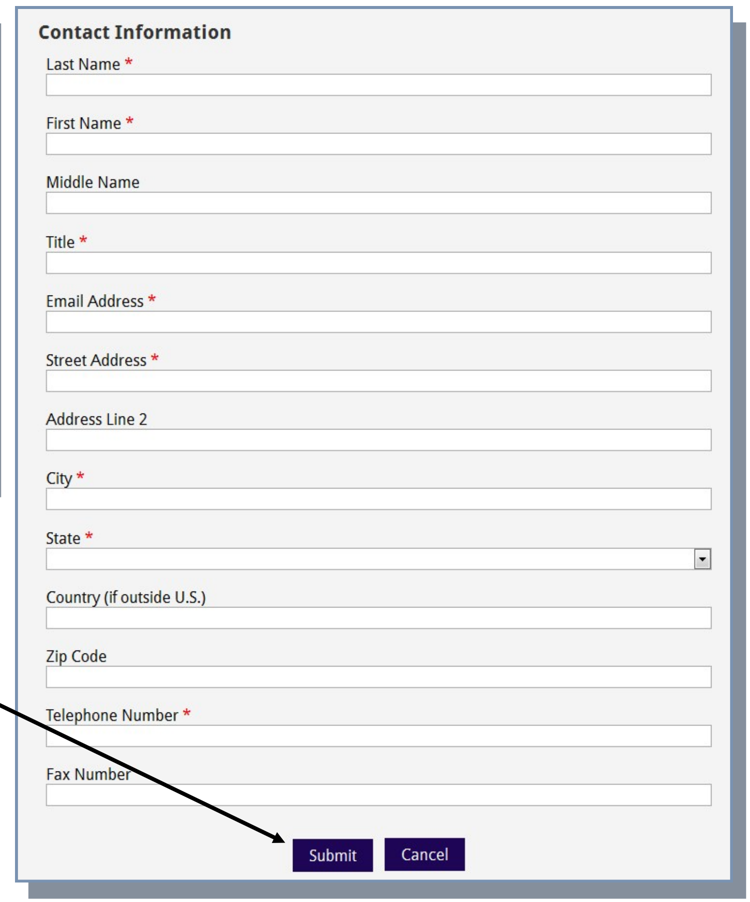



You may press the sece button to quickly return to the site selection menu.

Click the link for the version of the site you wish to access. Only those sides of sece that you have access to based on your affiliation will be visible as options. You can switch between sides at any time now and you will not need to log in to each side.

Checking this box will mean the next time you log in to sece it will default to the side of sece (Student, Employer, etc.) that you chose to access this time.



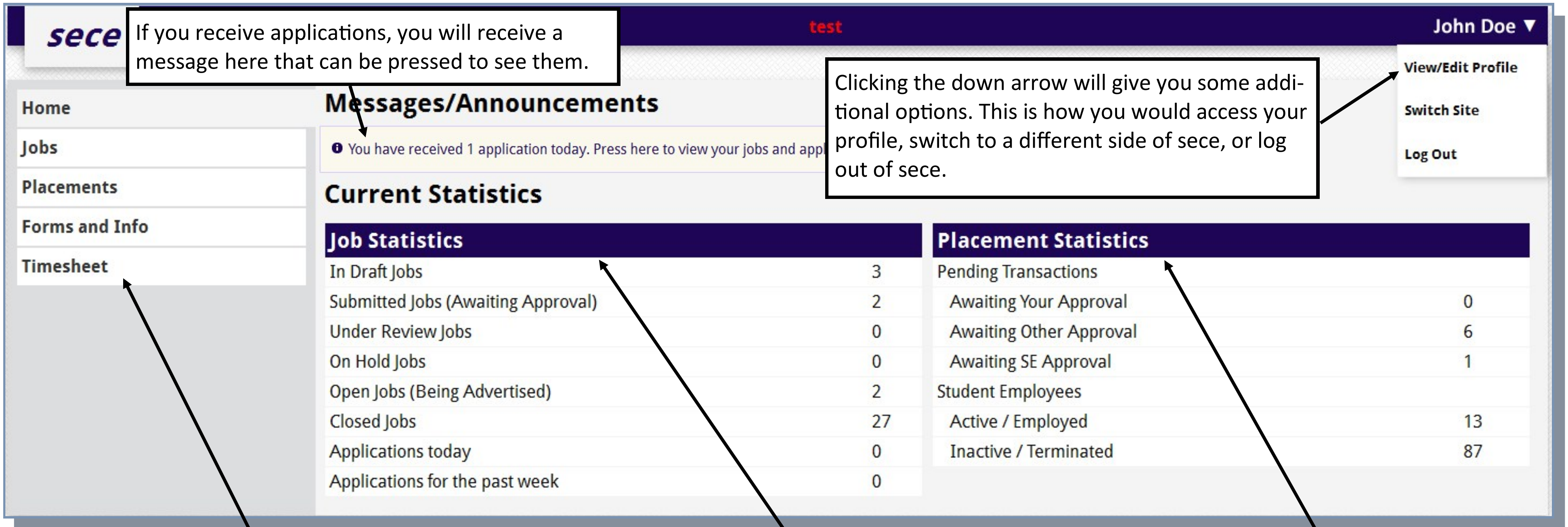

Select your *College/Division* and your *Office/ Department Name* from the drop-down menus. If they do not appear, you may input them into the text field instead.

The campus affiliation you select determines which SE office will be able to view and manage your records.

After entering your biographical information, click *Submit* to finish.

## Creating a Profile

The first time you log into the ***sece*** system you will be prompted to create a profile. If you transfer to a new job, be sure to update your profile.




If you receive applications, you will receive a message here that can be pressed to see them.

Clicking the down arrow will give you some additional options. This is how you would access your profile, switch to a different side of sece, or log out of sece.

The UH employer side of sece is divided into various tabs used for specific tasks. The *Home* tab show here provides a quick view of sece activity related to you. The other tabs are briefly discussed below and detailed in depth later.

- **Jobs:** The Jobs tab is where you can create, edit, and re-open jobs.
- **Placements:** This tab is where you would create transactions for your jobs. This is where you would initiate hires and start transactions related to your employees.
- **Forms and Info:** You can find links to information and forms relevant to student employment.
- **Timesheet:** This is where you access timesheets.

The Job Statistics section gives you an at-a-glance look at your jobs and applications for your jobs.

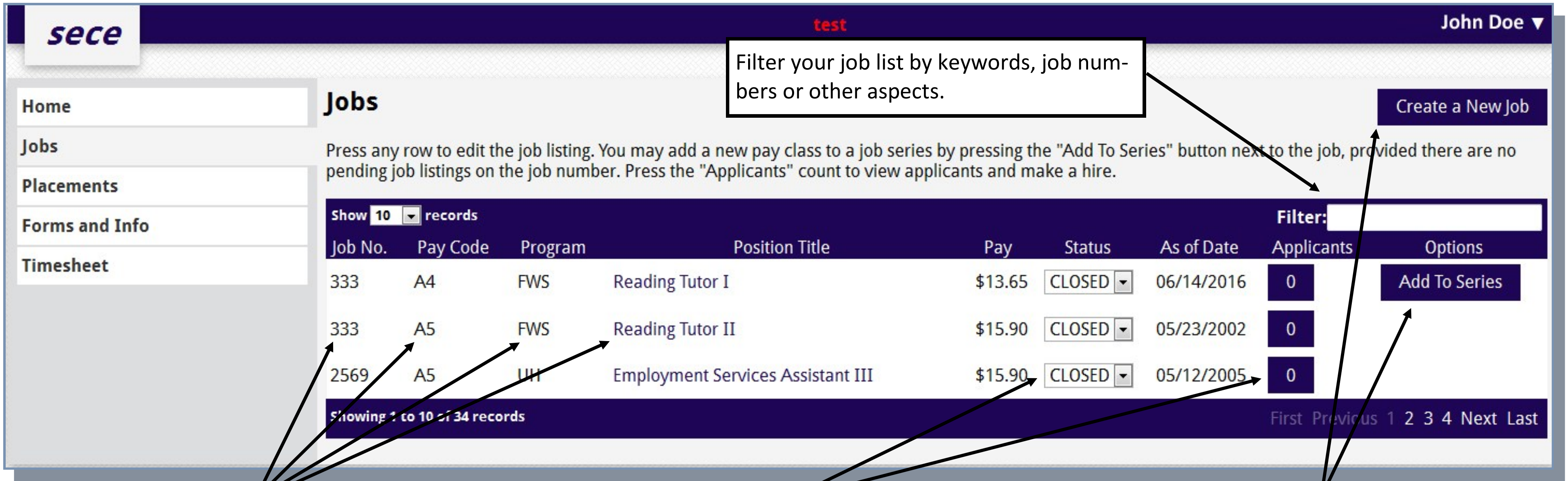
- **In Draft Jobs:** Jobs you have created but not submitted for review.
- **Submitted Jobs:** Jobs you have submitted for review and approval.
- **Under Review Jobs:** Jobs that are currently being reviewed for approval.
- **On Hold Jobs:** A reviewed job that Student Employment has additional questions about.
- **Open/Closed Jobs:** Jobs that are Open (being advertised) or approved but Closed.
- **Applications:** Indicates the number of applications that have been submitted today or in the past week (respectively).

The Placement Statistics section gives you an at-a-glance look at your hires and transactions.

- **Pending Transactions:** These are the number of transactions making their way through the approval process. The different statuses are fairly self-explanatory, but it should be noted that most transactions do not require Student Employment approval. Hire transactions are the most common transaction that does require SE approval.
- **Student Employees:** These are the number of student employees currently employed (Active) and the number that are no longer employed (Inactive) under jobs on which you are listed as an approver.

# Section 2: Jobs Tab

## Creating, Editing, Managing, and Advertising Jobs




Filter your job list by keywords, job numbers or other aspects.

The job number, pay code, job program, and position title are listed here.

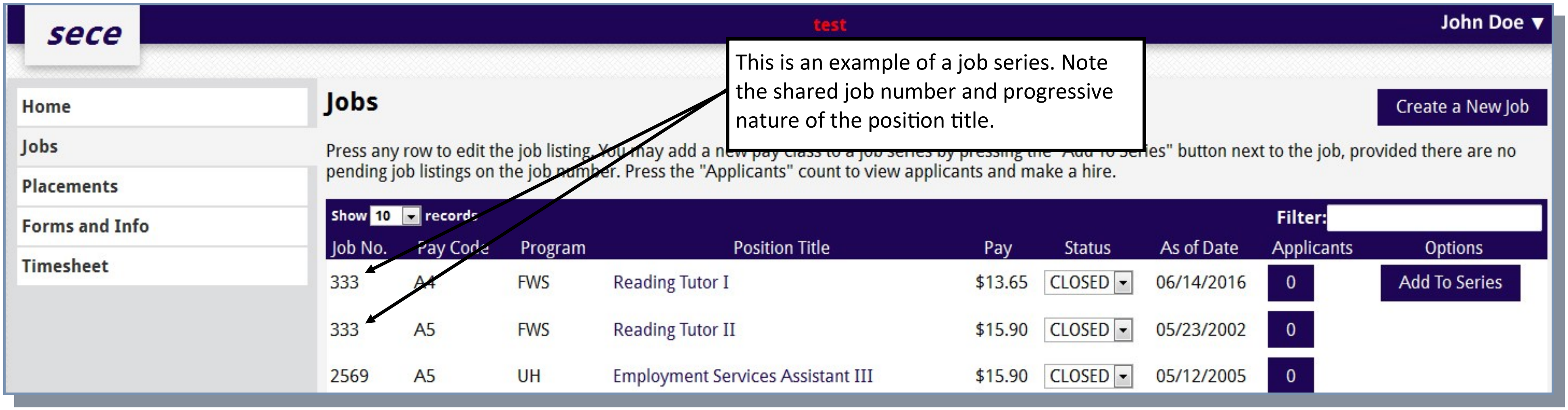
- **Job Number:** Jobs are assigned a job number and a job series will be jobs that share a job number with differing pay codes.
- **Pay Code:** The pay code (pay class) of the job. Jobs in a series (sharing the same job number) will have different pay codes.
- **Program:** Jobs will be listed as UH, FWS, or UH & FWS. UH jobs are open to any eligible student, FWS jobs are only open to those with Federal Work Study, and UH & FWS is open to all eligible students, but indicates a preference for Federal Work Study.
- **Position Title:** The working title of the job. Pressing on this will take you to the detailed view of the job where you can make edits.

These aspects, Status and Applicants, allow you to quickly interact with your job.

- **Status:** You can use this drop-down menu to Open or Close a job easily. If a job requires updates before it can be opened or closed, you will receive an error message indicating this. This usually means you will need to go into the job to make those updates before re-opening it.
- **Applicants:** This will indicate the number of students that have applied for the position. Pressing on this button will bring up a list of applicants and an interface that allows you to initiate hires. This feature will be illustrated a bit later in this guide.

These two buttons involve creating new jobs, but with important differences as described below.

- **Add to Series:** The Add to Series button is used to add a job to a job series. This means adding a job with the existing job number, but at a different pay code. The button will be on the same line as the job number that you will be adding a job to. When you add to a series, it will create a duplicate of an existing job in the series that you can then modify to match the new pay class/code.
- **Create a New Job:** This option is used when you want to create a completely new job rather than adding a job to an existing series. If the job has no relation to an existing job, use this option.




# Jobs Tab

The *Jobs* tab is primarily used to create and manage job listings on ***sece***. The following is a brief introduction to this module and some relevant information regarding jobs on ***sece***.

## Job vs. Job Series

On ***sece*** all jobs are identified by a unique job number and an associated pay class (also called a pay code). When there is only one job with that job number, it can be referred to as a single job. When there are multiple jobs that share that job number, they form a job series.

Jobs in a job series should be related and progressive, such that an employer can promote or downgrade a student without having to go through the hiring process again. A series may have up to seven jobs, one for each pay class (A1-A7). A typical series will look something like the following series:

| Job# | Position Title |
|---|---|
| 348-A1 | Laboratory Assistant (Trainee) |
| 348-A2 | Laboratory Assistant I |
| 348-A3 | Laboratory Assistant II |
| 348-A4 | Laboratory Researcher I |
| 348-A5 | Laboratory Researcher II |
| 348-A6 | Research Assistant I |
| 348-A7 | Research Assistant II |

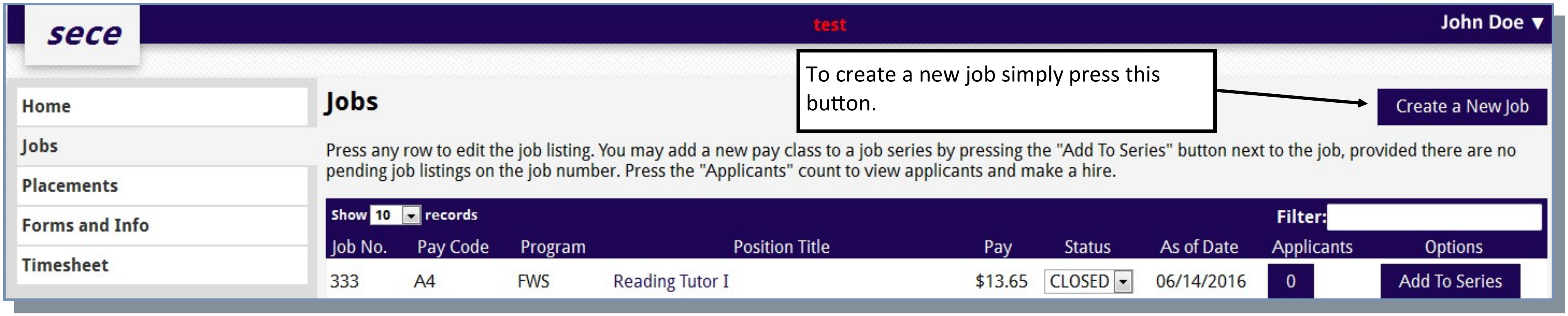
Each position in a job series has its own position title, qualifications, duties, location, and so on. However, the jobs share certain information that when changed on one job will be changed on all other jobs in the series. The following are the shared aspects of the jobs in a series:

- Job funding source
- Primary job category
- Job contact information
- Transaction approvers
- Timesheet approvers

## Jobs as Templates

A job on the ***sece*** system can be thought of more as a template rather than the actual hiring record. A student's hire transaction (discussed later) is the actual employment record which is generated based on the information contained in the job.

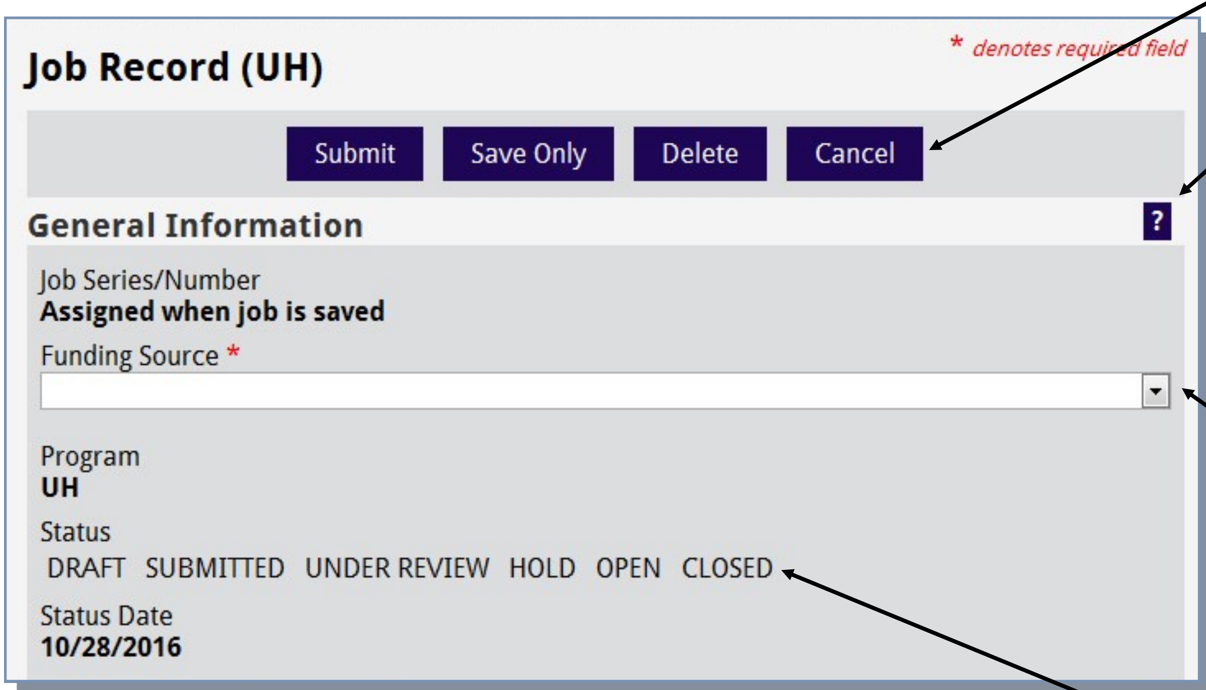
What this means is that a single job can be used to hire multiple students during a single recruitment or even be used later to hire new/additional students. For example, if you need to hire two students for the same sort of work, you can open a single job and hire both under that same job number. The only time you will need to create a new job for each hire is when the students will be performing different functions or different qualifications are required. Otherwise, a job can be re-opened and re-used as often as you need it.




To create a new job simply press this button.

These buttons can be used to save, delete, cancel, or submit the job. Because the system has an inactivity timer, be sure to periodically save your job. Press the Submit button only when it is ready to be reviewed.

You can press any ? To get some additional helpful information about the associated section.

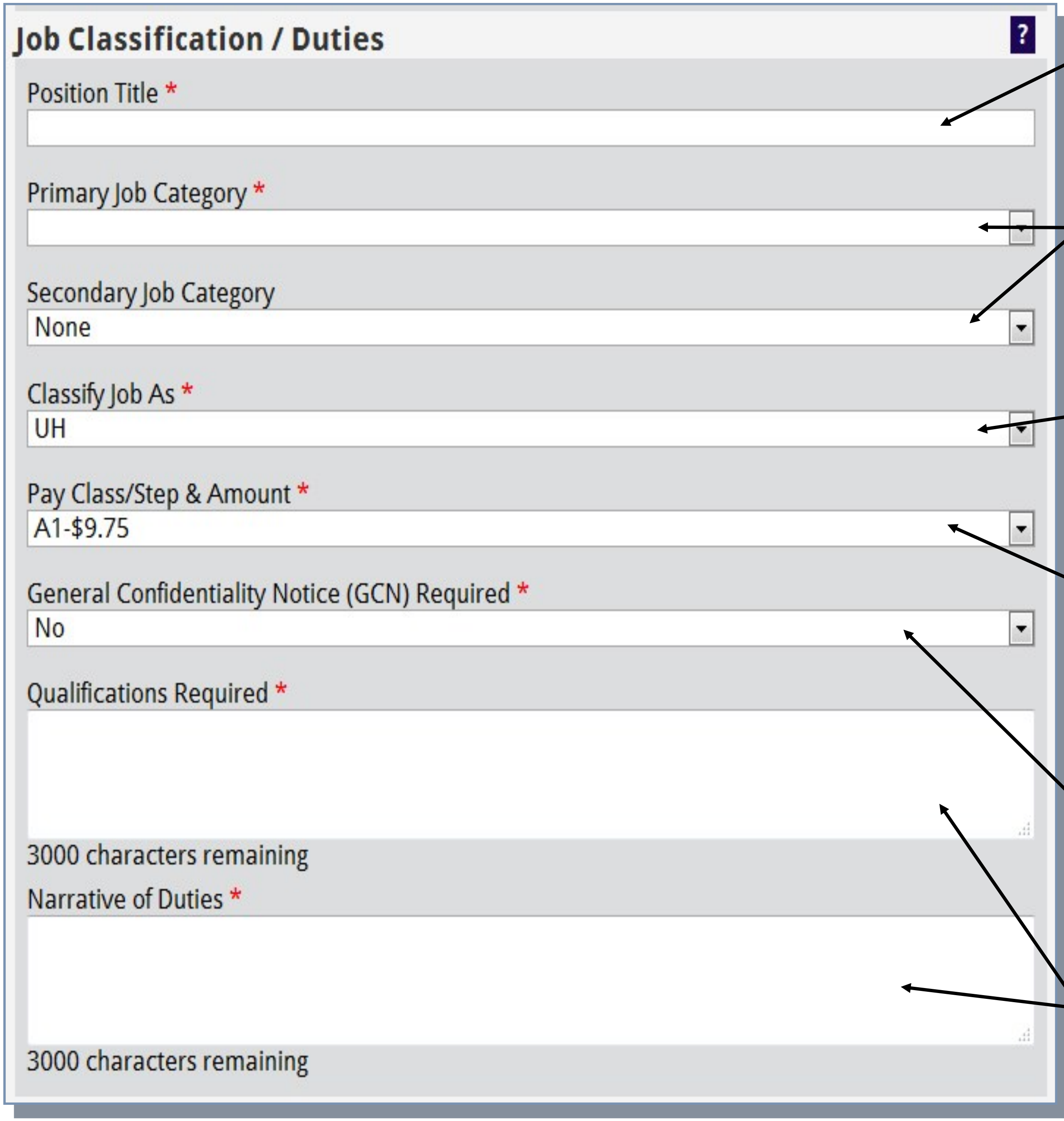



The first step in creating a job is selecting the funding source/campus affiliation. This determines what account codes should be used and which campus SE office approves the job

For example, jobs that will be paying student employees using a Manoa account code must have UH Manoa selected as the funding source. In this example, the Manoa SE office will review the job.

It is possible to have jobs where the student works at one campus, but the job is funded by another campus. In these situations, the job is monitored by the funding institution.


As the job makes its way through the approval process the status it is in will be highlighted. Statuses are discussed a little later in this guide.




You should enter the desired position title. Specific titles are typically better than generic ones, as it gives the student an idea of what the job entails.

Select a primary job category that the job would fall under and a secondary job category if you so desire. Job categories help classify the job for search filtering purposes. The primary category is shared be all jobs in the series, while the secondary category is specific to each job in the series.

This determines which students will be eligible for the job by setting the job program. You may select UH, UH & FWS, or FWS.

All student assistant positions will be classified and paid in accordance with the guidelines contained in APM A9.880, Attachment 1. The campus SE office shall have final jurisdiction over the classification of individual positions. Student assistants will normally be paid on an hourly basis.

If the student, in the course of performing assigned duties, will at any time have access to, or be in the proximity of sensitive information as defined in E2.214, the student is required to complete a Form 92, General Confidentiality Notice (GCN). In that case, set this to *Yes*.

You enter the qualifications and duties for the job in these fields. The SE office will review these to ensure they match the pay class selected. Note that once the job is approved, you can no longer edit these fields.

# Job Status Summary

| Job Status | Description | User Options |
|---|---|---|
| DRAFT | Incomplete job listing that has not been submitted to Student Employment (SE) for approval. Draft status allows you to save any work in progress and complete the job listing at a later time. | • Edit and Save Draft (remains DRAFT).<br>• Delete the job.<br>• Edit and Submit Final (goes to SE for approval, status changes to SUBMITTED). |
| SUBMITTED | Awaiting review and approval by the SE office. | • Delete the job.<br>• Edit and Submit Final (remains SUBMITTED until SE approves). |
| UNDER REVIEW | Under review by SE and awaiting final approval. | • Edit and Submit Final. |
| HOLD | Under review by SE and on hold awaiting an action or decision. | • Edit and Submit Final. |
| OPEN | Approved and currently being advertised to students. | • Edit the details except for pay, qualifications, duties, and funding source.<br>• Close the job. Note that due to EEO guidelines, jobs must remain open for 3 days or until 5 referrals have been processed. |
| CLOSED | The job is not being advertised, but can be re-opened. | • Edit the details except for pay, qualifications, duties, and funding source.<br>• Re-open the job (changes to OPEN status). |

# Job Program Summary

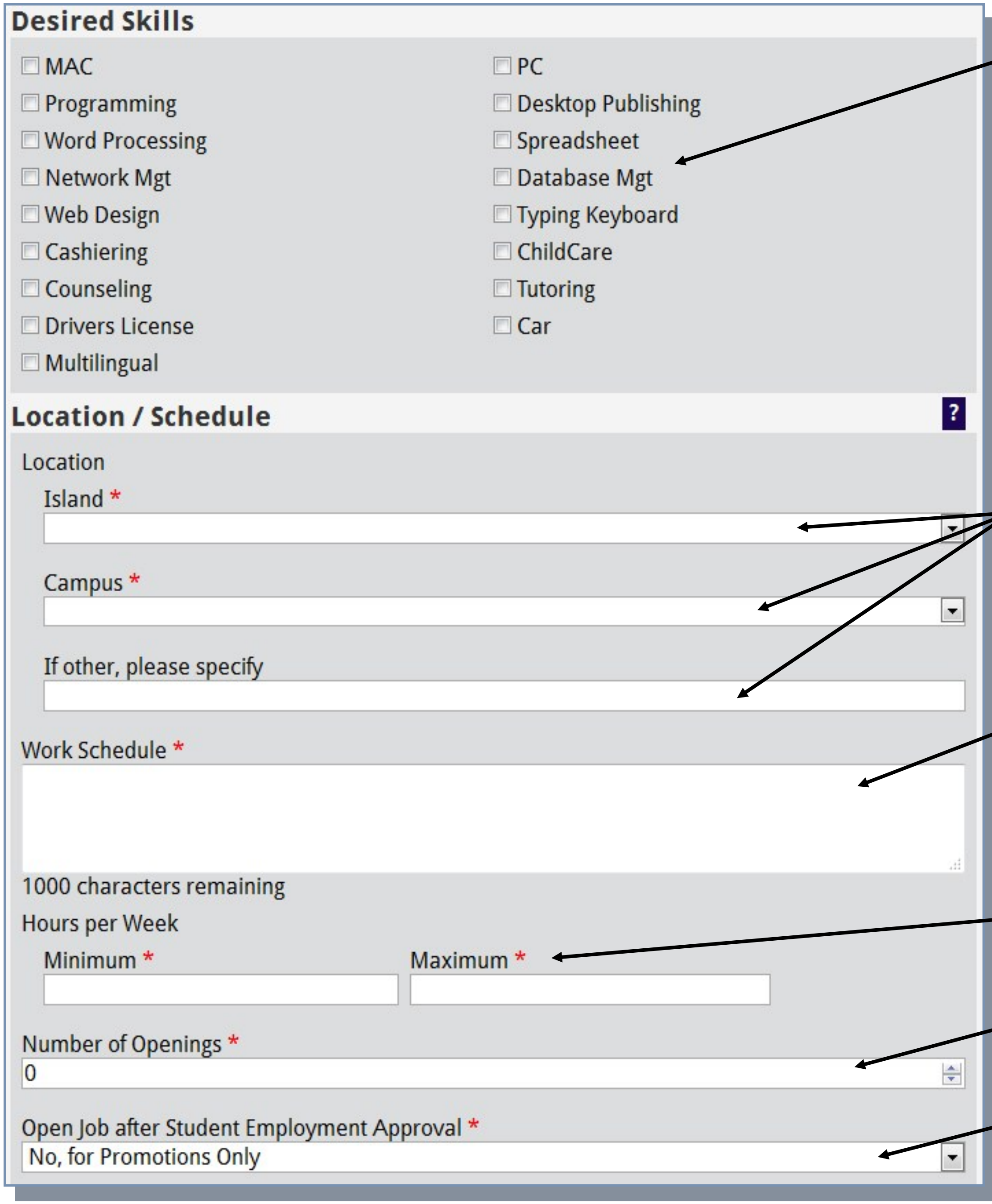
| Program | Description |
|---|---|
| UH | Students from any campus in the UH system that meet the eligibility requirements can take apply for this position. |
| FWS | Only students with a current Federal Work Study award will be able to take apply for the job. |
| UH & FWS | The job is advertised to both UH and FWS eligible students. This indicates a willingness to consider students without FWS awards with the proviso that FWS students will be given preference (all things being equal). |

# Pay Class Summary

| Class | Rate |
|---|---|
| A1 | $9.75 |
| A2 | $10.70 |
| A3 | $11.95 |
| A4 | $13.65 |

| Class | Rate |
|---|---|
| A5 | $15.90 |
| A6 | $21.75 |
| A7 | $26.45 |

Pay class rates may periodically be adjusted, so please refer to APM A9.880 for the current rates.




You may check boxes next to the skills you desire candidates to possess. The options available will vary based on the funding source of the job.

Select the Island where your job is located. You must select Island first because this drives the pull-down lists for Campus. If your job is not located on one of the Hawaiian Islands, select *Other* and specify the City/State in the *Other* text box.

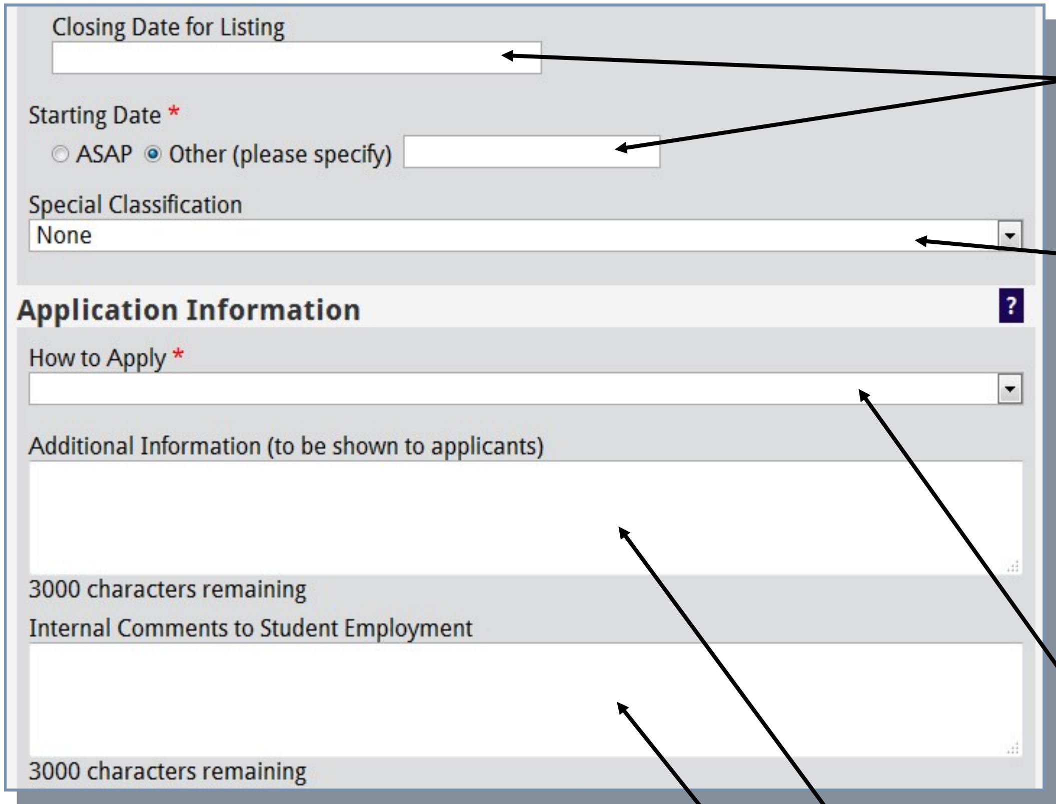
Provide a brief description of your hours of operation or the days and times within which the student must work.

Example:
M-F, 8am-5pm
Flexible, Mon-Sat

You should select the minimum and maximum hours per week and the number of openings. The maximum hours cannot exceed 20.

How many positions are available to fill for this job description?

If you select *Yes, Open and Advertise*, the job will be opened upon approval from SE. If you select *No, for Promotions Only*, the job will be set to *Closed* status upon approval.




The closing date determines when the job will automatically close. The job cannot be closed until 3 days have passed or 5 candidates add the job to their cart. The starting date indicates when the employer would ideally like the candidate to start.

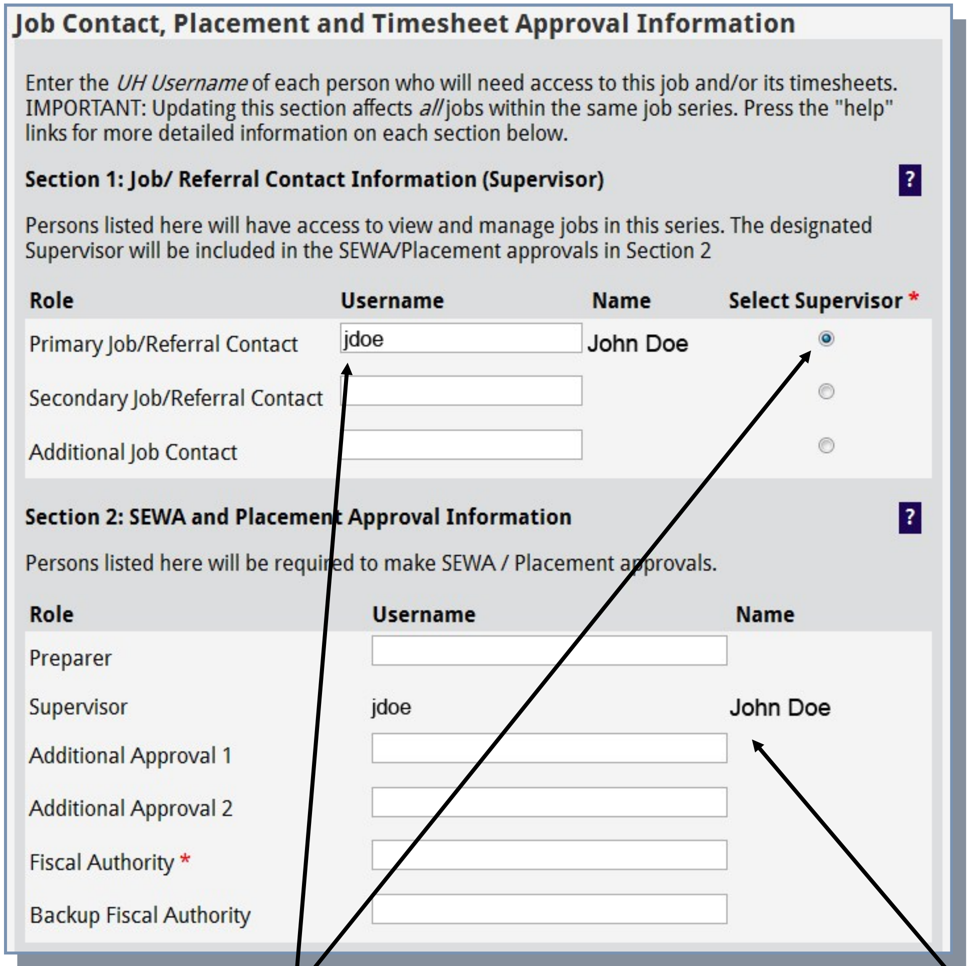
If the employment is for a "special" schedule / period, you may designate one of the following: Summer Only, Weekends, Nights, and Nights & Weekends

Select the method you would like to have students use to apply:

- **Online Application:** Applicants will submit documents of your choice directly through the system for your review. You can require applicants to submit any of the following documents: Resume, Cover Letter, Transcripts, and Up to two other documents of your choosing. The text fields next to each option allow you to specify what type of document you are requesting.
- **Email:** Applicants will be instructed to email the contact(s) listed on the job. To provide specific instructions for content or attachments of the email, please enter them in the Additional Information (to be shown to applicants) field.
- **Call for Interview:** Applicants will be instructed to call the contact(s) listed on the job.
- **In Person:** Applicants will be instructed to inquire in-person. The office address of the contact(s) listed on the job will be displayed.
- **Other:** For all other methods of application, you will be asked to enter instructions into a text field.

You should enter any additional requests you would like to appear on the how to apply information.

You can enter any comments you wish to leave for student employment here.



Job Contact, Placement and Timesheet Approval Information

Enter the *UH Username* of each person who will need access to this job and/or its timesheets. IMPORTANT: Updating this section affects *all* jobs within the same job series. Press the "help" links for more detailed information on each section below.

**Section 1: Job/ Referral Contact Information (Supervisor)** ?

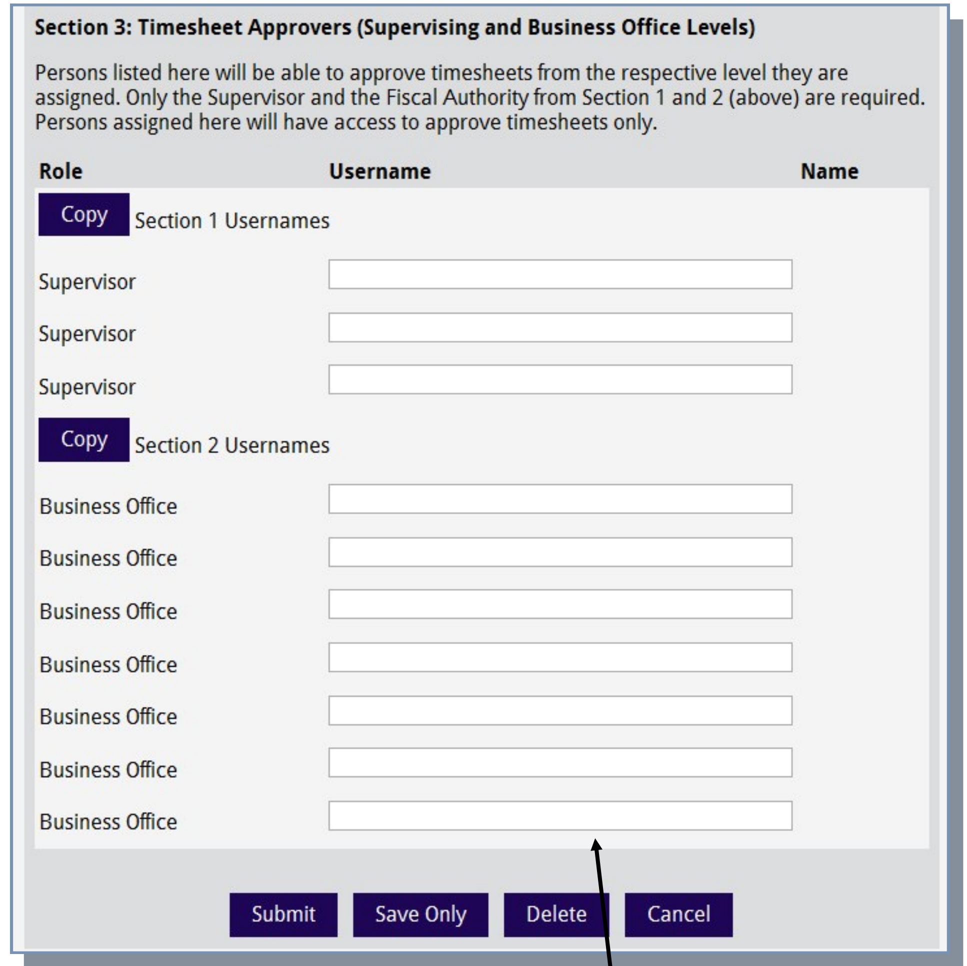
Persons listed here will have access to view and manage jobs in this series. The designated Supervisor will be included in the SEWA/Placement approvals in Section 2

| Role | Username | Name | Select Supervisor * |
|---|---|---|---|
| Primary Job/Referral Contact | jdoe | John Doe | ◉ |
| Secondary Job/Referral Contact | | | ○ |
| Additional Job Contact | | | ○ |

**Section 2: SEWA and Placement Approval Information** ?

Persons listed here will be required to make SEWA / Placement approvals.

| Role | Username | Name |
|---|---|---|
| Preparer | | |
| Supervisor | jdoe | John Doe |
| Additional Approval 1 | | |
| Additional Approval 2 | | |
| Fiscal Authority * | | |
| Backup Fiscal Authority | | |



**Section 3: Timesheet Approvers (Supervising and Business Office Levels)**

Persons listed here will be able to approve timesheets from the respective level they are assigned. Only the Supervisor and the Fiscal Authority from Section 1 and 2 (above) are required. Persons assigned here will have access to approve timesheets only.

| Role | Username | Name |
|---|---|---|
| Copy Section 1 Usernames | | |
| Supervisor | | |
| Supervisor | | |
| Supervisor | | |
| Copy Section 2 Usernames | | |
| Business Office | | |
| Business Office | | |
| Business Office | | |
| Business Office | | |
| Business Office | | |
| Business Office | | |
| Business Office | | |

Submit | Save Only | Delete | Cancel

Section 1 determines who will be printed as contacts on the *how to apply* pop-up (primary and secondary contacts). It is also used to set the supervisor. Finally, anyone listed in section 1 can make changes to the job. The usernames should be inputted in all lower case letters. When you save the job, the Name column will update with the name of the people matching the usernames you entered.

Section 2 determines who is in the approval chain for transactions. When students are hired for this job, this is where the list of approvers comes from. The supervisor is set based on section 1. In addition, the employer must input an FA. Note that users inputted here that do not have placement access will be unable to approve transactions.

Section 3 determines who has timesheet approval for students hired for this job. Employers should enter at least one username for the Supervisor Level and one for the Business Office level. The supervisor must be listed as a Supervisor level approver and the FA is usually listed as the Business Office level approver. Additional approvers can be listed within the limits of the fields presented.

## Adding Users to Section 1, 2, and 3

To assign users to roles in section 1, 2, and 3 you will need to have their UH usernames. UH usernames are the part of their email proceeding the @ symbol in their email address. For example, if their email address is *tarao@hawaii.edu*, their UH username is *tarao*.

You may only enter usernames of individuals who have been assigned a UH username and who have the proper affiliation (staff or faculty). In addition, the user must have created a profile on ***sece*** to be entered into these sections.

## Section 1: Job/Referral Contact

Section 1 of the job is where you can set not only the contacts for the job, but also who has access to the job. Anyone listed in section 1 will be able to access and make changes to the job. It is generally good practice to have at least two users listed in this section so that if the primary contact is unavailable, someone still has access to the job.

- **Primary & Secondary Job/Referral Contact:** The users listed in these roles, and their contact information, will be printed on the *how to apply* pop-up. Students applying for the position will contact these individuals.
- **Additional Job Contact:** The user listed here can access the job (edit, open, and close), but will not be shown on the *how to apply* pop-up or serve as a job contact.
- **Admin Contact:** This line is not accessible by employers. Users with administrative access may, for whatever reason, be listed here by the SE office.

One of the users listed in section one must be designated as the supervisor. Click the pip next to the appropriate username to designate the supervisor.

## Section 2: Hire and Placement Approval

This section of the job is where you can set who will be in the approval chain for hires and transactions related to the job. When a hire or transaction is created, each user listed will be prompted to approve the transaction. A user that is lower in the chain can always opt to bypass the approval of those above them in the chain. You are not required to input a user on every line, but the supervisor from section 1 will be listed by default on the supervisor line and you must have a Fiscal Authority.

- **Preparer/Reviewer:** Preparers usually handle the details related to transactions on behalf of the supervisor. You are not required to have a preparer.
- **Supervisor:** The supervisor line will be automatically filled with the supervisor selected in section 1.
- **Additional Approval:** Some departments may require additional approvals, in which case the users can be listed on these lines.
- **Fiscal Authority:** A user must be designated as the Fiscal Authority. All transactions require the approval of either the FA or backup FA.
- **Backup Fiscal Authority:** A user may be designated as the backup FA to approve transactions when the FA is unavailable.

Note that users who do not have placement access will be unable to approve transactions. Until they receive this access, you may want to make arrangements to have other users bypass their approval. Please contact your department/ campus liaison if you need placement access.

## Section 3: Timesheet Approvers

In section 3 you designate the timesheet approvers for any student hired under this job. Approving timesheets can be done by users who do not yet have placement access.

You may designate as many users for each approval role as there are empty fields, but you must designate at least one Supervisor level approver and one Business Office level approver. You may click the *Copy* button to auto-fill the usernames from earlier sections into this section.

- **Supervisor Level:** Supervisor level approvers generally verify the hours worked by the student.
- **Business Level:** Business Office level approvers generally monitor the funds and compliance.

# Managing Jobs

For jobs that have already been reviewed and approved by Student Employment you have a variety of options to manage those jobs. The most common tasks are detailed in brief below. When making updates to a job, or adding to a series, the job template will look mostly like a newly created job layout with a few notable differences.

## Open/Close Jobs

You can open and close jobs in two ways. First, you can quickly do so by using the drop-down option under the Status column. If this option gives an error indicating the job requires updates, you will need to open/close it the second way. Pressing on the job title will take you to the detailed view. From there you can make any updates and then press the *Submit and Reopen Job* button (or *Submit and Close Job*).

## Editing Jobs

Pressing on the job title will take you to the detailed view of the job. From their you can make edits and updates.

## Reviewing Applicants

You can press on the button in the applicants column to view any applications that have been received. From that interface you can them view any materials they submitted and initiate hires.

## Adding to a Series

When you want to add a job to a series you will press the button *Add to Series* on the same row as the first job in that series. This will generate a duplicate of an existing job in that series that you can then edit and change to the new pay class you would like to add. Jobs being added to a series will require review and approval by your Student Employment office.

## Job Access

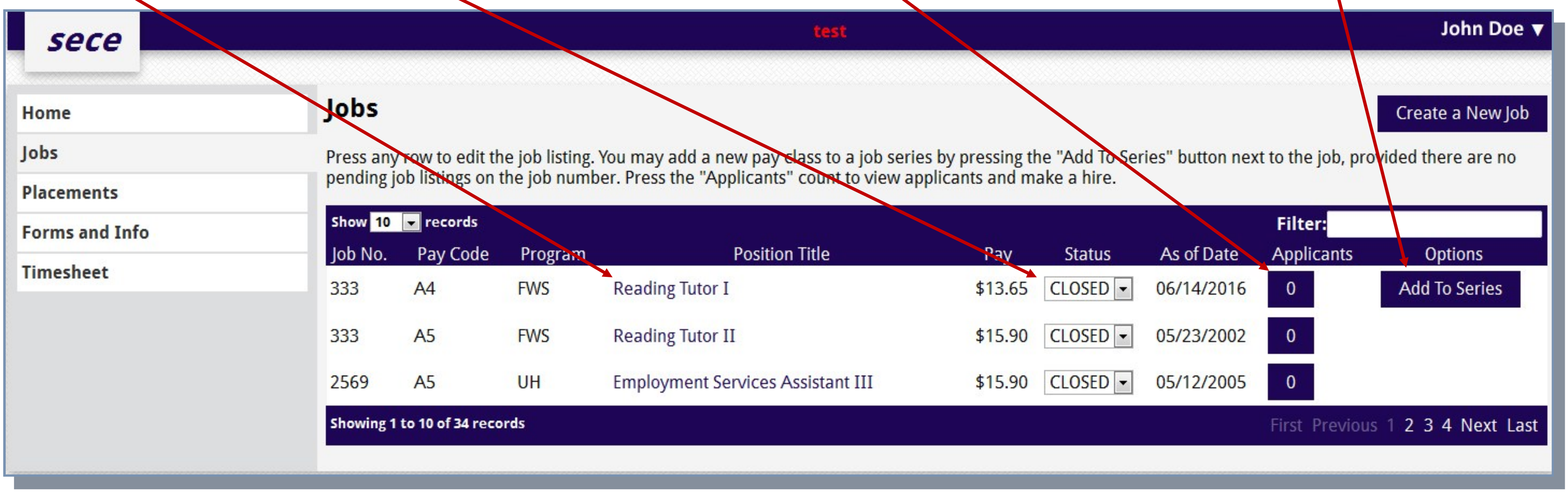
You can only view and manage jobs to which you have access. To have access, you must be listed in section 1 on the job as a contact person.

Press on the job title to edit the job.

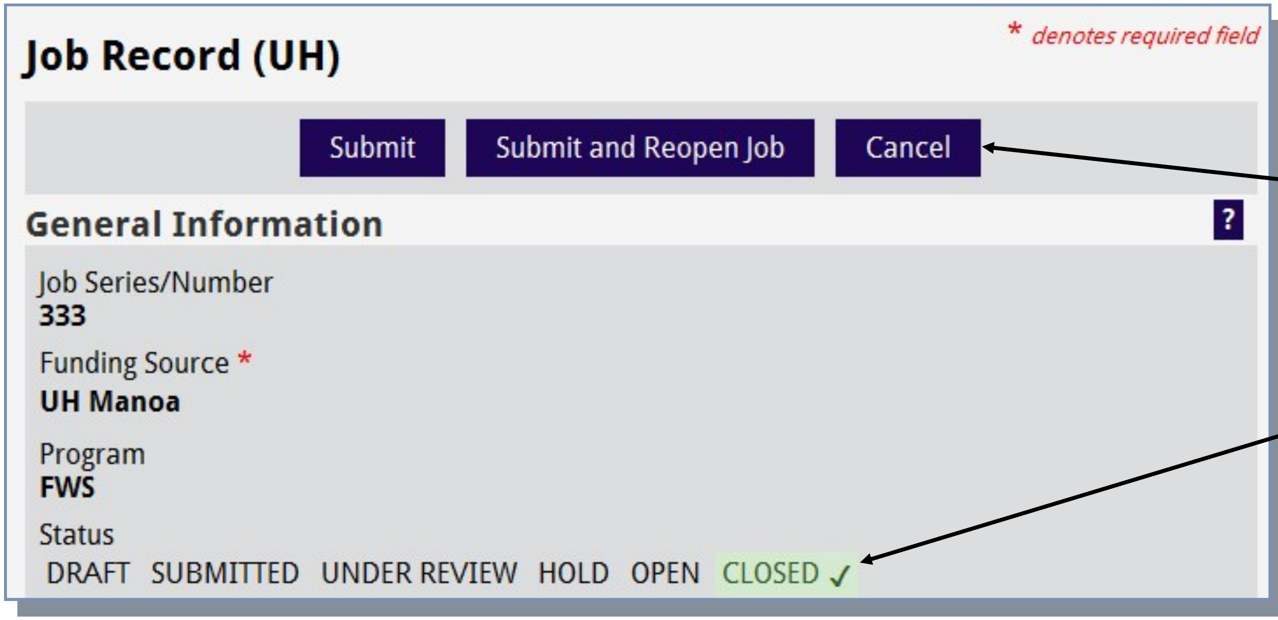
Open/Close Jobs using the Status drop-down menu or press the job title.

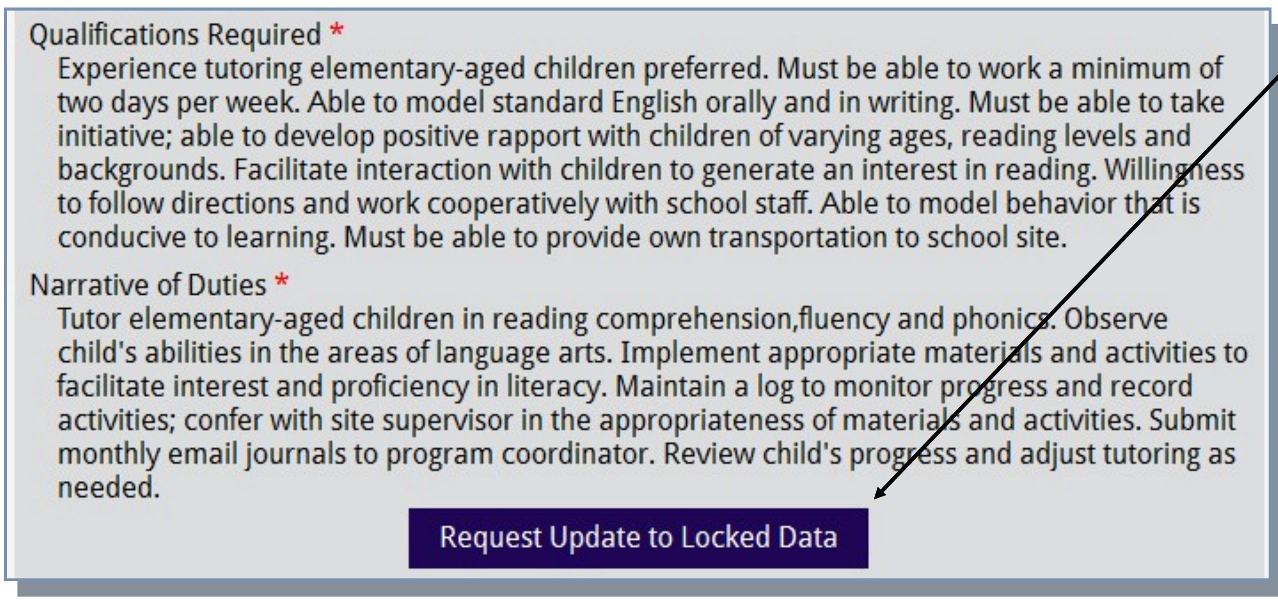
Press on the button under the Applicants column to view applications.

Press the Add to Series button to add a new job with the same job number.



# Open/Close/Edit Jobs




The detailed view of the job will look very much like what you would see when creating a new job. The most significant differences will be noted below.

The Submit button allows you to save any changes you have made without changing the Open/Closed status of the job. The *Submit and Reopen Job* (and *Submit and Close Job*) button will allow you to save the changes and Open or Close the job respectively.

The status highlighted in green and checked is the current status of the job. Once a job has been approved it will be either in OPEN or CLOSED status. The other statuses indicate the jobs place in the creation and approval process.

The *Request Update to Locked Data* is the button you would use to request changes to the Qualifications or Duties of a job. Because these fields must be appropriate to the pay class, changes must be reviewed and approved by your Student Employment office.

## Common Edits

Once a job is approved, you will most commonly be updating things like the closing date, starting date, and number of openings.

## Editable Fields

Note that only white fields will be editable on an existing job. Locked fields can only be modified by the student employment office. Typically pay, duties, and qualifications are locked.

# Add to Series

## Add to Job Series

Adding a new job to a series will create a new job listing at a different pay class in the existing job series. It will not re-open or add position counts to existing jobs in the series. Do you want to continue?

Continue Cancel

Open Job after Student Employment Approval *

Yes, Open and Advertise

# Reviewing Applications

**Applicants for Job 2569-A2 - Employment Services Assistant (trainee)**

Press a row to view more information about the applicant.

When you are ready to initiate a hire, press the "Hire" button on the row containing the desired applicant.

Show 10 records Filter:

| Name (Last, First, Middle) | Date Applied | Options |
|---|---|---|
| Doe, John | 11/01/2016 | Hire |
| Ching, Jane | 06/15/2016 | Hired |

**Applicants for Job 2569-A3 - Employment Services Assistant I**

Download All (zip)

You can download zipped archives of an individual student's applied documents using the "Download" button, or all applicants' documents with the "Download All" button above.

Press a row to view more information about the applicant.

When you are ready to initiate a hire, press the "Hire" button on the row containing the desired applicant.

Show 10 records Filter:

| Name (Last, First, Middle) | Date Applied | Document | Options |
|---|---|---|---|
| Doe, John | 11/01/2016 | Resume | Hire |

## Adding Jobs

Adding a job to a series is much like creating a new job, save that you are working from a base template rather than a blank slate. Remember that jobs in series share a number of features. The remainder of the job not shown can be edited like normal. Please note that editing section 1, 2, or 3 affects all jobs in the series and that a job added to a series must be approved by SE.

When you press the *Add to Series* button you will be prompted with this screen. Press the *Continue* button to proceed.

When you are updating the job to reflect the new pay class keep in mind if you plan on advertising the job or whether it is meant for promotions only. Use this drop-down menu to let Student Employment know which option you wish to do.

When you press the *Applicants* button you will see a screen listing all of the applicants.

If you wish to hire one of the applicants, pressing the *Hire* button will initiate the Hire transaction for that student. For users of the original sece system, referral numbers are no longer required to initiate hires.

If you set your job to allow online applications you will see a text link that you can press to download their uploaded documents. You can also download all applicants documents as a batch by pressing the *Download All* button.

# Hiring a Student Employee

## Hiring Students

This section deals with hiring students using the ***sece*** system. The basic hiring process is as follows:

1. Open and advertise the job.
2. Interested and eligible students will add themselves to the applicant list and contact you in the manner specified to apply. The system also now allows online applications.
3. You review applications submitted and conduct interviews. For users of the previous version of the system, referral numbers are no longer required.
4. You select a candidate and complete the necessary paperwork with the student. The student may also need to complete a form I-9 or other paperwork with your campus' student employment office.
5. You can initiate the hire transaction as detailed on the next few pages. Enter the required information on the Hire transaction. Note that some information, such as the account code, might need to be entered by your Fiscal Authority.
6. Approve the transaction by checking your approval box. This will route the hire transaction to the next approver in the chain as determined by the approver list in section 2 on the job.
7. When the Fiscal Authority approves the transaction it will route to the relevant student employment office for final approval.
8. When the student employment office approves the hire, the supervisor and student will receive an email notifying them that the hire has been approved. The student may start working once this email and they should not start before then.

## Things to Keep in Mind

The following are things you should keep in mind before trying to hire a student using ***sece***.

- **Do not interview a student who has not applied for your job.** Only students who are eligible for your job can add themselves to your applicant list, so making sure they are on that list will save you some potential headaches down the road. Note that a change in a student's enrollment or academic status can change their work eligibility.
- **Do not accept an application in someone else's name.** Soemtimes students get contact information from friends. If the student is not on your applicant list, you will not be able to initiate a hire transaction for them.
- **Be aware that additional forms are required.** Keep in mind that the student may have to complete additional paperwork not only with yourself, but with the relevant student employment office as well. More details on paperwork are provided later in this section.

## Troubleshooting Tips

If you should encounter any problems when initiating the hire transaction, it may be one of the following common issues:

- **Be sure you are listed in section 2 on the job.** Only users listed in section 2 can initiate a hire transaction.
- **Be sure that the job has been open three days or that five people have added the job to their cart.**

If none of these apply or correct the situation, please feel free to contact your campus' student employment office.

## Supplemental Forms

The following are descriptions of the supplemental forms the student may need to complete in order to complete their hire.

### Federal I-9 Form

This is a federal form that determines an employee's eligibility to legally work in the United States. All employees within the U.S. must complete the form and show the proper documentation. Once you have made an offer of employment to a student, and he/she has accepted that offer, the student should complete this form. By law, the form must be fully executed within three days of starting work, which is one reason why students may not start until their hire is approved by the Student Employment office at your campus.

The form is now electronic and can be started on the ***sece*** system by the student, who will complete section 1 and then submit it. Once this is done, the student should bring the required documents to the relevant campus' student employment office to finish the form. Electronic I-9s are good at any campus in the UH system that uses the electronic form.

### Federal Tax Withholding Form (W-4)

This form is used to determine the Federal income tax withholdings for the employee. The completed form should be retained within your department.

### State Tax Withholding Form (HW-4)

This form is used to determine the State of Hawaii income tax withholdings for the employee. The completed form should be retained within your department.

## Additional Forms

Some or all of the following forms may be required based on circumstances and your campus' policies. These forms are not part of the standard hiring process, but rather they address special cases or forms.

### 90-Day Extension

When a student completing a form I-9 presents a receipt for a replacement document, they may be required to complete a 90-day extension memo. A student presenting a receipt for a replacement document has 90 days to return with the actual document. This particular form is only required at UH Mānoa.

### D-60 Form (Direct Deposit)

The form D-60 is used to establish direct deposit for all staff members (student or otherwise). The form can be found on the Payroll website and you can consult with your departmental Personnel officer on completing the form. The form should be sent to the Payroll office when completed, not your student employment office.

### FICA Questionnaire

The FICA Questionnaire is used to determine whether or not a student is *Exempt* from FICA taxes. While this is primarily used to determine their status for the summer months, it can also be used to make this determination for the regular academic terms as well. Typically only Unclassified students will be *Not Exempt* during the regular academic terms (Fall/Spring). The questionnaire does not need to be sent to the student employment office.

### FWS Information & Policies

Students who have a FWS award that will be used at a student employment job may be required to complete a form indicating they and their employer have read and will comply with the requirements of the FWS program. This form is only required at UH Mānoa and should be submitted to the student employment office.

### General Confidentiality Notice (GCN)

Students who will have access to sensitive or personally identifiable information may be required to complete the General Confidentiality Notice. The form can be done in print or through the ACER site (https://www.hawaii.edu/its/acer/). Printed forms should be retained within your department and not sent to student employment.

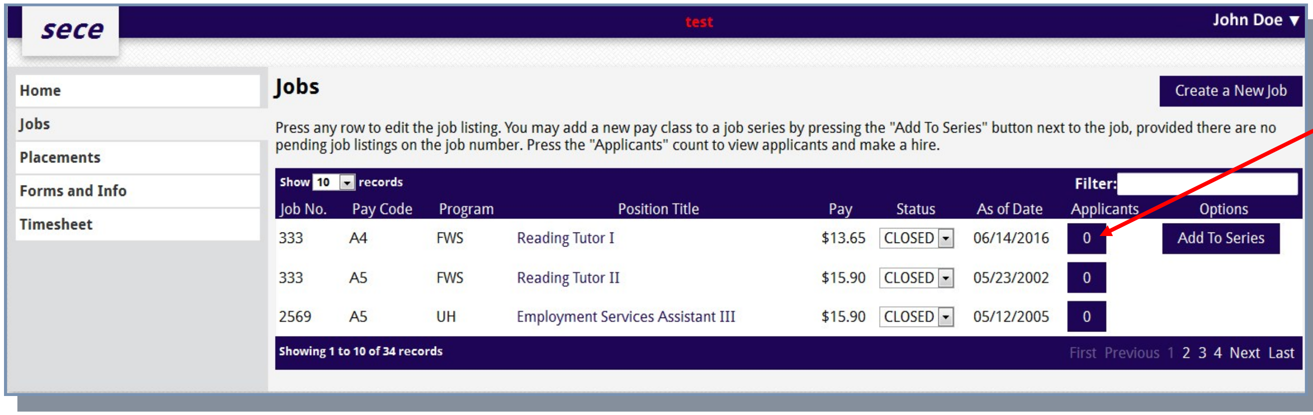
### Multi-Job Memo

A student working more than one student employment job may be required to complete a Multi-Job Memo if the campus requires it. Each supervisor acknowledges that the student will not exceed 20 hours per week between the two jobs during the academic periods. This form is currently only required at UH Mānoa, though students being hired into a Mānoa position may be asked to have their employers at other campuses complete the form.

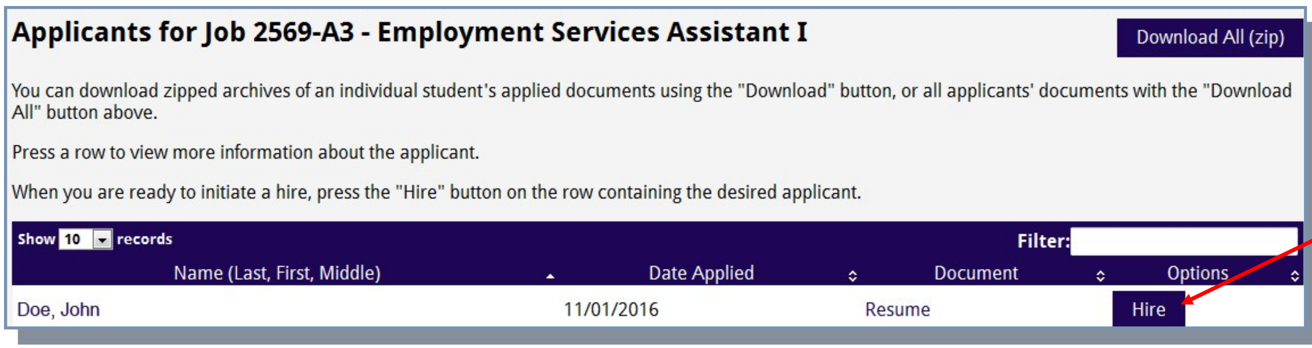
### PTS Enrollment Form

Student employees that are FICA Not Exempt from at any time will need to complete the PTS Enrollment form. They will only need to do so once so long as there is no significant break in employment (over a year), even if the student switches between Exempt and Not Exempt several times. This form is routed through your department's personnel office and should not be sent to the student employment office.

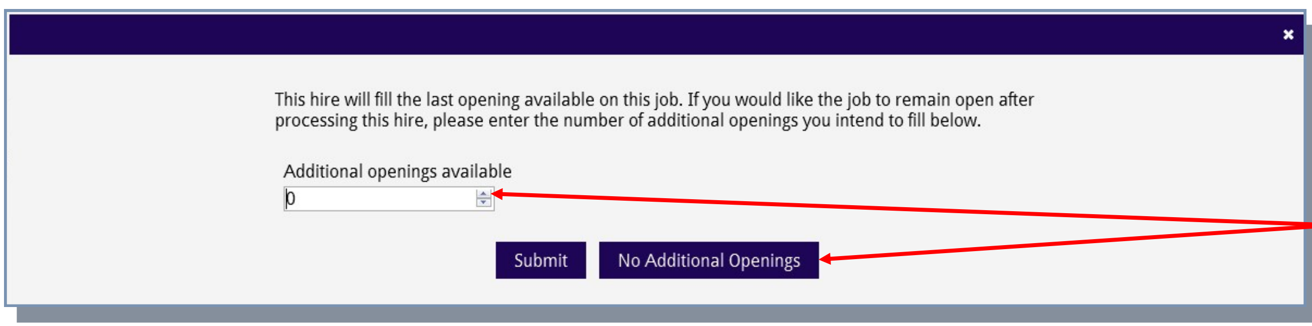
# Steps for Initiating a Hire



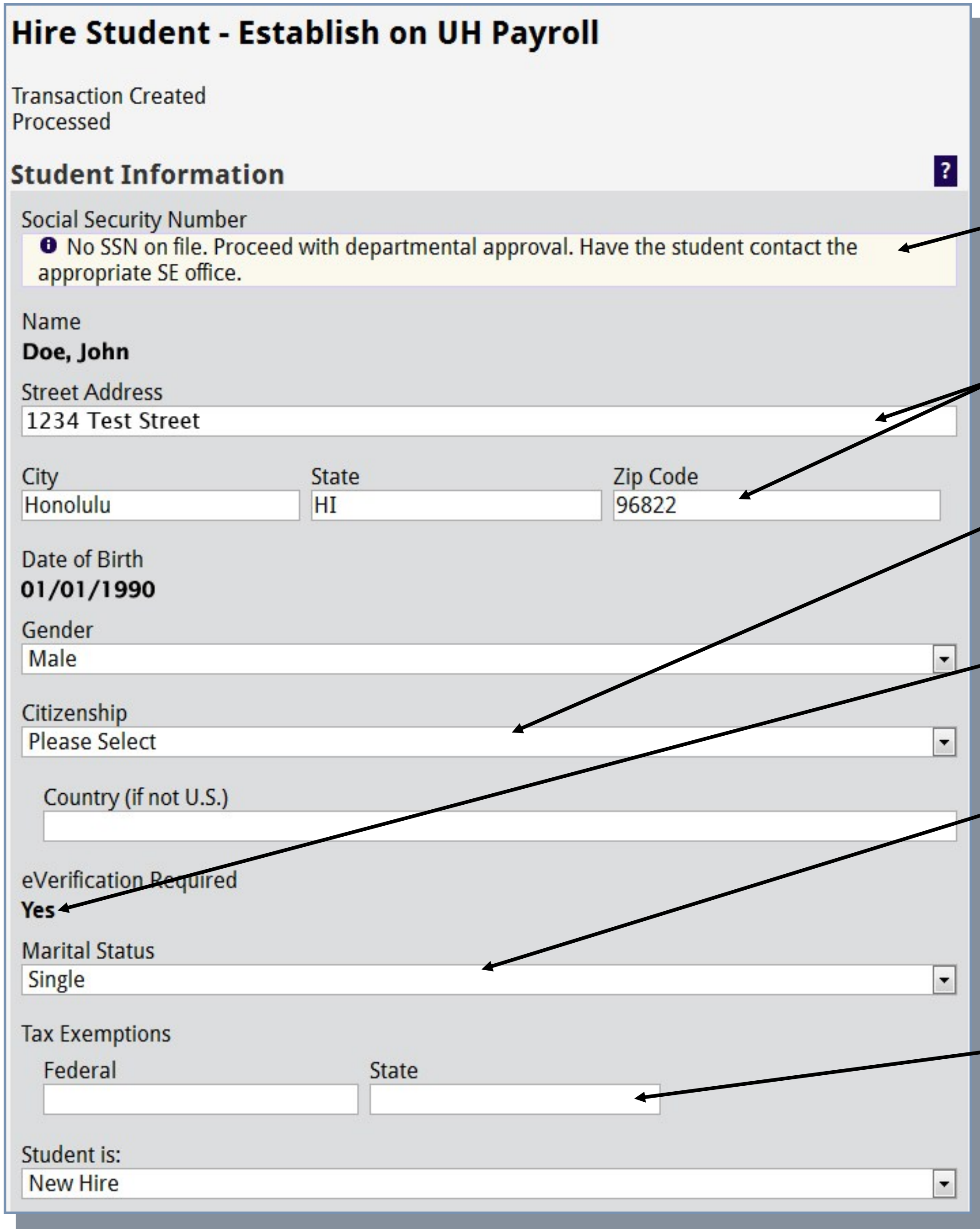

**Step 1:**
Press on the *Applicants* button to see the list of students that have applied for your position.




**Step 2:**
Press on the *Hire* button of the student to initiate the HIRE transaction.




**Step 3:**
If the hire would fill the last opening available for the job, you will see this pop-up. This allows you to either add additional openings so as to keep the job open or close the job if no additional openings are available. Add the number of openings and press *Submit* if you have additional openings. Press *No Additional Openings* if you wish to close the job.



## Hire Student - Establish on UH Payroll

Transaction Created
Processed

### Student Information

Social Security Number
No SSN on file. Proceed with departmental approval. Have the student contact the appropriate SE office.

Name
**Doe, John**

Street Address
1234 Test Street

City
Honolulu

State
HI

Zip Code
96822

Date of Birth
**01/01/1990**

Gender
Male

Citizenship
Please Select

Country (if not U.S.)

eVerification Required
**Yes**

Marital Status
Single

Tax Exemptions

Federal

State

Student is:
New Hire

## Step 4:

Fill in the Hire transaction details and approve it. More details on the different aspects of the transaction are given below.

If you see this message you may proceed with the hire as normal, but you should have your student employee contact the SE office to get their SSN on file.

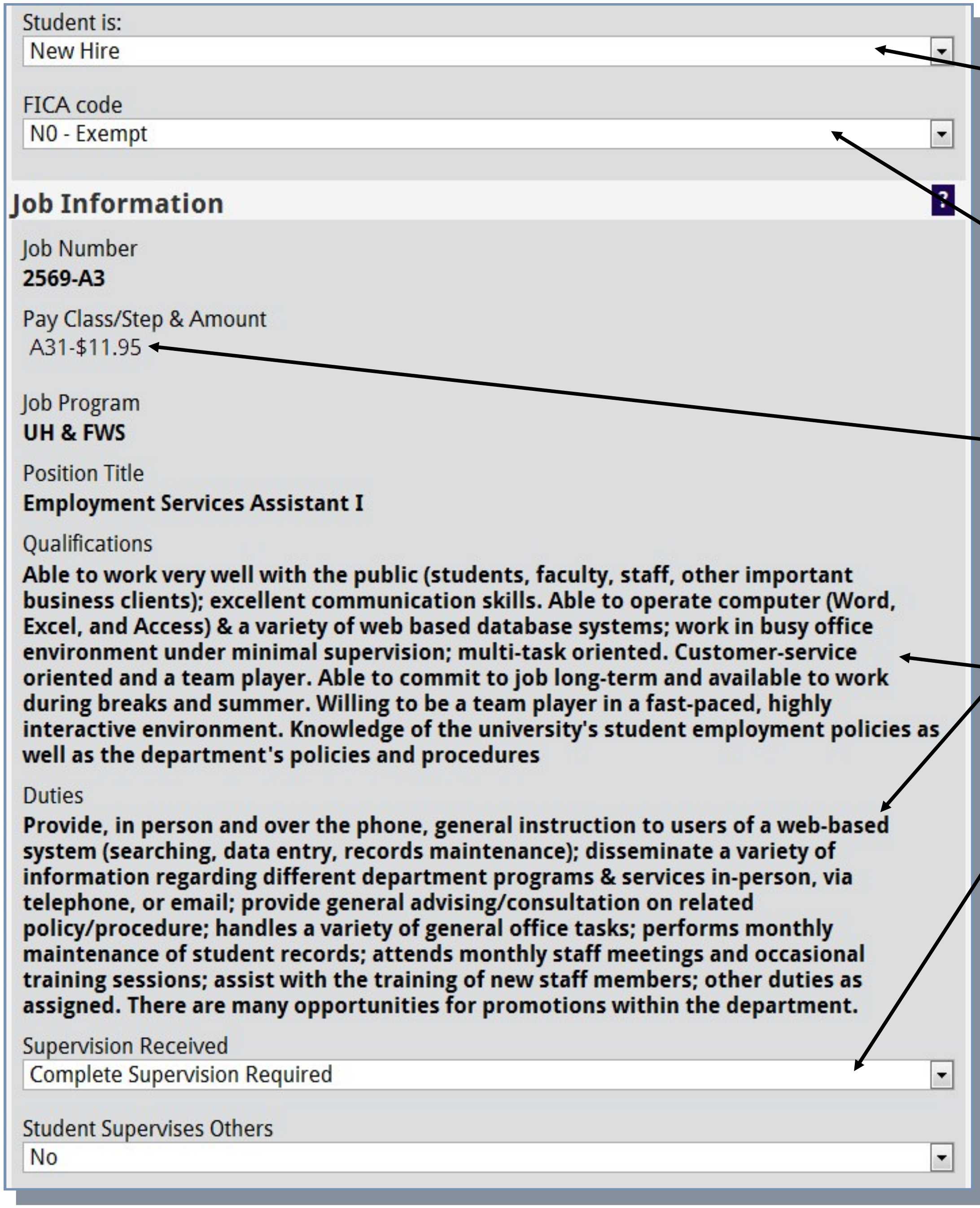
The student's biographical information will be pulled in automatically. You may change the address at the student's request, but please keep in mind that the address printed on the student's W2 will be what is listed here.

Select the student's citizenship information here. If they are not a citizen, also include in the next field the Country.

If your campus participates in the E-Verify program, your Fiscal Authority will need to indicate here whether or not this hire is subject to E-Verification. All UH Manoa student hires are E-Verified, so this field is locked to *Yes*.

Select the student's marital status. International students are required to put Single in most cases (see *Notice 1392, Supplement W-4 form for Nonresident Aliens*).

Set the student's tax exemptions as determined by the information on their W-4 and HW-4 forms. Note that international students will default to 01 Federal tax exemption and this cannot be changed unless they count as a resident alien for tax purposes (see *Notice 1392, Supplemental W-4 form for Nonresident Aliens*). You will need to contact your campus SE office to make this change. If the student wishes to claim additional withholding, this can be done in $5 increments for federal and $2 increments for state by using a negative value. For example, -04 federal would mean $20 of additional withholding.


Student is:
New Hire

FICA code
N0 - Exempt

**Job Information**

Job Number
**2569-A3**

Pay Class/Step & Amount
A31-$11.95

Job Program
**UH & FWS**

Position Title
**Employment Services Assistant I**

Qualifications
**Able to work very well with the public (students, faculty, staff, other important business clients); excellent communication skills. Able to operate computer (Word, Excel, and Access) & a variety of web based database systems; work in busy office environment under minimal supervision; multi-task oriented. Customer-service oriented and a team player. Able to commit to job long-term and available to work during breaks and summer. Willing to be a team player in a fast-paced, highly interactive environment. Knowledge of the university's student employment policies as well as the department's policies and procedures**

Duties
**Provide, in person and over the phone, general instruction to users of a web-based system (searching, data entry, records maintenance); disseminate a variety of information regarding different department programs & services in-person, via telephone, or email; provide general advising/consultation on related policy/procedure; handles a variety of general office tasks; performs monthly maintenance of student records; attends monthly staff meetings and occasional training sessions; assist with the training of new staff members; other duties as assigned. There are many opportunities for promotions within the department.**

Supervision Received
Complete Supervision Required

Student Supervises Others
No

Use this drop down menu to indicate if this is a new hire or re-hire. If you select rehire and wish to start the student at the pay step they left at, please leave comments to your SE office indicating this is the case.

The FICA Code can be determined by completing the FICA questionnaire with the student. International students are exempt from FICA.

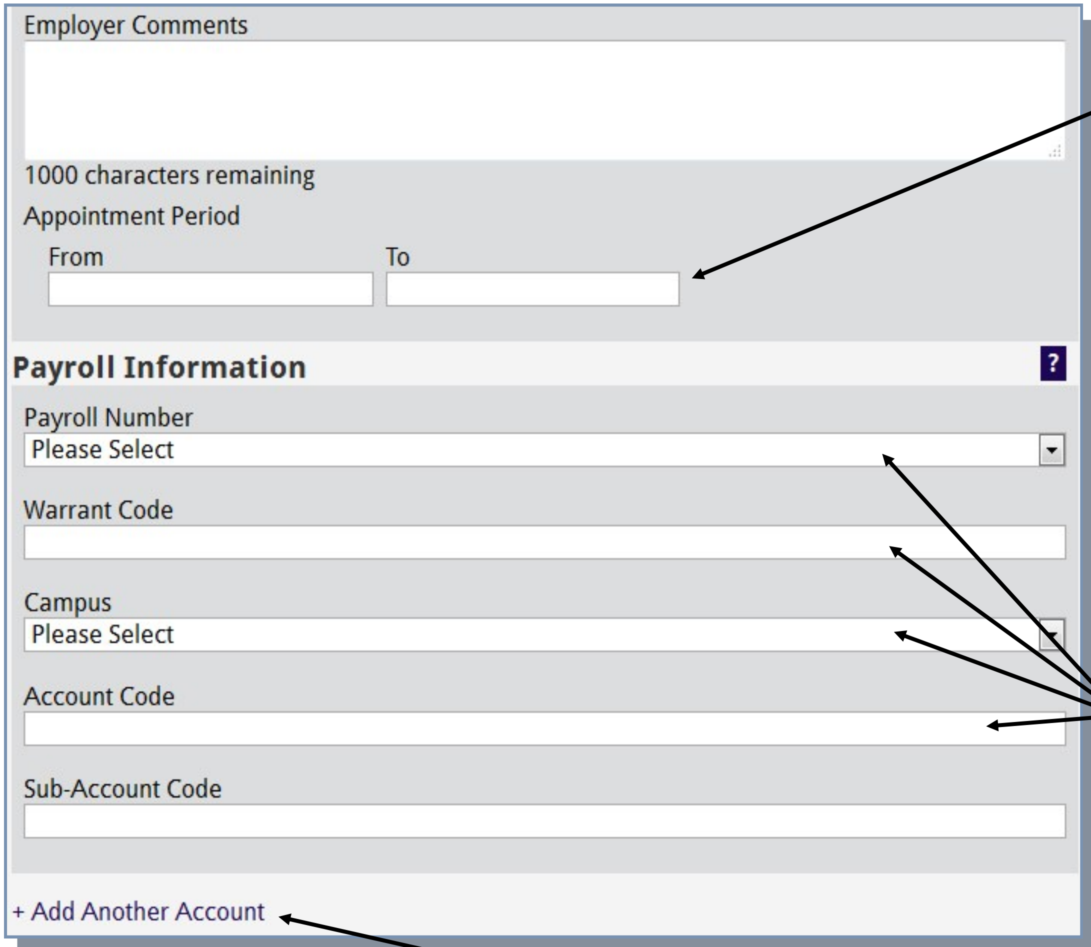
The Pay Class and Step are fixed. All new hires start at the first step per APM A9.880. An employer may request that a student be hired at a higher step based on relevant experience in that specific job, like when a student is being rehired for the same position. You should leave comments for SE with a justification when you wish the student to start at a higher step.

This section displays the job information as it existed at the time the hire transaction was generated. This is done so that even if the job is changed later, there is a record of the original terms of the student's employment. Duties and Qualifications cannot be edited at this step. Check to make sure the student is being hired for the correct job number and at the correct pay class.

Indicate here the level of supervision the student will require and whether or not the student will supervisor others.

## Static Fields

Static fields are fields you cannot type into or change. When a field is static, and the information is inaccurate, you will need to contact your campus' student employment office to have the change made or receive instructions on how the change can be made. Changes to Duties and Qualifications can be requested from the Job page using the *Request Update to Locked Data* button.

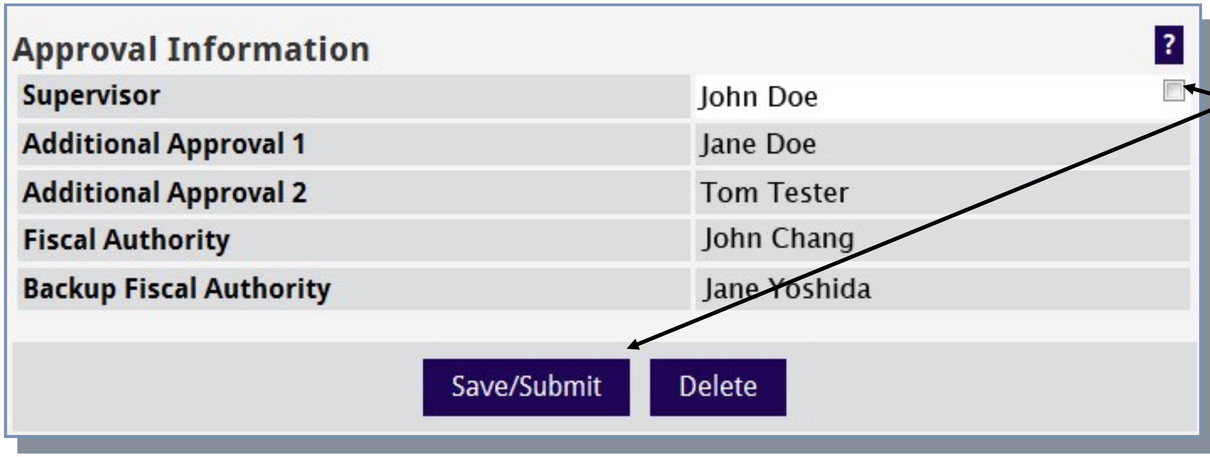



Select the appointment period for the student, meaning the period in which you expect the student to be in your employ. Note that the appointment period cannot exceed one year nor can it begin prior to the date of the job application. For more details on appointment periods, see the *APM A9.880*.

Enter the Payroll Information here. Each account code that will be used to pay the student's wages should be entered in this section, but you must enter at least one account code.

- **Payroll Number:** Typically *F3 - Regular*, unless the student has a Federal Work Study (FWS) award, in which case *F1 - Federal Work Study* may be selected for the account from which your contribution will come. Consult with your campus' student employment office for additional information related to FWS.
- **Warrant Code:** The three-digit code that determines to which department checks will be routed.
- **Campus:** The campus that controls/funds this account. The funding source of the job and the campus code should usually match. Note that the work location and even supervising staff may be from a different campus than the funding source/campus code, as some positions may be funded and managed as a cooperative effort between campuses.
- **Account Code:** The full fourteen-digit account code is condensed into a seven-digit code used for general purposes; the last seven digits of the full code in this case. Employer contributions and overearnings will be charged to this account in the case of FWS students when on the F1 payroll number. For students on the F3 payroll number, all earnings for hours allocated to this account will be charged to the account.
- **Sub-Account Code:** Most accounts will not use a sub-account code, but this line is provided should there be one.

If the student employee will be paid from more than one account, you may press this to add an additional account.




This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit *Save/Submit*. To save changes but not approve, hit *Save/Submit* without checking your approval box.

# Hiring Process

The Hire transaction receives a number of approvals along the way to being processed into the payroll system. The flowchart at the bottom of the page summarizes the process a hire transaction goes through.

## Create the Hire Transaction

Any user listed in section 2 may create the hire transaction using the *Hire* button as described earlier. If the creator does not check their approval box, the first approver in the chain will be notified to approve the transaction when the transaction is saved. If the creator does approve the transaction, the next approver after them in the chain will be notified instead.

## Departmental Approvals

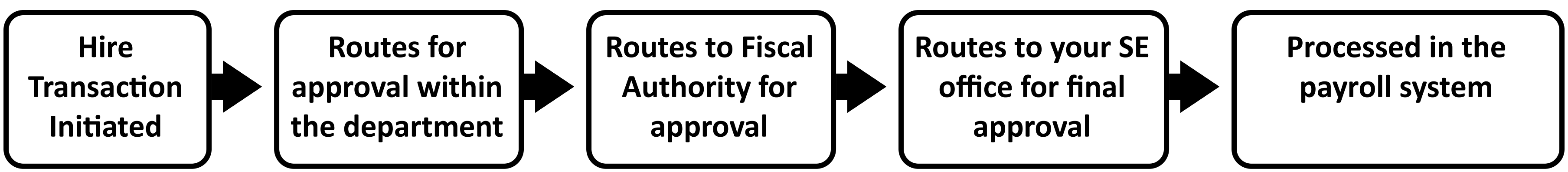
Once created, the hire transaction will need to route through the department to receive all additional approvals. These approvals are determined by the usernames inputted into section 2 of the job. As each user approves the transaction, the next approver in the chain will receive an email notifying them that the transaction is awaiting their approval.

Any user further down in the chain may bypass the approval of those preceding them in the chain. This is sometimes necessary when an approver is unavailable or does not have placement access. Once an individual has approved the transaction they will be unable to make any further changes, though those who have yet to approve may still make changes.

## Fiscal Authority Approval

Once all of the normal departmental approvals have been done, the Fiscal Authority will need to do their approval. If the Fiscal Authority is unavailable, the backup FA may approve in their stead. Backup Fiscal Authority is not required normally and the transaction does not route to the backup FA when the FA approves the transaction.

Many of the fields on the Hire can be left blank up until this point, if you so desire, but all required fields must be filled before the Fiscal Authority can approve the hire. When the FA does their approval the system will validate that all required fields are completed and that the account codes are active. Should there be any problems, the FA will receive the error message in red. Once the FA or backup FA has approved the trans-



action, no further changes can be made to the Hire transaction. If changes to the Hire transaction need to be made after the FA or backup FA has done their approval, please contact your campus' SE office to request said changes.

## SE Approval

The Hire transaction will then route to the appropriate student employment office for review and approval based on the funding source of the job. Approvals typically occur within three to five business days. Missing supplemental forms or errors on the hire may cause delays.

If there is a problem, the hire transaction will be placed on HOLD by the student employment office and you should be contacted shortly with an explanation of the situation. If the transaction is approved by the student employment office, you should receive an email indicating the transaction has been approved. Students are allowed to start working once this approval email has been received.

## Changing Locked Fields on Hires

Certain aspects of a hire will be locked and cannot be edited by you as the employer on the Hire transaction. Some aspects, such as the *Job Information* and the *Approval Information* sections may not be changed on the hire transaction once it has been generated. In these cases, the hire transaction must be deleted and recreated once the Job record is corrected.

If you need to make changes to any of the parts of the hire transaction indicated below, contact your SE office or leave comments on the hire transaction making the request.

### Student's Personal Information

Certain aspects of the student's information cannot be changed by you as the employer. If you notice that the student's name, social security number, date of birth, or gender are inaccurate, consult your SE office.

Corrections to the SSN or name may require the submission of documentation to UH Payroll. If the date of birth or gender are inaccurate, the SE office may need to work with the ITS team to make the correction. The student may also want to check with the records office of their home campus to correct the information on their regular student record.

### Starting at a Higher Step

Student hires are normally always started at the first step of their pay class. If you are rehiring a student, or the student possesses prior experience that you feel merits consideration, you may make a request for the student be started at a higher step.

Most commonly this means having the student hired at the step they were at when they were last in your employ in the same position. This request is usually made by leaving comments to student employment on the hire transaction, though individual campuses may have their own procedures.

### Marital Status (International Students)

International students who qualify as non-resident aliens must indicate *Single* on the Hire transaction for tax purposes. Most international students will fall into this category.

If the student passes the substantial presence test, thus qualifying as a resident alien for tax purposes, they can request that the Hire transaction reflect their accurate marital status. This change must be made by your SE office. See the IRS document called *Notice 1392* for additional information.

### Tax Exemptions (International Students)

International students who qualify as non-resident aliens should claim one withholding allowance for Federal. Most international students will fall into this category.

If the student passes the substantial presence test, thus qualifying as a resident alien for tax purposes, they can opt to claim any number of withholding allowances. Other international students may opt to claim more or less exemptions in certain cases, depending on their nation of origin, but those cases are too varied to be addressed here.

Any changes to their federal exemptions must be made by your SE office. See the IRS document called *Notice 1392* for additional information on this topic.

# Section 3: Placements Tab

**View and Manage Student Employment Records**
**Initiate, Approve, and Monitor Transactions**

# The Placements Tab

If you do not see the Placements tab, you do not have Placement Access. Contact your Department Liaison or Campus Liaison to request the training to get this access. If you do not

The transaction type will be listed here in shorthand for your information.

- **STD:** This is a *Student Personal Information* change transaction.
- **FICA:** This is a *FICA* code change transaction.
- **AP-PER:** This is an *Appointment Period* change transaction.
- **RC-STP:** This is a *Step Increase within Same Class* transaction.
- **RC-PRM:** This is a *Promotion to New Class (within same series)* transaction.
- **RC-DGR:** This is a *Downgrade to New Class (within same series)* transaction.
- **FC-ADD:** This is an *Add New Account* transaction.
- **FC-C/T:** This is a *Change or Terminate Account Code* transaction.
- **HIRE:** This is a *Hire* transaction.

You can see when the transaction entered its current status and who it is waiting on for its next approval.

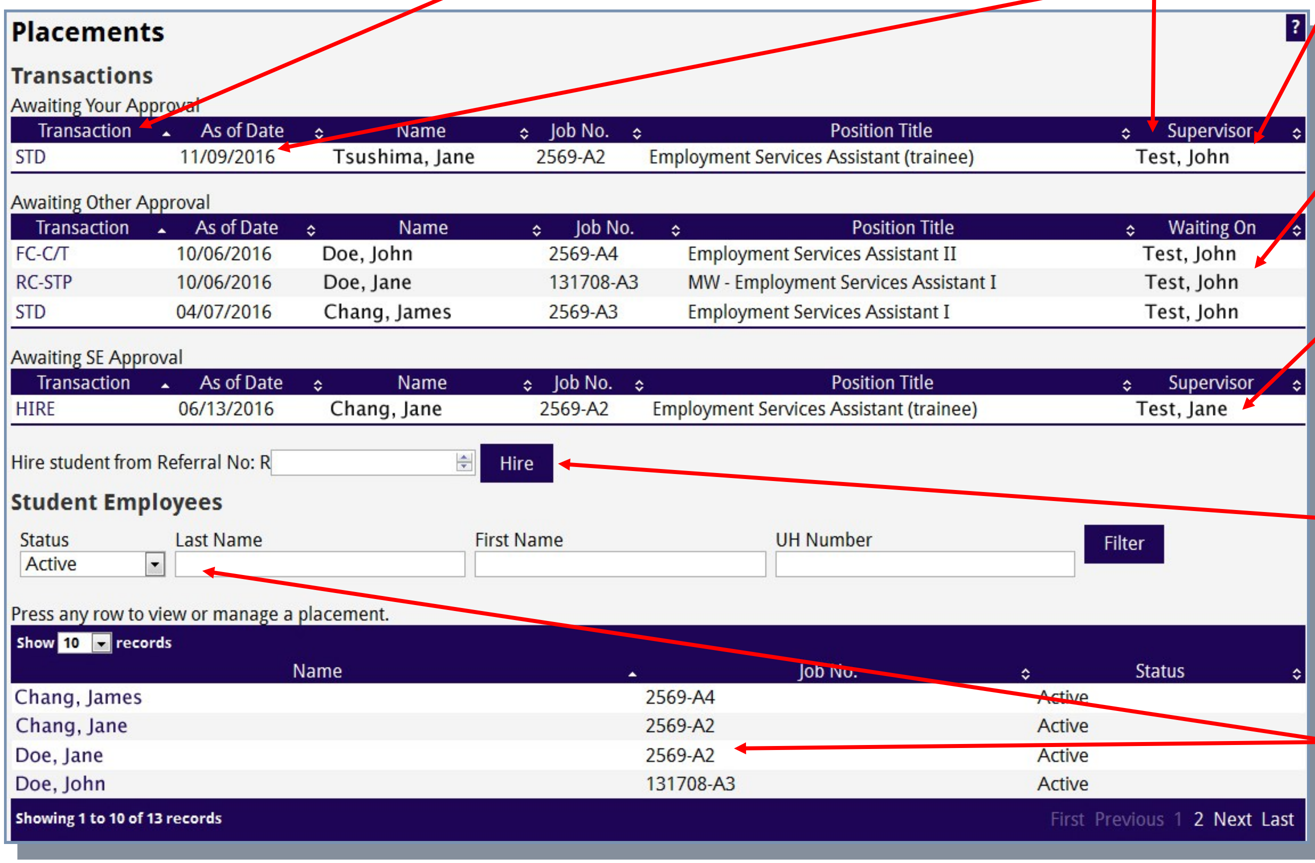
Transactions that are currently awaiting your approval will be listed here. You may press any where on a row to bring up the detailed view of that transaction.

Transactions that are currently awaiting the approval of others in your department will be listed here.

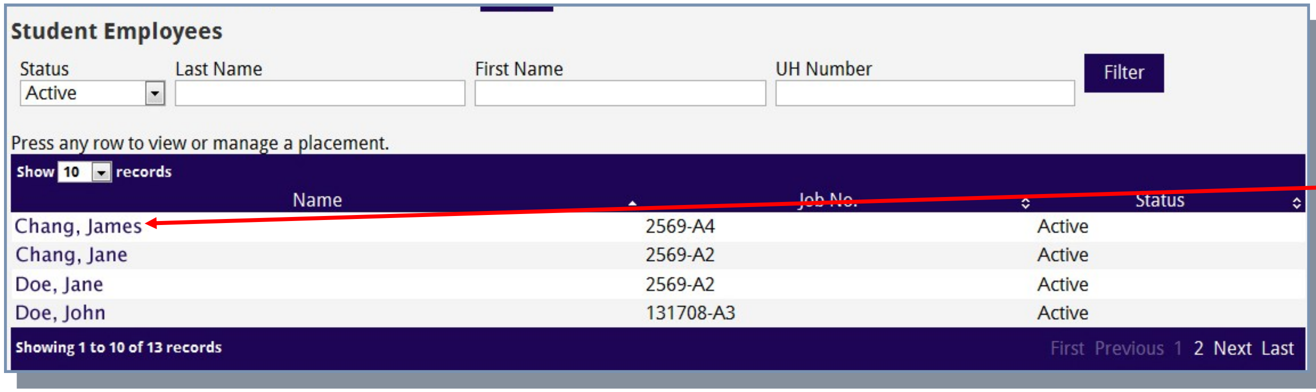
Transactions that have received all departmental approvals and are awaiting approval of the Student Employment office.

This option will remain only for a short time after the transition to the new system, allowing you to use old referral numbers if you have them. Once that period has passed, this will be removed as an option.

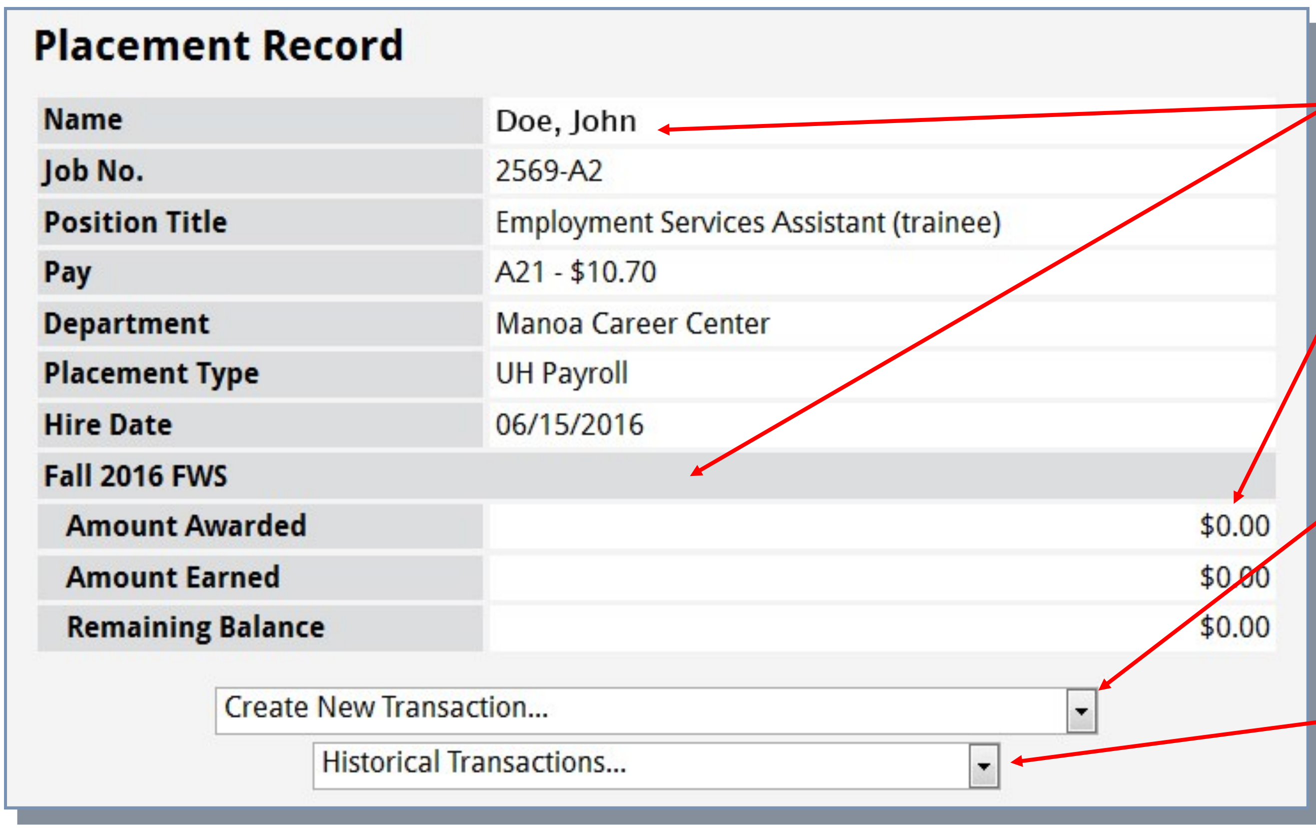
This section lets you view current and former student employees. You can use the filter options above to sort the list. Pressing anywhere on the row will take you to that student employee's placement record.



# Viewing Employment Records




Under the Student Employees section you will find a list of current and former employees hired into jobs on which you are listed. Click on the name of any of these employees to see that individuals employment record.




The students employment record, known as a Placement Record, will look like this one. The basic information will be displayed in this top section, including things like pay rate, hire date, position title, and their FWS award.

If the student employee has Federal Work Study, the amount of their award for the semester and their remaining balance will be displayed here.

Use this drop-down menu to view transactions that are going through the approval process or to create a new transaction. Note that you will not be able to create a new transaction if there is one currently routing for approvals.

Use this drop-down menu to view all historical transactions (transactions that have been approved). This will always start with the hire transaction.

# Transaction Types

This section provides a brief description of each of the different transaction types you may create for a student employee. Once created, transactions will route for departmental approvals just as a hire transaction would. The full details on each transaction type are presented after this brief introduction.

## Data Chg - Student Personal Info

This transaction is used to change one or more pieces of information related to the student. This includes the option to change the student's address, citizenship status, marital status, and tax exemptions. Only the fields changed under the *To:* column will be updated and all fields left blank will remain the same.

## Data Chg - FICA

This transaction is used to change a student's record so that they are either exempt or not exempt from FICA taxes. Please see the *Summer FICA Tax Information* and the *Student Assistant FICA Questionnaire* for more details on FICA. The detailed section on this transaction also has more details.

## Data Chg - Appt Period

This transaction is used to change or update the student's appointment period. Whenever the student's current appointment period ends, you should update their appointment period using this transaction. The appointment period defines the current period in which you intend to employ the student, not to exceed one year.

## Rate Chg - Step Increase within Same Class

This transaction is used to grant a student a step increase. The transaction moves a student up one step on the pay scale within their current class. Step increases can only be granted if six or more months have passed since the student's last step increase, promotion, or hire date. Students that work for one year from their last step increase, promotion, or hire date, and who work 400 or more hours during that period, are entitled to a mandatory step increase.

## Rate Chg - Promo to New Class

This transaction is used to grant a student a promotion. The transaction allows you to move a student up to any higher pay class within the same series (same job number). You will need to create the new jobs in the series before promoting students to them if these jobs do not already exist. The student should meet the qualifications and be able to perform the duties of the new pay class.

## Rate Chg - Downgrade to New Class

This transaction is used to downgrade a student to a lower pay class within the same series. Downgrading a student requires the approval of your student employment office and should be justified. This is typically allowed after a student was temporarily promoted to a higher pay class for performing advanced duties, and is now resuming their normal tasks. Considerations for a step increase at the lower class may be requested, especially if the employee was at a higher step in that lower pay class before the promotion.

## Fund Chg - Add New Account Code

This transaction is used to add a new account code to a student's record. Adding an account code allows you to pay the student from the new account. These transactions usually only require student employment approval when using the *F1-Federal Work Study* payroll number.

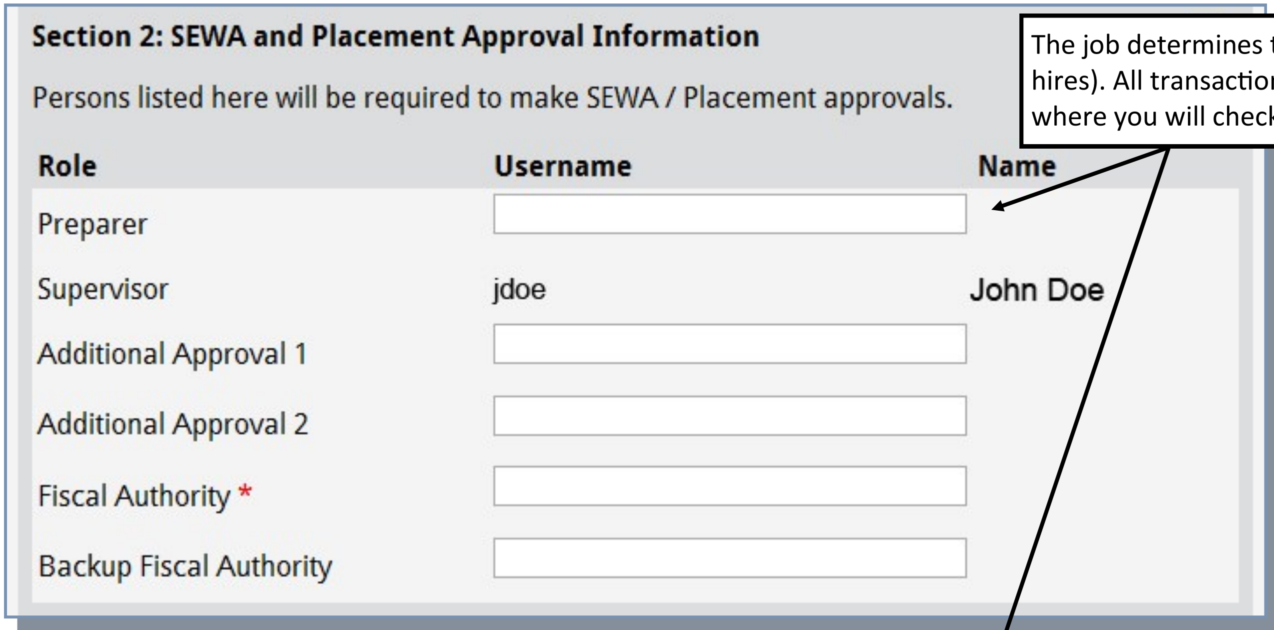
## Fund Chg - Change or Terminate Account Code

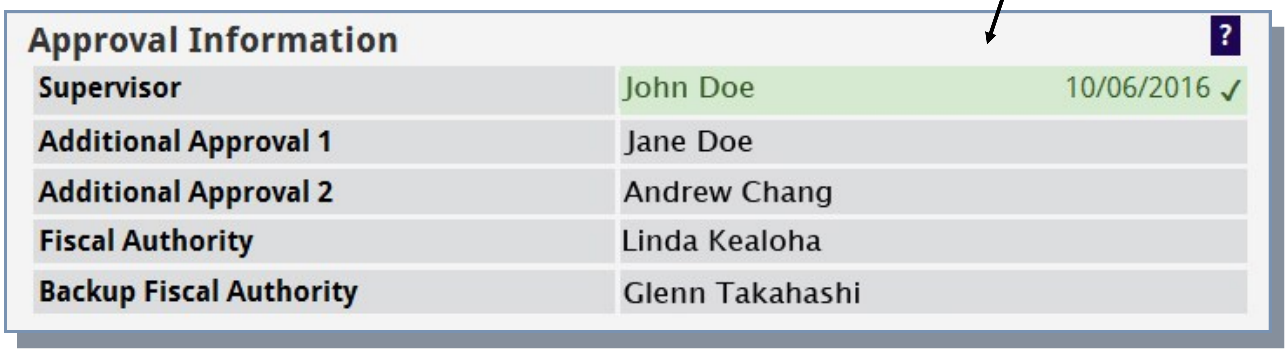
This transaction is used to either change an existing account code on the student's record or to terminate an account code on the student's record. Note that terminating all account codes will result in terminating the student's record on the payroll system, ending their employment. Certain changes will require student employment approval, such as changing the payroll number to *F1-Federal Work Study* or changing the *Warrant Distribution Code*. Note that students cannot be terminated until two pay periods after they receive their last pay check.

### Timing Transactions

A transaction will generally take effect on the date it is processed in the Payroll system, which is usually, but not always, the business day that it receives its final approval. Some transactions, such as FICA, have more specific timing issues.

The job determines the approval chain for all transactions (including hires). All transactions will display this chain at the bottom and this is also where you will check the box next to your name to do your approval.




## Transaction Approval Process

Every transaction will route through the approver list for approvals. When a transaction is created, the person creating it usually does the first approval, progressing through the chain of approvers. If the creator of the transaction does not approve it, it will route to the first person in the approval chain instead.

## List of Approvers

The list of approvers is set in section 2 on the Job when the job is created. You must have a Supervisor and a Fiscal Authority listed.

## Changing Approvers

If you need to change approvers for a Job, navigate into the job as discussed previously and make the changes in section 2 (*SEWA and Placement Approval Information*) on the job. Please note that once a transaction has been created, the approval list will be fixed on the transaction and cannot be changed. Changing the approvers on the job will prevent those removed from approving the transaction. If you wish to change the approvers at this point you will need to delete the transaction and recreate it.

## Routing for Approvals

The transaction will route starting with the first person in the chain or the next person in the chain after the creator, assuming the creator approves it, if the creator of the transaction is not the first approver. Approvals proceed from the top down. Each user will receive an email when the transaction is awaiting their approval. Once the Fiscal Authority or their backup approves the transaction, it will move on to student employment for final approval (if necessary) or finalize on the system.

## Bypassing Approvals

Any approver can go in and approve a transaction before it is their turn, bypassing the approvals of those above them. Bypassing a Supervisor is generally discouraged, but circumstances may require it from time to time. Bypassing is most commonly used when an approver does not yet have placement access or is unavailable.

## Data Chg - Student Personal Info

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **Street Address** | P.O Box 9675 | |
| **City** | Kapaau | |
| **State** | HI | Select |
| **Zip Code** | 96755 | |
| **Citizenship** | Citizen or National of the United States | Please Select |
| **Country (if not U.S.)** | | |
| **Marital Status** | Single | Please Select |
| **Federal Tax Exemptions** | 00 | |
| **State Tax Exemptions** | 00 | |

Internal Comments to Student Employment

3000 characters remaining

The transaction that is being created will be listed at the top of the transaction.

The new information is entered under the *Change To:* column. When a field is left blank, the information for that section will not be changed.

You can change the student's address on their payroll record by inputting the new address here. This determines the address will be printed on the student's W-2.

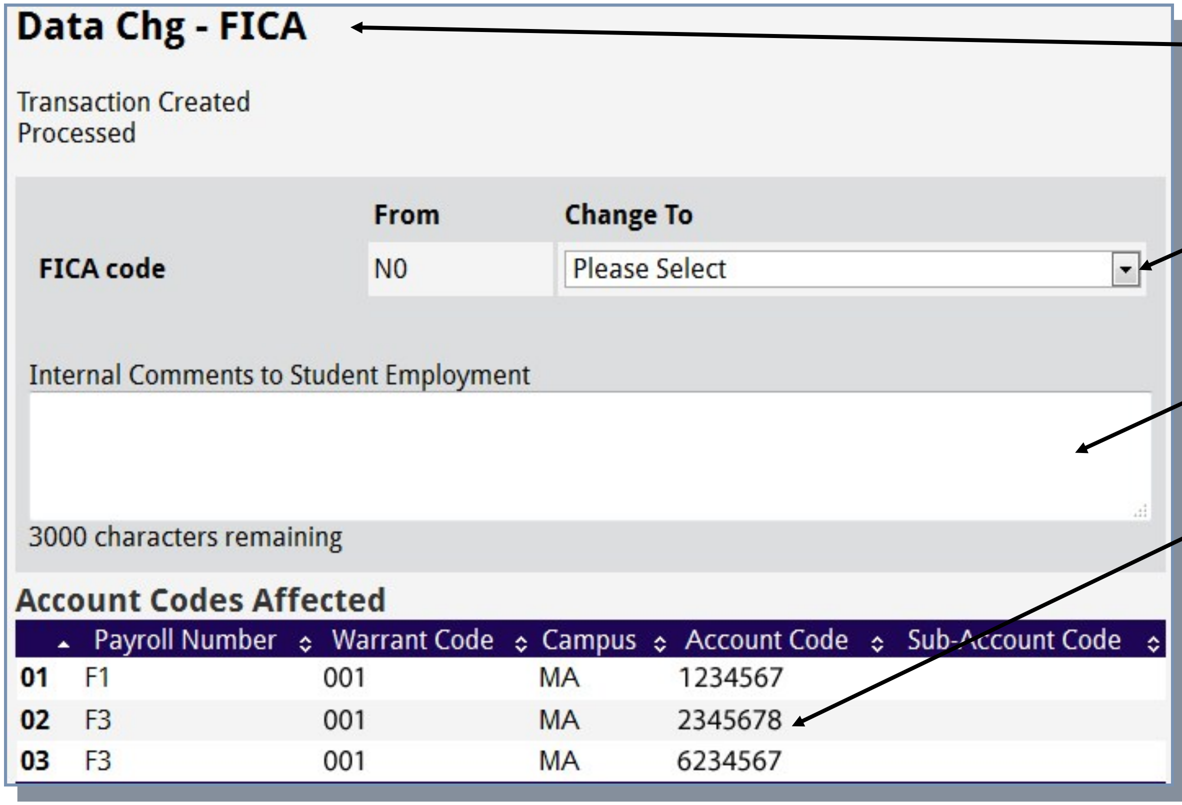
You can change the student's citizenship status in this section.

You can change the student's marital status and tax exemptions in these sections. Be sure to have the student complete new forms W-4 and HW-4 when changing exemptions.

You can leave comments to student employment in this field.

### Records & Name Changes

Changing information using this transaction only affects the Payroll record. If the student wishes to change this information on their student record and/or ***sece***, they will need to make the change with the Records office. If the student changes their name, you should contact your student employment office for information. Typically this involves a memo requesting a name change and a photocopy of the student's Social Security Card showing his/her new name being forwarded to Payroll or the appropriate office.



# Data Chg - FICA

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **FICA code** | N0 | Please Select |

Internal Comments to Student Employment

3000 characters remaining

**Account Codes Affected**

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 001 | MA | 1234567 | |
| **02** | F3 | 001 | MA | 2345678 | |
| **03** | F3 | 001 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

You can change the student's FICA code from N0 (exempt from FICA) to K0 (not exempt from FICA) using the drop-down menu under the *Change To:* column.

You can leave comments to student employment in this field.

The account codes affected by this change will be listed here for informational purposes.

## Transaction Approval Note

Unlike most transactions, FICA transactions only require one approval. If anyone on the approval list approves, the transaction will finalize.

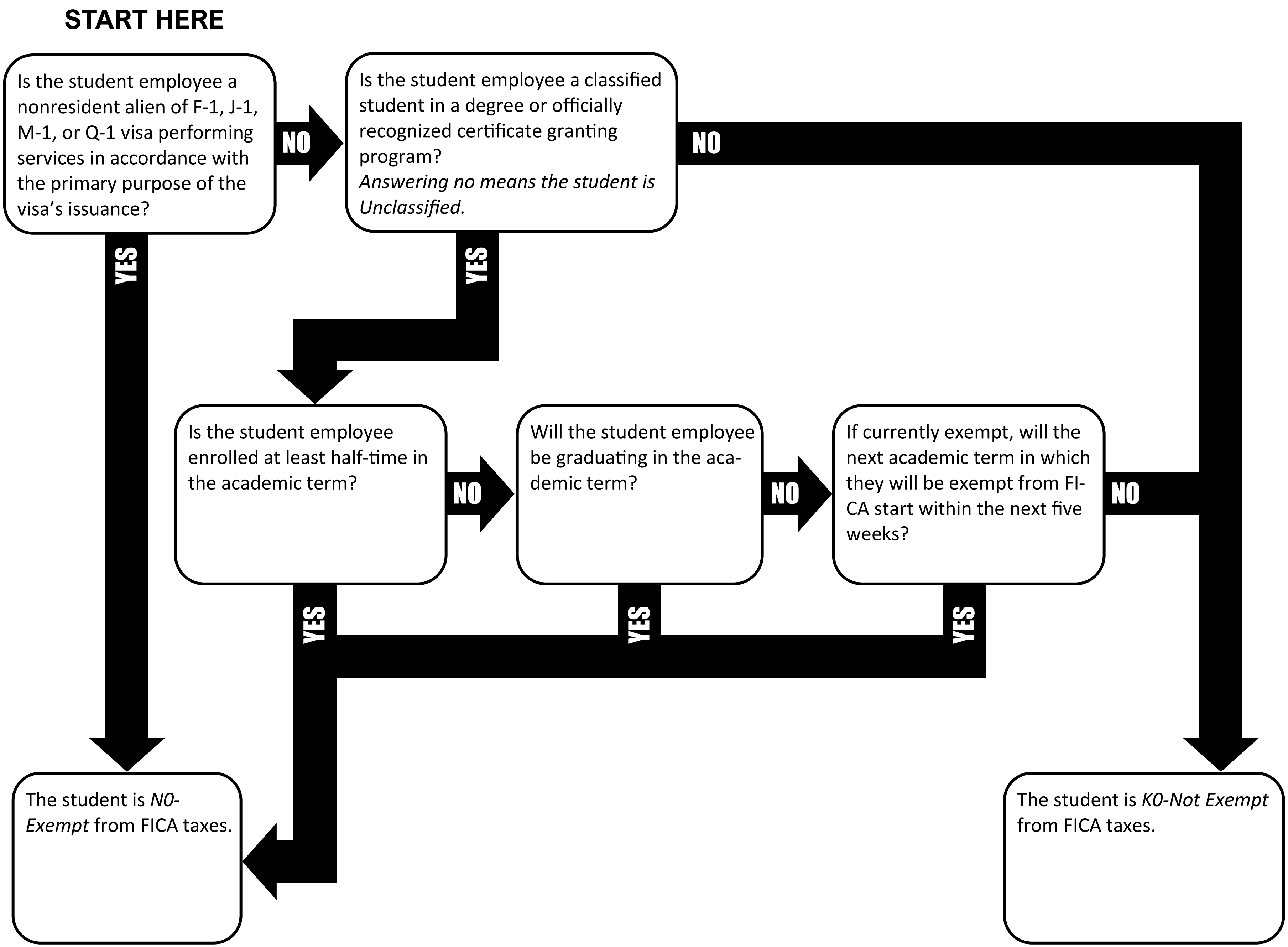
## What is FICA

FICA is essentially payroll taxes that a student is normally exempt from during the regular academic periods (Fall/Spring). A student that is not exempt from FICA, for whatever reason, has their earnings subject to an assessment for PTS Deferred Compensation equal to 7.50% of gross wages before taxes and a Medicare tax of 1.45% (and 1.45% charged to the employer). Should you or the student want more details, a booklet explaining PTS Deferred Compensation can be found on the *Forms and Info* tab.

The FICA questionnaire can be used to determine the FICA status of a student for any given academic period, though classified students are typically only *K0-Not exempt* during summer sessions, so FICA is primarily a concern at the end of the Spring semester. Please consult with your Fiscal Authority or your student employment office if you have additional questions.

## Timing Transactions

If a student is exempt from FICA taxes for even one day in a pay period, they are exempt for the entire pay period. If there are less than five weeks between the end of their exemption and the start of the next term in which they are exempt, they may be left as exempt for that intervening period as well. Consult the FICA memorandum issued by Payroll (*Forms and Info* tab) for the dates on which to input changes.




FICA Determination Flowchart - 39

## Data Chg - Appt Period

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **Appointment Period From** | 08/21/2014 | |
| **Appointment Period To** | 05/15/2015 | |

Internal Comments to Student Employment

3000 characters remaining

### Account Codes Affected

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 047 | MA | 1234567 | |
| **02** | F3 | 047 | MA | 2345678 | |
| **03** | F3 | 047 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

You update the appointment period under the *Change To:* column. Appointment periods cannot exceed one year and the end of the appointment period must be after the current date.

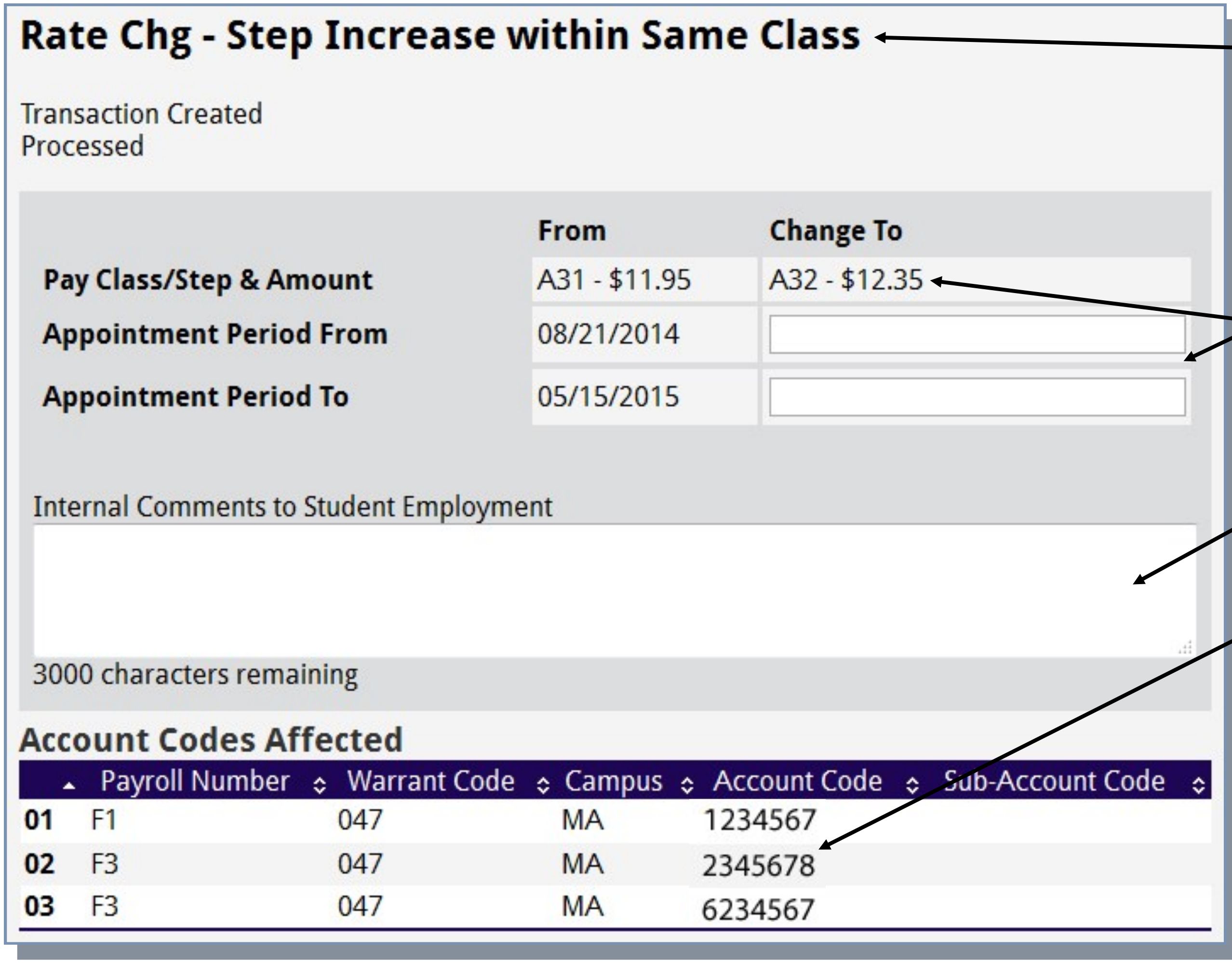
The *From* date is the start date and the *To* date is the end date.

The employer can leave comments to student employment in this field.

The account codes affected by this change will be listed here for informational purposes.

### What is an Appointment Period?

When a student is hired, you must set an appointment period not to exceed a year, but renewable as you see fit. As defined by the APM, the appointment period sets the period of time which you agree to employ the student. When the appointment period ends, you may terminate a student's employment without cause; however, you may also renew their employment by submitting either this transaction or one of the others that includes the ability to update the appointment period. If you are terminating a student prior to the end of their appointment period you should give two weeks notice per the APM unless you have cause to not do so. While the expiration of the appointment period does not mean the student must stop working, you should endeavor to update the appointment period as soon as possible when it does expire.



## Rate Chg - Step Increase within Same Class

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **Pay Class/Step & Amount** | A31 - $11.95 | A32 - $12.35 |
| **Appointment Period From** | 08/21/2014 | |
| **Appointment Period To** | 05/15/2015 | |

Internal Comments to Student Employment

3000 characters remaining

### Account Codes Affected

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 047 | MA | 1234567 | |
| **02** | F3 | 047 | MA | 2345678 | |
| **03** | F3 | 047 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

Under the *Change To:* column the new class/step and pay rate will be indicated. Since only one step can be given at a time, this will be a locked field. You must also fill-in the appointment period, though you can use the same dates as the current appointment period.

The employer can leave comments to student employment in this field.

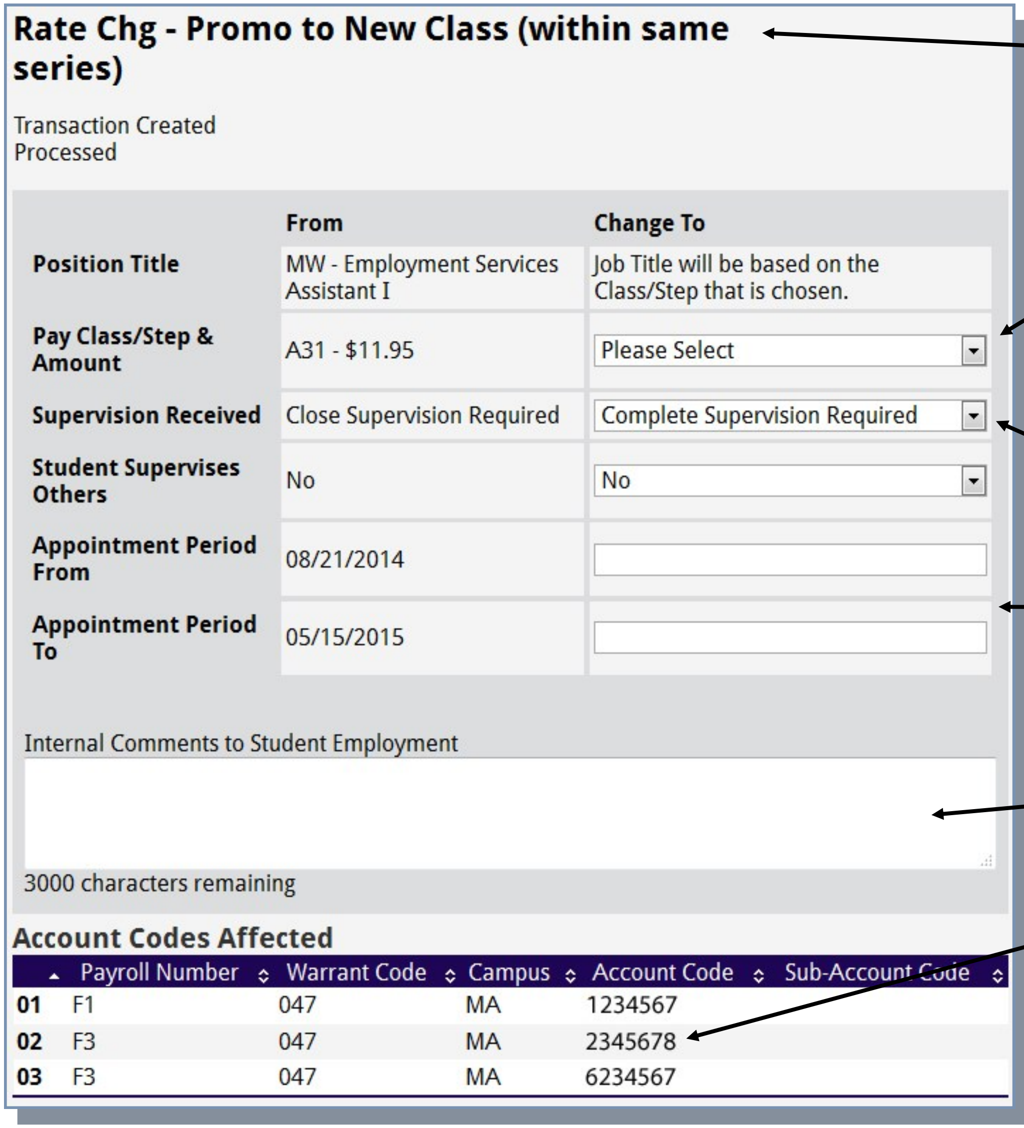
The account codes affected by this change will be listed here for informational purposes.

## Student Employment Approval

If you submit a step increase for an employee before six months have passed since their hire date (or last pay increase), the transaction will go to your Student Employment office for review. If you know you are submitting it early, we recommend leaving justification in the *Comments to Student Employment* section.

## Step Increase Rules

New hires start at the first step in the pay class and there are a total of four steps in each pay class. This is notated as the final digit in the class/step designation. For example, A21 indicates the A2 pay class and the first step, while A22 indicates the A2 pay class and the second step. The fourth step is as high as a student can go without moving up to the next pay class. Step increases can normally only be given if six months have passed since the last pay increase (step/promotion) and/or the hire date. A mandatory step increase must be given after the student has worked one year from the last increase or hire date and the student has worked 400+ hours during that period.



## Rate Chg - Promo to New Class (within same series)

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **Position Title** | MW - Employment Services Assistant I | Job Title will be based on the Class/Step that is chosen. |
| **Pay Class/Step & Amount** | A31 - $11.95 | Please Select |
| **Supervision Received** | Close Supervision Required | Complete Supervision Required |
| **Student Supervises Others** | No | No |
| **Appointment Period From** | 08/21/2014 | |
| **Appointment Period To** | 05/15/2015 | |

Internal Comments to Student Employment

3000 characters remaining

### Account Codes Affected

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 047 | MA | 1234567 | |
| **02** | F3 | 047 | MA | 2345678 | |
| **03** | F3 | 047 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

Under the *Change To:* column you should fill-in the required information, but minimally you need to select a new pay class. You will only be able to promote an employee to a job that already exists in the series (has the same job number). If the job does not exist, you will need to add it to the series.

Indicate here the level of supervision the employee requires and whether or not they will supervise other employees.

You must fill-in the appointment period, though you can use the same dates as the current appointment period.

The employer can leave comments to student employment in this field.

The account codes affected by this change will be listed here for informational purposes.

## Promotions

You may promote a student using this transaction to any pay class in the same job series (same job number). The student must meet the qualifications of the new pay class and be able to perform the duties indicated. Promotions are always to the first step. The job listing at the higher pay class must have been created and approved before the student can be promoted to that level

## Rate Chg - Downgrade to New Class (within same series)

Transaction Created
Processed

| | From | Change To |
|---|---|---|
| **Position Title** | MW - Employment Services Assistant I | Job Title will be based on the Class/Step that is chosen. |
| **Pay Class/Step & Amount** | A31 - $11.95 | Please Select |
| **Supervision Received** | Close Supervision Required | Complete Supervision Required |
| **Student Supervises Others** | No | No |
| **Appointment Period From** | 08/21/2014 | |
| **Appointment Period To** | 05/15/2015 | |

Internal Comments to Student Employment

3000 characters remaining

### Account Codes Affected

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 047 | MA | 1234567 | |
| **02** | F3 | 047 | MA | 2345678 | |
| **03** | F3 | 047 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

Under the *Change To:* column you select the pay class to which the employee is being downgraded. The job you are downgrading them to must be in the same series (share the same job number).

Indicate here the level of supervision the employee requires and whether or not they will supervise other employees.

You must fill-in the appointment period, though you can use the same dates as the current appointment period.

The employer can leave comments to student employment in this field. Because this transaction requires Student Employment approval, it helps to leave justification for the downgrade here.

The account codes affected by this change will be listed here for informational purposes.

### Student Employment Approval

Downgrades require student employment approval. If you are downgrading a student that was at a higher step in the lower pay class, indicate this in the comments to restore them to that step. Leaving comments justifying the downgrade, or making prior arrangements with your SE office, will also increase the likelihood that the downgrade will be approved. Most downgrades are the result of an employee temporarily assuming greater duties.

# Fund Chg - Add New Account Code

Transaction Created
Processed

Payroll Number
Please Select

Warrant Code

Campus
Please Select

Account Code

Sub-Account Code

+ Add Another Account

Internal Comments to Student Employment

3000 characters remaining

## Account Codes Affected

| | Payroll Number | Warrant Code | Campus | Account Code | Sub-Account Code |
|---|---|---|---|---|---|
| **01** | F1 | 047 | MA | 1234567 | |
| **02** | F3 | 047 | MA | 2345678 | |
| **03** | F3 | 047 | MA | 6234567 | |

The transaction that is being created will be listed at the top of the transaction.

Select the appropriate Payroll Number. For most accounts you should use the F3 Payroll Number for student employees. F1 should only be used for accounts to which Federal Work Study hours will be charged. Adding an account code with an F1 Payroll Number will mean your Student Employment office will need to review the transaction.

Input the Warrant Code (indicates where checks are to be delivered).

Select the campus that controls the account code.

Input the seven-digit account code you wish to add.

Enter the sub-account code (if it has one).

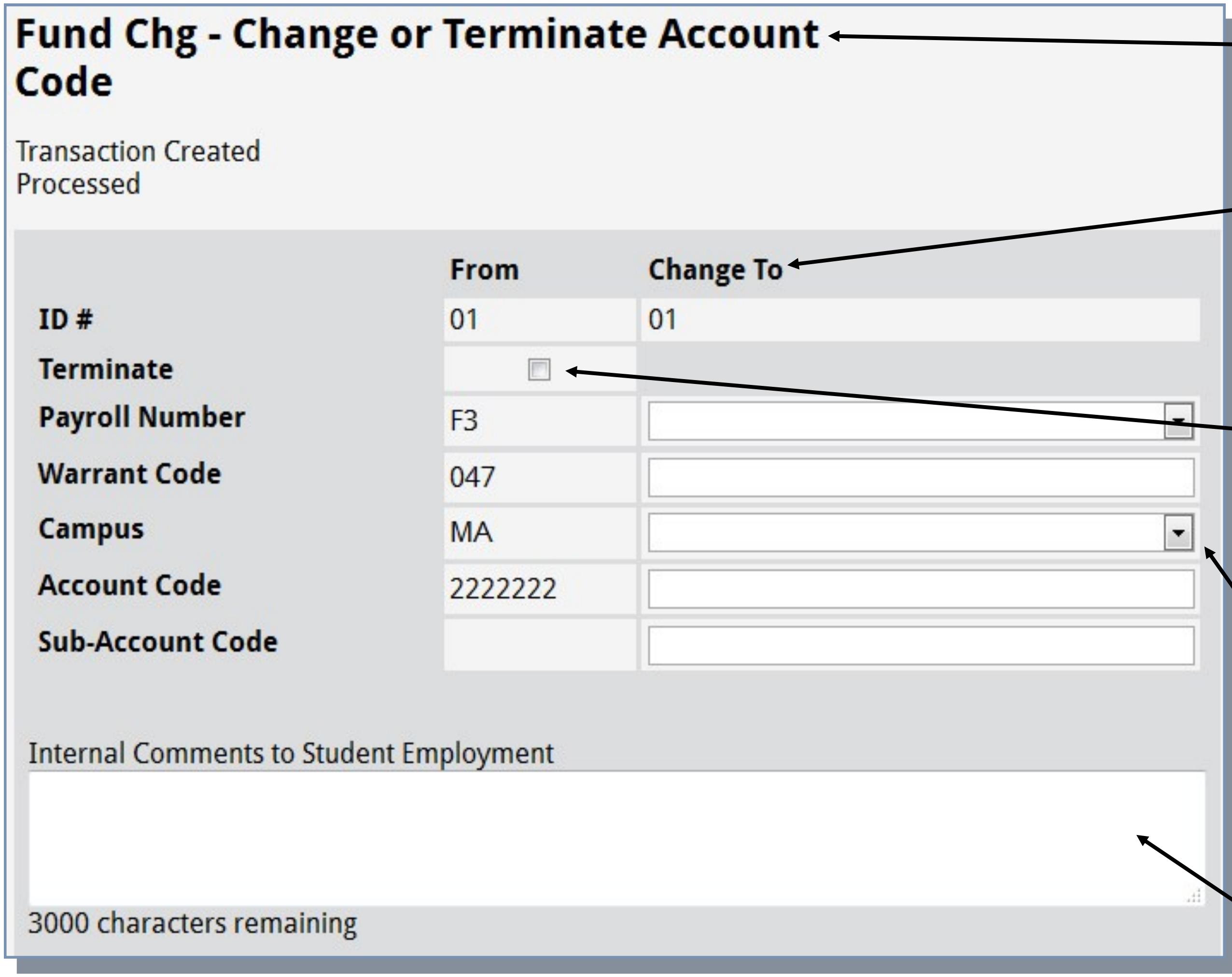
You may add multiple accounts with a single transaction. Press this text link to add another account.

The employer can leave comments to student employment in this field.

The account codes affected by this change will be listed here for informational purposes.

**Account Codes**

You should consult your Fiscal Authority when adding account codes if you have questions.




The transaction that is being created will be listed at the top of the transaction.

The *Change To* column is used only when you are changing an account code. The old account information will be replaced by the account information listed in this column.

Checking the Terminate box will remove the account from the student's position. Terminating all accounts terminates their employment. Do not check this box when you want to change the account, either check this box or enter information into the *Change To* column, not both.

When changing an account, enter the information here. See the previous page for information on each of these lines.

The employer can leave comments to student employment in this field.

## Terminations

One of the possible uses of this transaction is to terminate a student's employment. The system will prevent you from initiating a termination until two pay periods have passed since the last pay date. If you check the terminate box in all of the accounts associated with the student's employment record this transaction will terminate the student.

## Changing/Removing Accounts

One of the uses for this transaction is to either remove or change accounts associated with the student's employment record. If you wish to remove account codes, but not terminate the student, check the terminate box for the accounts you wish to remove, but you must leave at least one account active. If you want to change accounts, enter the new accounts information on the *Change To:* line next to the account code you wish to change.

# Section 4: Forms and Info

## Forms and Info

### General Forms and Info

General Forms and Info are resources that are relevant to all campuses. This includes things like tax forms, FICA, the APM, and other system-wide resources.

* Indicates required forms for all new hires. Other forms may be required so please read all instructions.

- * State of Hawaii Employee s Withholding Allowance and Status Certificate (HW-4)
- Direct Deposit Form (D-60 Salary Assignment)
- General Confidentiality Notice form (PDF)
- * Federal Income Tax Withholding Form (W-4)
- Administrative Procedures Manual A9.860
- Administrative Procedures Manual A9.880
- General I-9 Information
- Federal I-9 Form
- Hiring Policies & Procedures
- Instr. Guidebook to UH Employer Functions (PDF)
- PTS Deferred Compensation Booklet (PDF)
- PTS Enrollment Form (PDF)
- Student Assistant FICA Questionnaire (PDF)
- 2014 Summer FICA Tax Information

### UH Manoa Forms and Info

UH Forms and Info are resources that are relevant only to those hiring students at UH Manoa.

- READ THIS FIRST
- Instructions for Hiring F1 Student w/o SSN (PDF)
- 90-Day Extension
- Two-Job-Memo
- FWS Information & Policies

# Forms and Info

The Forms and Info Tab is where you will find links to resources relevant to hiring student employees.

## General Forms Info

The *General Forms/Info* section contains a number of links to various general documents that are used at all campuses. Each of the documents are briefly described below:

- **State of Hawaii Employee Withholding Allowance and Status Certificate (HW-4):** This is a link to the State of Hawaii income tax form that student employees need to complete to determine their State withholding allowances.
- **Direct Deposit Form (D-60):** This is a link to the direct deposit form (D-60) on the Payroll website. Employees wishing to establish direct deposit should complete this form and submit it to you. Your department will then route the form to the Payroll office.
- General Confidentiality Notice form: When student employees will have access to sensitive information, you may ask them to complete this form. The form should be retained as part of their personnel record in your office. You may also have them complete the

form on the ITS ACER website (*https:// www.**hawaii**.edu/its/**acer/*** ).

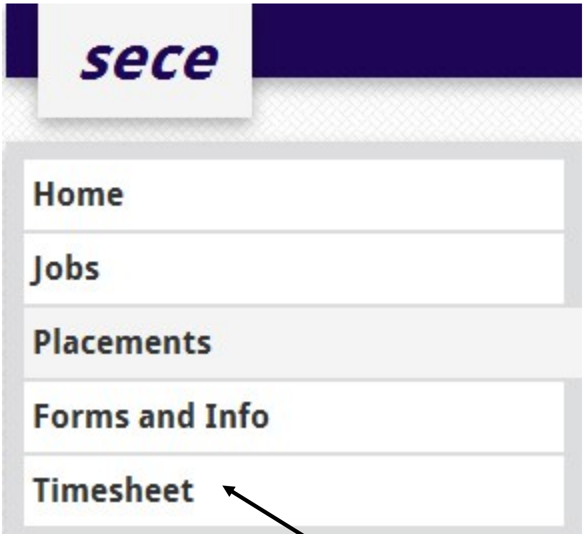
- **Federal Income Tax Withholding Form (W-4):** This is a link to the Federal income tax form that student employees need to complete to determine their Federal withholding allowances.
- **Administrative Procedures Manual A9.860:** This is a link to the APM governing grievance procedures.
- **Administrative Procedures Manual A9.880:** This is a link to the APM governing general student employment practices, procedures, and policies for the UH system.
- **General I-9 Information:** This is a link to some general information on the I-9.
- **Federal I-9 Form:** This is a link to the pdf version of the form I-9. Please note that some campuses now use the electronic I-9 form built into ***sece***.
- **Hiring Policies & Procedures:** This is a link to a document that walks you through advertising jobs and hiring students.
- **Instr. Guidebook to UH Employer Functions:** This is a link to this guide.
- **PTS Deferred Compensation Booklet:** This is a link to the booklet detailing the PTS deferred compensation system that student employees pay into when subject to FICA taxes.
- **PTS Enrollment Form:** This is a link to the pdf form used to enroll a student in the PTS deferment program. Students subject to FICA taxes should complete this form.
- **Student Assistant FICA Questionnaire:** This is a link to the FICA questionnaire which you can use to determine if the student is subject to FICA taxes.
- **FICA Tax Information:** This is link to the memorandum detailing FICA rules for the summer.

## UH Manoa Forms/Info

The *UH Manoa Forms/Info* section contains a number of links to various documents specific to UH Manoa. Each of the documents are briefly described below:

- **READ THIS FIRST:** This is a link to a memorandum that all UH Manoa employers should read and be familiar with.
- **90-Day Extension:** This is a link to a pdf detailing the 90-day extension process for I-9s completed using receipts.
- **Instructions for Hiring F1 Student w/o SSN:** This is a link to a pdf describing the process of hiring F1 students and obtaining Social Security Numbers.
- **Multi-Job Memo:** This is a link to a pdf of the multi-job memo.
- **FWS Information & Policies:** This is a link to a pdf of the FWS Information & Policies document.
- **Payroll Deadlines:** This is a link to a pdf of the payroll deadlines, outlining when transactions must be submitted or approved to take effect for a given pay period.

# Section 5: Timesheets




Pressing on the *Timesheet* tab will take you to a new page containing the timesheet functions.

# Main Menu

If you are listed as both Supervisor and Business Office in Section 3 (timesheet approvers) on any jobs, you will have *Supervisor / Business Office* listed at the top of the main page. This allows you to switch between roles with the bolded role being your current role. To switch roles, click on the role that is in link form and the system will swap roles. You will be defaulted to the Supervisor role each time you login.

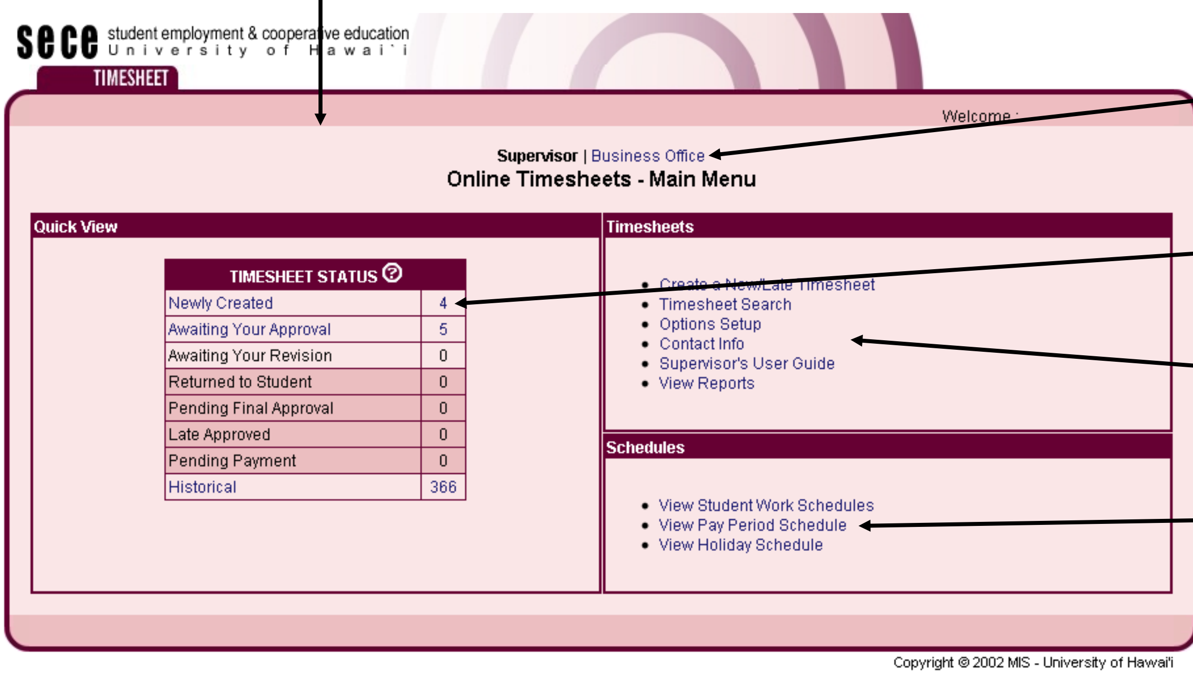
## Quick View - Timesheet Status

Timesheet status displays the number of timesheets under each of the different status types. Clicking on the status type or the number in the same row will bring up a list of the timesheets currently in that status. The different status types and their meanings are detailed below (for supervisors):

- **Newly Created:** These are timesheets created by the student, but not yet submitted to the supervisor.
- **Awaiting Your Approval:** These are time-

## Can't See a Timesheet?

Often times when you cannot approve a timesheet it is because you are under the wrong role. If you can only view the timesheet and have no checkbox, this might be your issue. Check your current role (Supervisor or Business Office) and switch to the correct role if necessary.




The bolded-black text is the current role and the text link is clickable to switch to the other role. You will be in the Supervisor role by default if you serve both roles. If you have only one role, this will be blank.

Press on the text link to view the timesheets currently in the named status.

These links grant you access to various options for tasks related to timesheets.

These links take you to schedules of various sorts as detailed on the next page.

| TIMESHEET STATUS | |
|---|---|
| Newly Created | 28 |
| Awaiting Your Approval | 13 |
| Returned to Supervisor | 0 |
| Returned to Student | 4 |
| Pending Supervisor Approval | 25 |
| Late Approved | 0 |
| Pending Payment | 0 |
| Historical | 4569 |

sheets that students have submitted to the supervisor for approval.

- **Awaiting Your Revision:** These are timesheets returned to the supervisor by the Business Office approver, usually because an adjustment is required.
- **Returned To Student:** These are timesheets that the supervisor has returned to the student so that the student can make corrections.
- **Pending Final Approval:** These are timesheets awaiting the Business Office approval.
- **Late Approved:** These are timesheets that have received all approvals, but were submitted after their normal due date. These will be processed next pay period.
- **Pending Payment:** These are timesheets that have received all approvals on time. These will be processed the next time that timesheets feed into the Payroll system.
- **Historical:** These are timesheets that have been processed. These are available here so that they may be viewed as part of the student's employment record.

When an employer is in the *Business Office* role, the main tab looks identical save that the timesheet status section is as shown above. The lines that are different from the Supervisor role are detailed below.

- **Returned to Supervisor:** These are timesheets that the Business Office approver has returned to the supervisor for revision.
- **Pending Supervisor Approval:** These are timesheets submitted by the student and awaiting the supervisors approval.

## Timesheets

The timesheets section includes a number of links to various functions you might wish to use. Most of these functions are not directly related to the processing of timesheets, rather they are tools to help monitor timesheets, provide information, and customize the system. Each of the links and the associated functions are detailed below:

- **Create a New/Late Timesheet:** This function allows you to create a timesheet when a student is otherwise unable or unwilling to do so. It is considered best practice to not create timesheets for students unless there is a compelling reason.
- **Timesheet Search:** This allows you to search for timesheets using various criteria. Like other such functions, this will only allow you to view timesheets on which you are a timesheet approver.
- **Options Setup:** This allows you to customize the automatic emails generated by the system. You may either disable these automatic emails or set them to go to an email address other than your hawaii.edu account.
- **Contact Info:** This link brings up a popup that has the email addresses for timesheet-help and timesheet-tech. It also lists the various resources available to you to help answer your questions.
- **Supervisor's User Guide:** This link will download a pdf of the Supervisors User Guide, which covers how to approve timesheets and use the timesheet tab functions.
- **View Reports:** This link will take you to a page that contains a number of links to a number of prepared reports and an FAQ document.

## Schedules

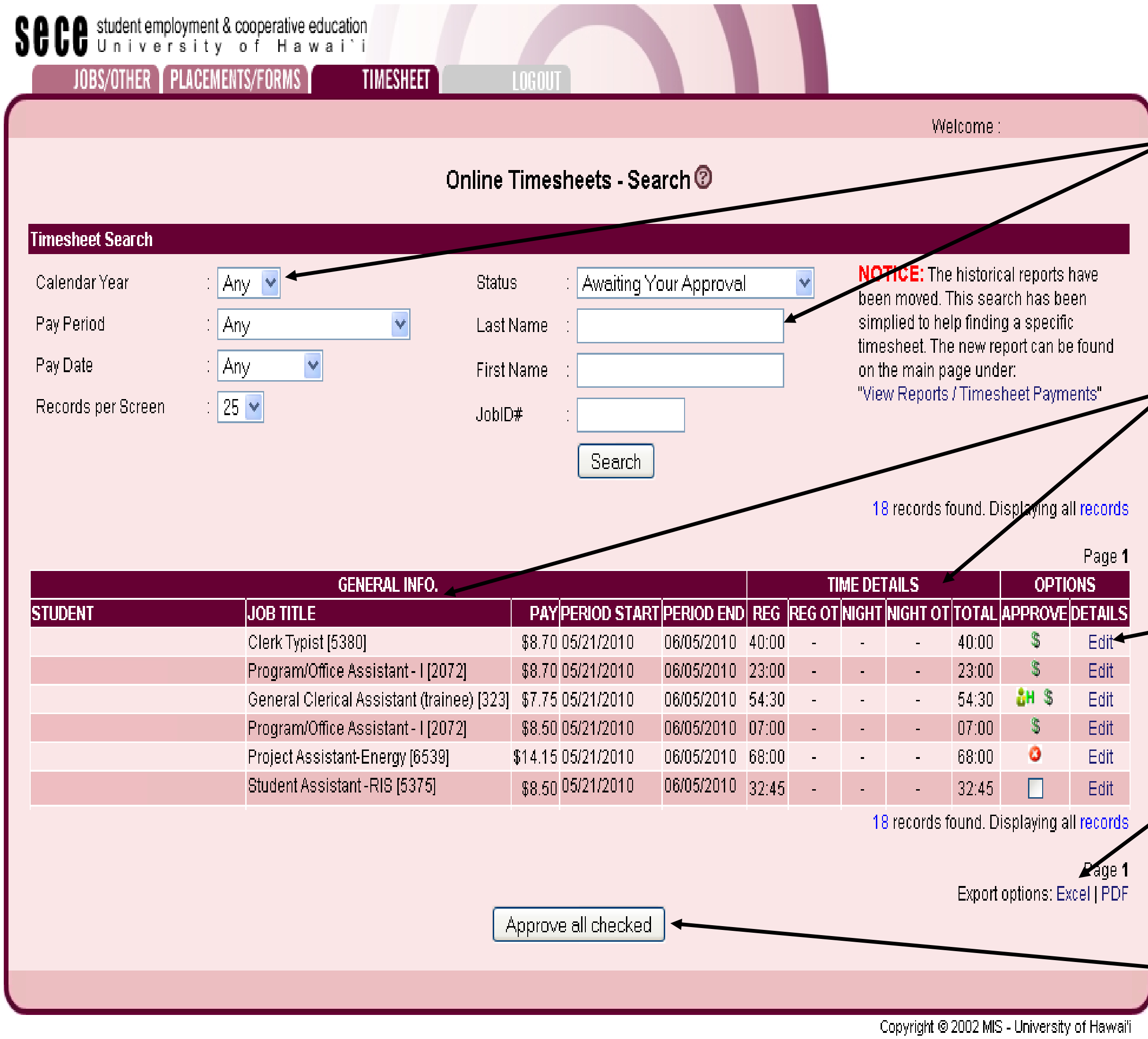
The schedules section contains links to three schedules relevant to timesheets and the payroll cycle. Each of these links are briefly discussed below:

- **View Student Work Schedules:** This allows the employer to view any student work schedules created by any student for whom he/she is a timesheet approver. Work schedules allow students to pre-populate their timesheets with hours worked when the student works a fixed schedule week-to-week.
- **View Pay Period Schedules:** This allows the employer to view the pay period schedule as a table. This illustrates the pay period range, pay date, and associated due dates for timesheet submission and approvals.
- **View Holiday Schedule:** This allows an employer to view the observed holidays that will occur throughout the selected year.

## A General Note on Search Screens

There are two ways in which a search screen may be reached. First, clicking on any link in the *Timesheet Status* box will take you to a search screen pre-set to search for all timesheets of the matching status. For example, clicking on the *Newly Created* link will bring up a search automatically set to pull-up all timesheets with the newly created status.

The second way to reach this screen is by clicking on the *Timesheet Search* link in the *Timesheets* section of the *Main Menu*. For this type of search you must set the parameters for the search.




| GENERAL INFO. | | | | | TIME DETAILS | | | | | OPTIONS | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| STUDENT | JOB TITLE | PAY | PERIOD START | PERIOD END | REG | REG OT | NIGHT | NIGHT OT | TOTAL | APPROVE | DETAILS |
| | Clerk Typist [5380] | $8.70 | 05/21/2010 | 06/05/2010 | 40:00 | - | - | - | 40:00 | $ | Edit |
| | Program/Office Assistant - I [2072] | $8.70 | 05/21/2010 | 06/05/2010 | 23:00 | - | - | - | 23:00 | $ | Edit |
| | General Clerical Assistant (trainee) [323] | $7.75 | 05/21/2010 | 06/05/2010 | 54:30 | - | - | - | 54:30 | H $ | Edit |
| | Program/Office Assistant - I [2072] | $8.50 | 05/21/2010 | 06/05/2010 | 07:00 | - | - | - | 07:00 | $ | Edit |
| | Project Assistant-Energy [6539] | $14.15 | 05/21/2010 | 06/05/2010 | 68:00 | - | - | - | 68:00 | | Edit |
| | Student Assistant -RIS [5375] | $8.50 | 05/21/2010 | 06/05/2010 | 32:45 | - | - | - | 32:45 | | Edit |




The timesheet search section allows you to customize your search. When accessing this screen through a *Timesheet Status* link, the *Status* field will be pre-filled to match the status that was selected. Each of the fields allows you to select a specific type of criteria that the system will use to filter the search.

This section displays the timesheets that meet the search criteria you provided. For each timesheet a brief summary will be displayed. Hours are displayed as REG (regular), REG OT (regular overtime), NIGHT (night), and NIGHT OT (night overtime).

The details column will display a link titled *Edit*, which will take you to the detailed view of the timesheet when clicked. The *Approve* column will display either a checkbox or a warning icon. If there is a warning icon, the timesheet cannot be mass approved.

You can use the export options to export the current timesheet search results to either an Excel spreadsheet or a PDF document.

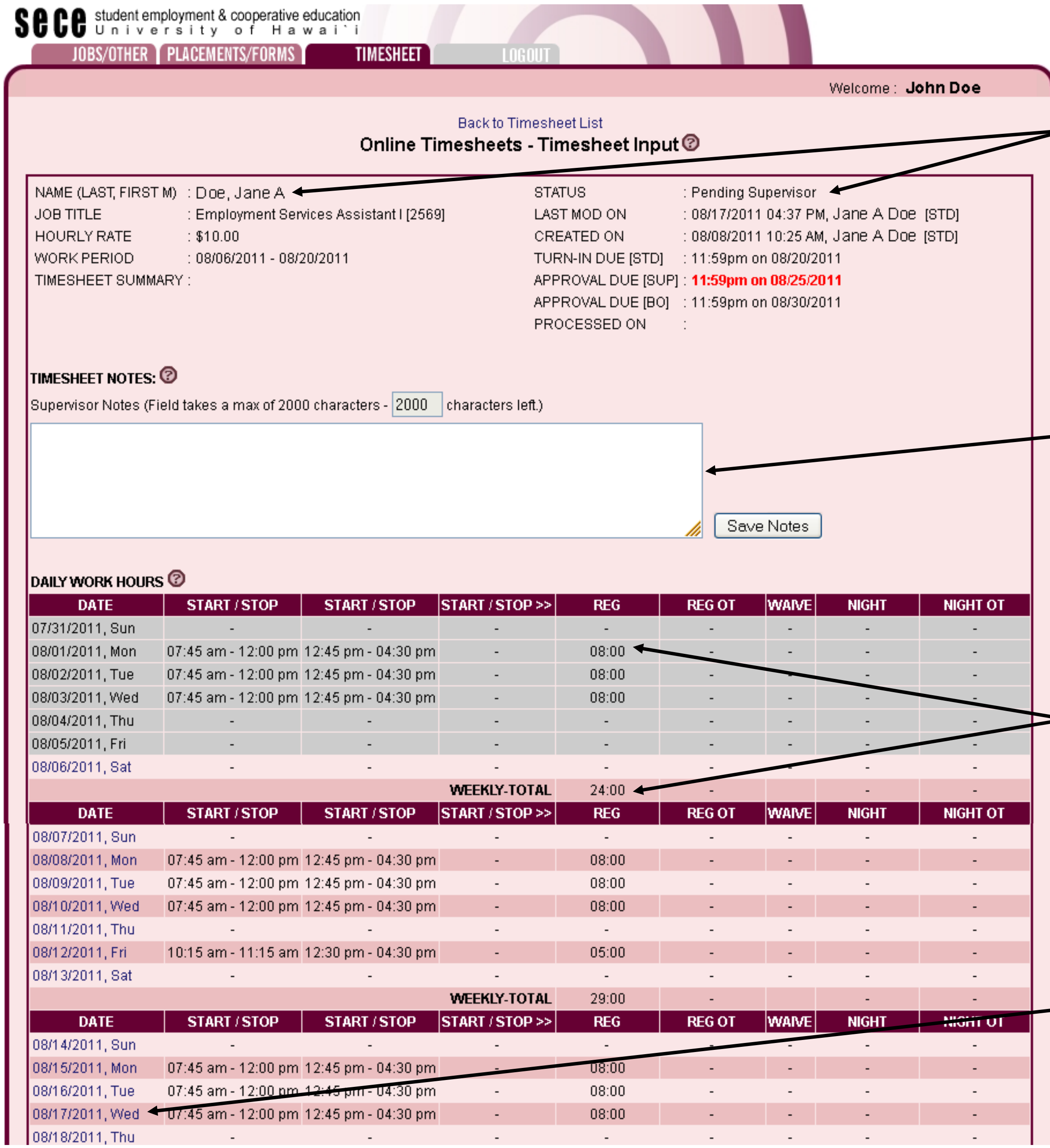
If you checked boxes under the *Approve* column, clicking the *Approve all Checked* button will approve the checked timesheets.

## Online Timesheet - Warning Icons

| Icon | Description |
|---|---|
|  | Marks the hire date of a student. |
|  | Marks the beginning/end dates of a student's appointment period. |
|  | Original Time modified by another user. |
|  | Exceeds 8hr work day. |
|  | Exceeds 20hr work week. |
|  | Exceeds 40hr work week. |
|  | Exceeds 20hr work week across multiple timesheets. |
|  | Exceeds 40hr work week across multiple timesheets |
|  | Exceeds max hours submittable in a single pay period. |
|  | Marks a LATE timesheet that is past its due date. |
|  | Marks a timesheet that was submitted as a LATE adjustment on a subsequent timesheet. |
|  | Marks a historical timesheet that had its time adjusted (+/-) on a subsequent timesheet. |
|  | Marks a timesheet that contains a late/time adjustment. |
|  | Marks an observed holiday. |
|  | Marks a timesheet with multiple accounts. |
|  | Marks the effective date of a pay change (ex. pay raise). |
|  | Marks the effective date of a pay change (ex. pay reduction). |

### General Notes on Warning Icons

At various times and in various places you may notice a warning icon from the list shown above. When you see one of these icons on the search screen, you will be unable to mass approve the timesheet. Instead, you must press on the *Edit* text link at the end and approve the timesheet from the detailed view. This is done to make sure you acknowledge the icon. Warning icons that appear on the timesheet in the Daily Work Hours section usually indicate that the event indicated by the icon was effective as of that date.



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JOBS/OTHER | PLACEMENTS/FORMS | TIMESHEET | LOGOUT

Welcome : **John Doe**

Back to Timesheet List

**Online Timesheets - Timesheet Input**

| | | | |
|---|---|---|---|
| NAME (LAST, FIRST M) | : Doe, Jane A | STATUS | : Pending Supervisor |
| JOB TITLE | : Employment Services Assistant I [2569] | LAST MOD ON | : 08/17/2011 04:37 PM, Jane A Doe [STD] |
| HOURLY RATE | : $10.00 | CREATED ON | : 08/08/2011 10:25 AM, Jane A Doe [STD] |
| WORK PERIOD | : 08/06/2011 - 08/20/2011 | TURN-IN DUE [STD] | : 11:59pm on 08/20/2011 |
| TIMESHEET SUMMARY : | | APPROVAL DUE [SUP] | : **11:59pm on 08/25/2011** |
| | | APPROVAL DUE [BO] | : 11:59pm on 08/30/2011 |
| | | PROCESSED ON | : |

**TIMESHEET NOTES:**

Supervisor Notes (Field takes a max of 2000 characters - 2000 characters left.)

Save Notes

**DAILY WORK HOURS**

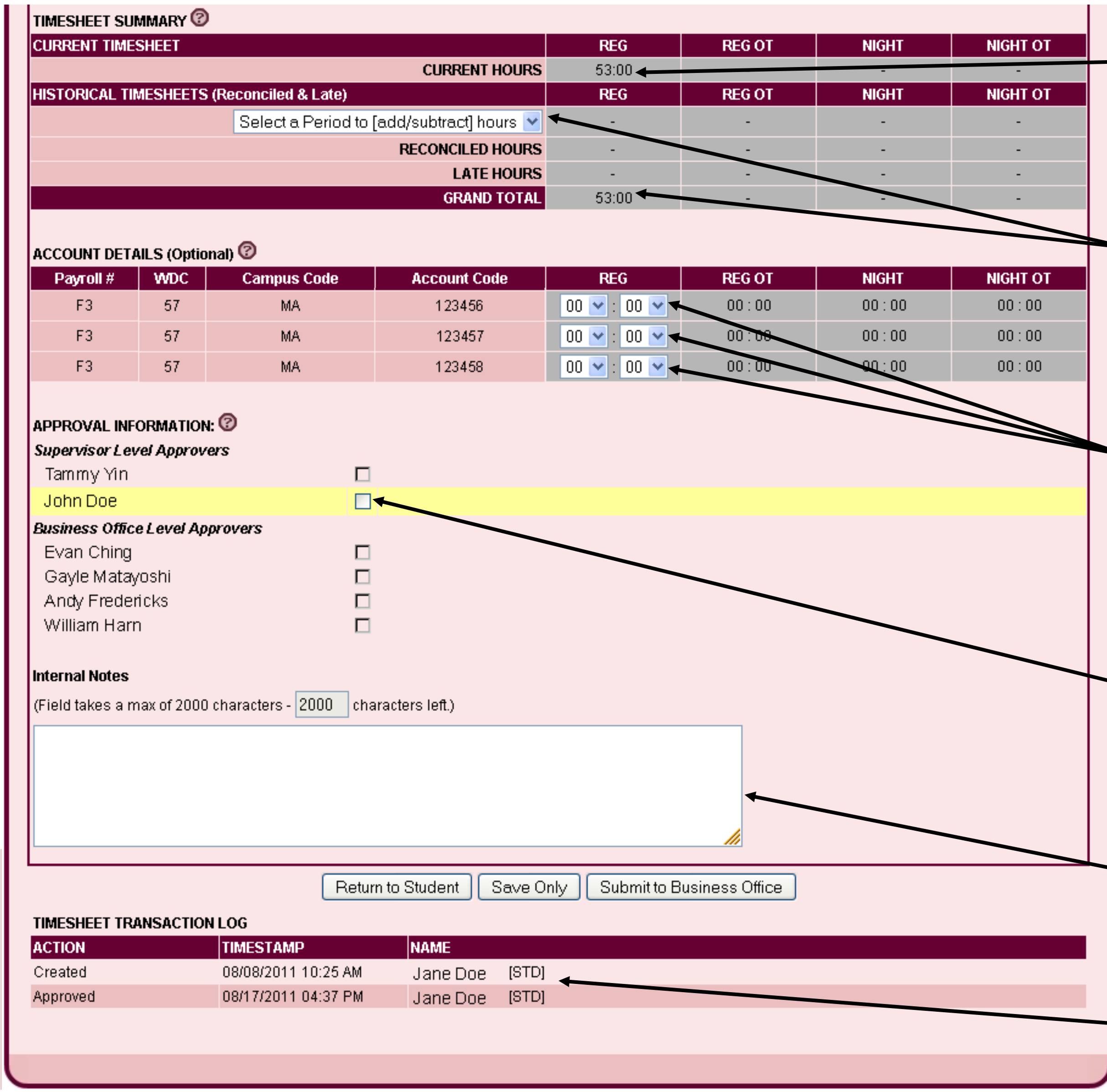
| DATE | START / STOP | START / STOP | START / STOP >> | REG | REG OT | WAIVE | NIGHT | NIGHT OT |
|---|---|---|---|---|---|---|---|---|
| 07/31/2011, Sun | - | - | - | - | - | - | - | - |
| 08/01/2011, Mon | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/02/2011, Tue | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/03/2011, Wed | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/04/2011, Thu | - | - | - | - | - | - | - | - |
| 08/05/2011, Fri | - | - | - | - | - | - | - | - |
| 08/06/2011, Sat | - | - | - | - | - | - | - | - |
| | | | WEEKLY-TOTAL | 24:00 | - | - | - | - |
| DATE | START / STOP | START / STOP | START / STOP >> | REG | REG OT | WAIVE | NIGHT | NIGHT OT |
| 08/07/2011, Sun | - | - | - | - | - | - | - | - |
| 08/08/2011, Mon | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/09/2011, Tue | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/10/2011, Wed | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/11/2011, Thu | - | - | - | - | - | - | - | - |
| 08/12/2011, Fri | 10:15 am - 11:15 am | 12:30 pm - 04:30 pm | - | 05:00 | - | - | - | - |
| 08/13/2011, Sat | - | - | - | - | - | - | - | - |
| | | | WEEKLY-TOTAL | 29:00 | - | - | - | - |
| DATE | START / STOP | START / STOP | START / STOP >> | REG | REG OT | WAIVE | NIGHT | NIGHT OT |
| 08/14/2011, Sun | - | - | - | - | - | - | - | - |
| 08/15/2011, Mon | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/16/2011, Tue | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/17/2011, Wed | 07:45 am - 12:00 pm | 12:45 pm - 04:30 pm | - | 08:00 | - | - | - | - |
| 08/18/2011, Thu | - | - | - | - | - | - | - | - |

On the left is information about the student, the timesheet, and the job. The timesheet summary section will display any warning icons and any timesheets that have been appended to this timesheet. On the right is the current status of the timesheet and the various deadlines for submission and the supervisor/business office approvals.

*Supervisor Notes* and/or *Business Office Notes* are used to communicate with other users when timesheets are returned to a previous approver or to document adjustments to the timesheet. Notes about adjustments help to serve as an audit trail.

Grayed out days fall outside the pay period and hours worked during these days will not be added to the current hours for the timesheet. However, these hours will be added to the weekly totals to track the hours worked per week. This means that the sum of the weekly hours will usually not equal the current hours listed below.

Clicking on the date text link allows you to edit the hours worked in the same manner as students inputting hours. If you make adjustments, you should note the reasons in the appropriate *Notes* section. If someone other than the person who created the timesheet makes adjustments, the day will be flagged with a star warning icon.




The *Current Hours* are the totals of each of the different hours types worked by the student on this timesheet.

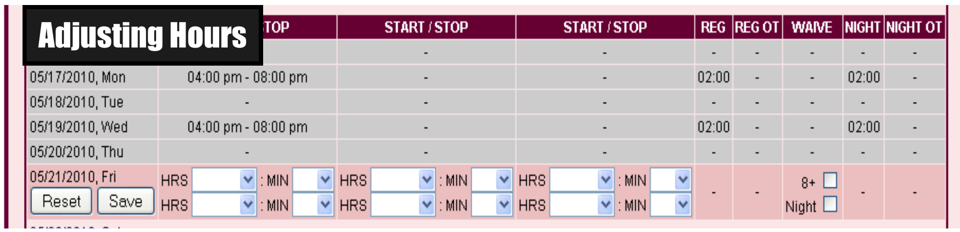
This section can be used to reconcile hours on an old timesheet or append late timesheets to the current timesheet. The *Grand Total* is the sum of the current hours and all reconciled/appended hours.

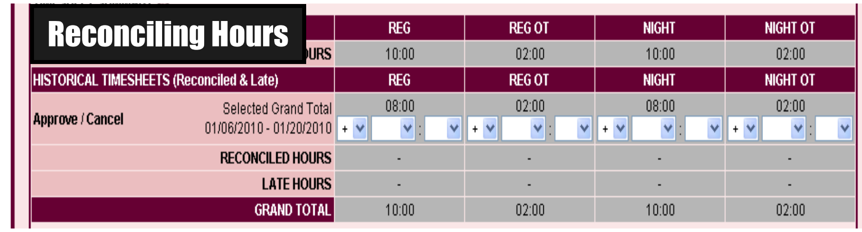
If a timesheet has only one account code, the hours will be automatically entered. If there is more than one account code, the Supervisor or BO must allocate hours to the accounts using the drop-down fields.

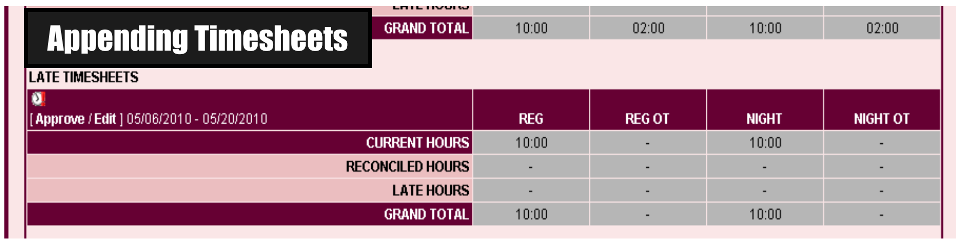
You may approve the timesheet by checking your box, which will be highlighted in yellow, and hitting the Submit button below. The *Save* button will save the timesheet and the *Return* button will return the timesheet to the indicated person for review.

Internal notes are only visible to employers and admin users; students cannot see these notes.

The transaction log tracks actions taken by various parties and dates stamps that activity forming a record available for review.




## Adjusting Hours

Adjusting hours is done in the same manner as a student would input the hours. In each column list the start time on top and the stop time on the bottom using the drop-down fields. If the student worked multiple shifts during a day, complete one column for each shift.

The checkboxes under the *Waive* column allow you to waive premium pay for this day (*8+* is overtime and *Night* is night hours). Checking the appropriate box means that hours of that type worked during this day will be paid at the base rate rather than the premium rate. This should only be done when you have an explicit understanding with the student that premium pay will not be paid. Typically this occurs when the student works these hours for their own convenience rather than at your request.

## Reconciled Hours

When a student was paid for too many or too few hours on a previous timesheet, you may use the reconcile feature to make the correction. To do this, you use the drop down field that reads *Select a Period to [add/subtract] hours*. The employer should select the pay period in which they wish to make the adjustments, then use the drop down menus to add or subtract hours of the appropriate type. The + or - drop down field is used to determine whether hours are added or subtracted. Clicking *Approve* will save the changes and *Cancel* will cancel adjustments.

Note that hours added or subtracted will actually be paid on the current timesheet, thus you cannot subtract more hours than will be paid on the current timesheet. For example, if 10 hours were worked on the current timesheet, and you need to subtract hours from a previous timesheet, you could not subtract more than 10 on the current timesheet through a reconcile.

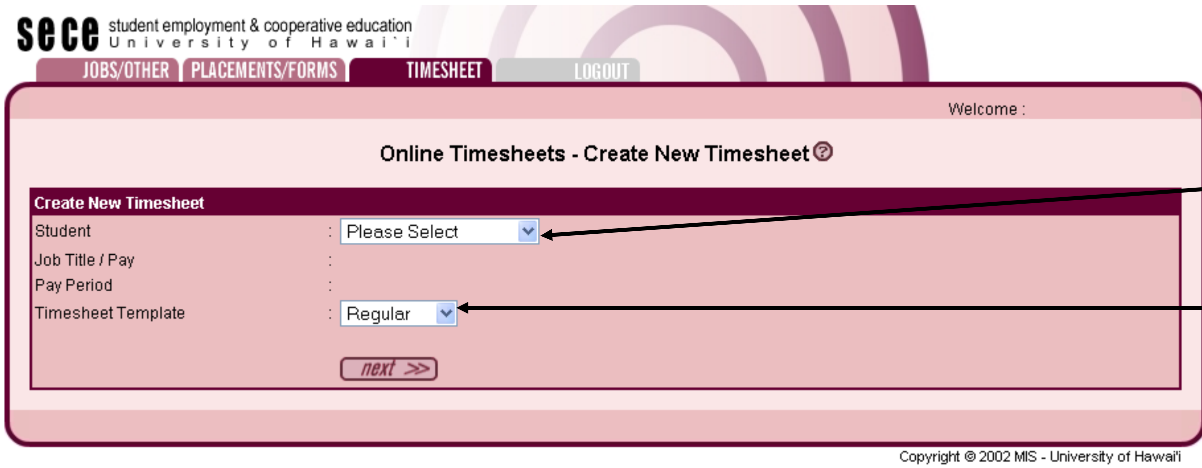
## Late Timesheets & Appending

Late timesheets can be appended to the current timesheet, allowing you to approve all timesheets at once. If there are unapproved late timesheets, they will be displayed under Historical Timesheets as shown above. These will be identified as late timesheets and will be listed by pay period. Clicking on the *Approve* link will append that timesheet to the current timesheet, totaling all hours on both timesheets. Multiple late timesheets may be appended to the current timesheet in this way. The *Edit* link allows the employer to see the detailed view of the timesheet so they can review the hours worked before appending it to the current timesheet.

## Deleting Timesheets

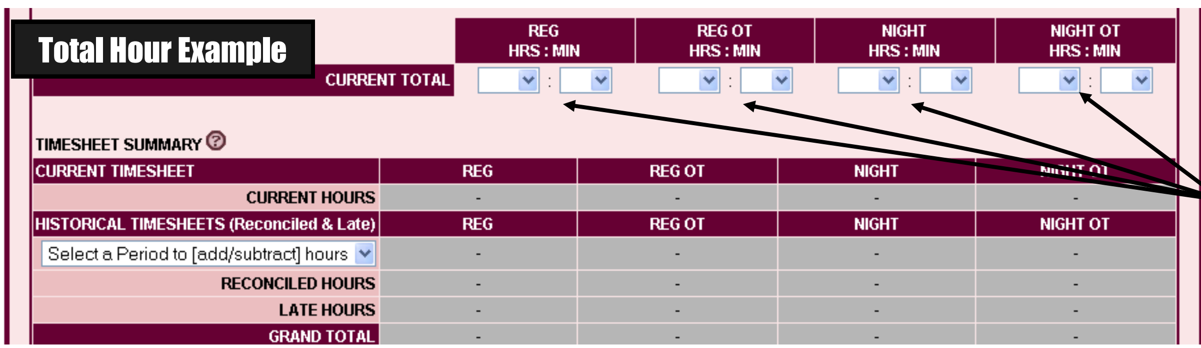
Only the person that created a timesheet can delete that timesheet. If the employer created the timesheet, they can delete it. Historical timesheets can never be deleted.

If an employer wishes to delete a timesheet created by a student, they must contact ITS using the help email address (timesheet-help@lists.hawaii.edu). The timesheet in question will not be deleted if there are worked hours on it that are still owed to the student. The employer will also need to detail that they attempted to contact the student to have them delete the timesheet, but received no response.




You select the student for whom you wish to create the timesheet.

You select the type of timesheet you want to create (*Regular* or *Total Hour*).




You select the number of hours of each type the student worked this pay period. Total hour timesheets do not record the days and times the student worked and should only be used sparingly as they do not contain a proper auditing trail unless you include copious notes documenting dates and times worked.

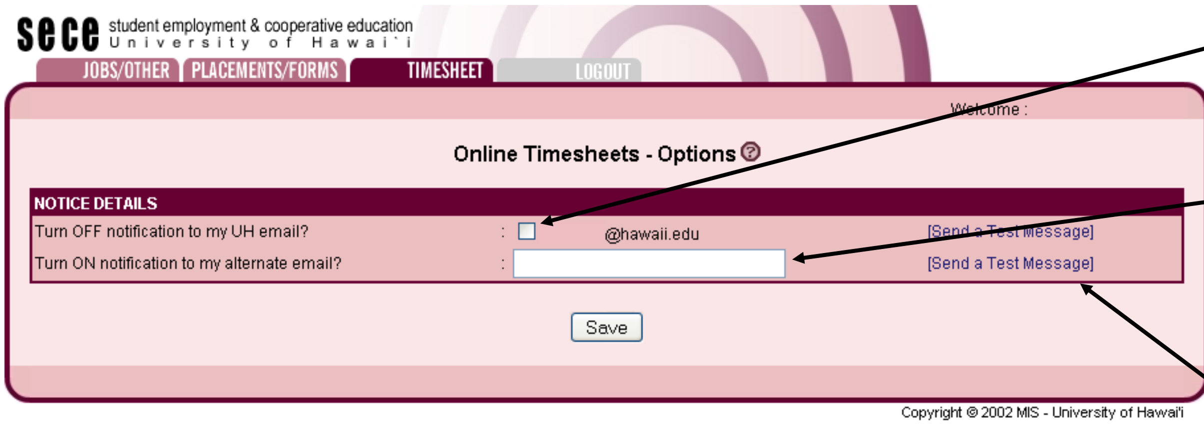
## Creating New/Late Timesheets

You can use the *Create New/Late Timesheet* link to create a timesheet for one of your student employees. The same rules apply to you for creating timesheets as for students, meaning timesheets can only be created from the date of hire onward and only one timesheet can exist per job for each pay period.

You first select a student for whom you wish to create a timesheet from the drop down menu. This will open up drop down menus for the *Job Title/Pay* and *Pay Period* lines. The employer then uses these two new drop down menus to select the job and the pay period, though these fields may not be selectable if the student has only one job under that employer or if there is only one viable pay period for which a timesheet can be created.

The timesheet template line contains a drop down menu that provides the employer the option to create use a *Regular* or *Total Hour* template. Regular templates look exactly like the normal timesheet a student submits. Total Hour templates look like a normal timesheet, save that the section that normally contains the week/day lines is replaced by a series of drop down menus that allow the employer to simply enter the total hours of each type worked rather than manually inputting hours for each day. An example of the Total Hour inputting method is shown above. It is considered best practice to not use total hour timesheets unless circumstances warrant it.

Clicking on the Next button at the bottom of the screen will create the timesheet based on the various choices made.




Checking this box prevents automatic emails from being sent to your hawaii.edu email.

Inputting an email address here will send automated messages to this email address. If the UH email box is unchecked, emails will be sent to both accounts.

Clicking this link will send a test email to the email account listed on the same line. This allows you to test whether your preferences are functioning the way you expect.

## Contact Information for the Online Timesheet Application

README (before sending email):

- Although the Online Timesheet Application has been merged into the Student Employment Application, each has its own help center.
- We have provided **"Help"** links throughout the Online Timesheet sections of the application. Look for
  when logged in as a Student or
  when logged in as a Supervisor or Business Office.
- We also created **"User Guides"** for each role [STD, SUP, BO].
  It is located on the timesheet tab's main page.
- These resourses are provided to help you and to minimize the amount of trouble emails sent.

2 DISTINCT EMAILS:

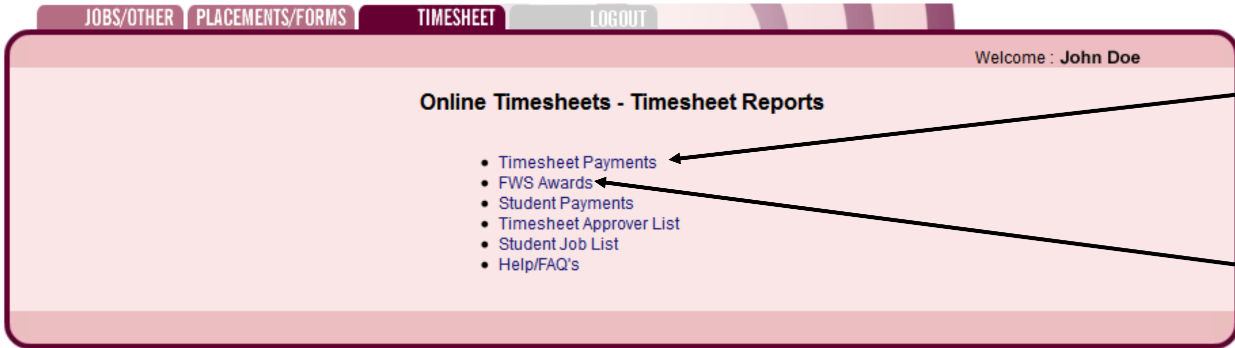
- timesheet-help@lists.hawaii.edu
  - Use to send general function related questions.
  ex. How do I create a LATE timesheet?
- timesheet-tech@lists.hawaii.edu
  - Use to send technical problems/questions to this address.
  ex. I got an error page of "HTTP Status 500 - Internal Server Error"
  What does this mean?

Clicking on the *Contact Info* link will open a pop-up screen that looks like this. This contains directions to basic resources such as help pop-ups and the timesheet user guides.

These email addresses allow the employer to contact MIS with their specific issues. Technical issues should be directed to *timesheet-tech* and general questions or requests should be directed to *timesheet-help*.

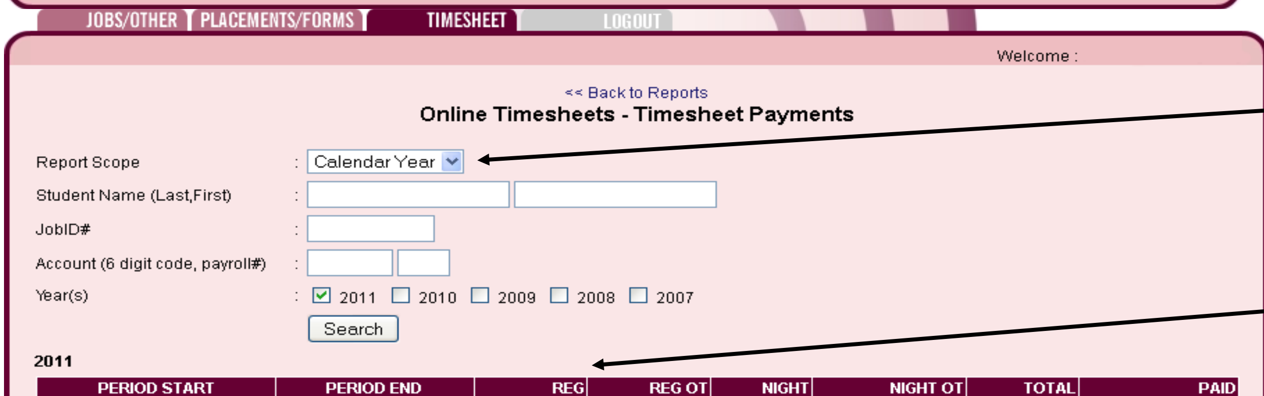
### Email Notifications

If notifications are not turned off, you will receive an email whenever a timesheet is submitted for your approval. Turning off this notification is generally not recommended, if you are the primary approver.



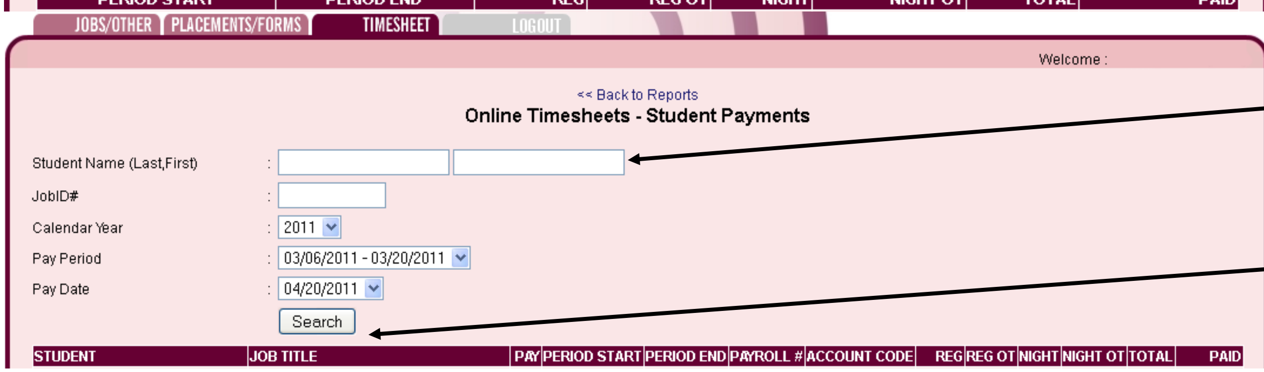

Clicking these text links will take you to the various reports available. The payment report screens are shown below and the other three options are described at the bottom of the page.

This report allows you to track FWS earnings for all or individual students by selecting the F1 payroll# from the drop down menu.




Search by calendar or fiscal year, individual students or all students, specific jobs, or specific accounts.

Timesheet payment reports are best used when you are primarily interested in checking payments over a calendar or fiscal year. Hours worked and amounts paid will be shown for each pay period and totaled for the year.




Search by individual students and/or specific jobs for the selected pay period.

Timesheet payment reports are best used when you are attempting to track payments for a given pay period or determine how funds were allocated to various accounts.

## Timesheet Approver List

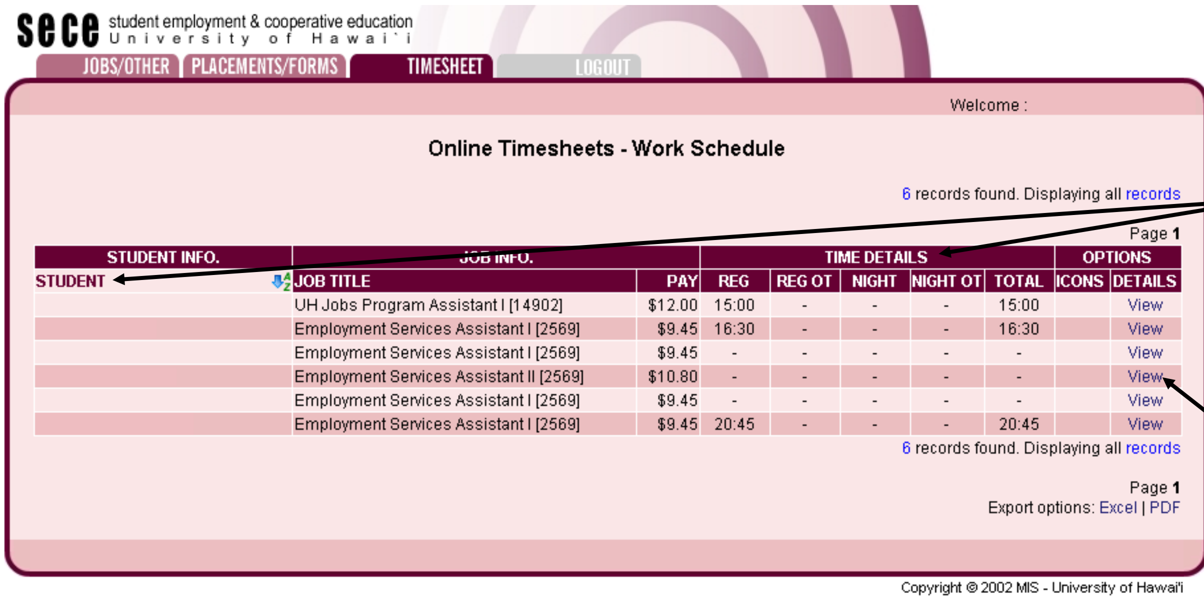
This report will allow you to view a list of job numbers on which you are an approver and the other approvers on that job.

## Student Job List

This report will allow the employer to view a list of students whom he/she is an approver for and the other approvers (including the role the ap-prove as).

## Help/FAQs

This is not a report, but rather it is a pop-up that contains a list of common questions and answers.



sece student employment & cooperative education University of Hawai`i

JOBS/OTHER | PLACEMENTS/FORMS | TIMESHEET | LOGOUT

Welcome :

**Online Timesheets - Work Schedule**

6 records found. Displaying all records

Page 1

| STUDENT INFO. | JOB INFO. | | TIME DETAILS | | | | | | OPTIONS | |
|---|---|---|---|---|---|---|---|---|---|---|
| STUDENT | JOB TITLE | PAY | REG | REG OT | NIGHT | NIGHT OT | TOTAL | ICONS | DETAILS |
| | UH Jobs Program Assistant I [14902] | $12.00 | 15:00 | - | - | - | 15:00 | | View |
| | Employment Services Assistant I [2569] | $9.45 | 16:30 | - | - | - | 16:30 | | View |
| | Employment Services Assistant I [2569] | $9.45 | - | - | - | - | - | | View |
| | Employment Services Assistant II [2569] | $10.80 | - | - | - | - | - | | View |
| | Employment Services Assistant I [2569] | $9.45 | - | - | - | - | - | | View |
| | Employment Services Assistant I [2569] | $9.45 | 20:45 | - | - | - | 20:45 | | View |

6 records found. Displaying all records

Page 1

Export options: Excel | PDF

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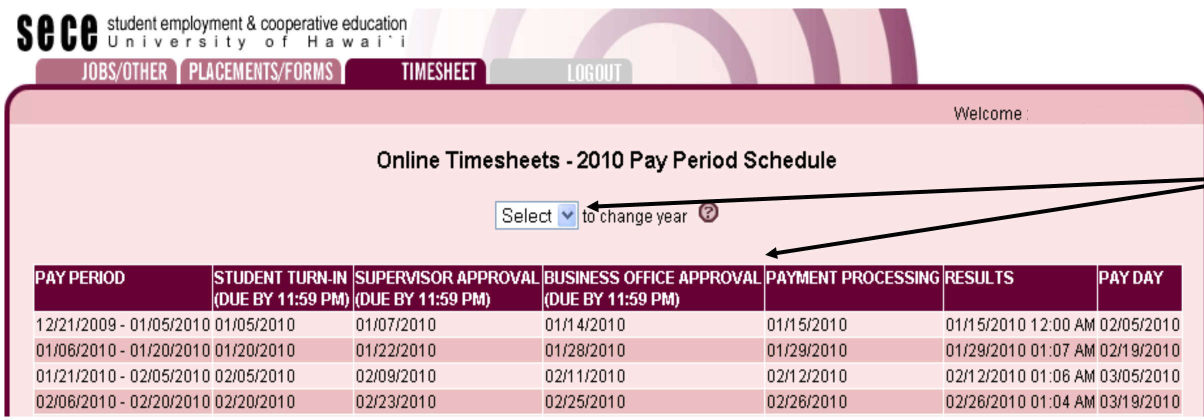
The *Work Schedule* link will display a list of the students who are currently employed by you. If any hours are listed under the *Time Details* section, that student has created a work schedule. Work schedules pre-populate the student's timesheet with hours set by the student employee. These hours can still be edited later by the student.

You may click the appropriate *View* text link in order to view the schedule the student employee has created.



sece student employment & cooperative education University of Hawai`i

JOBS/OTHER | PLACEMENTS/FORMS | TIMESHEET | LOGOUT

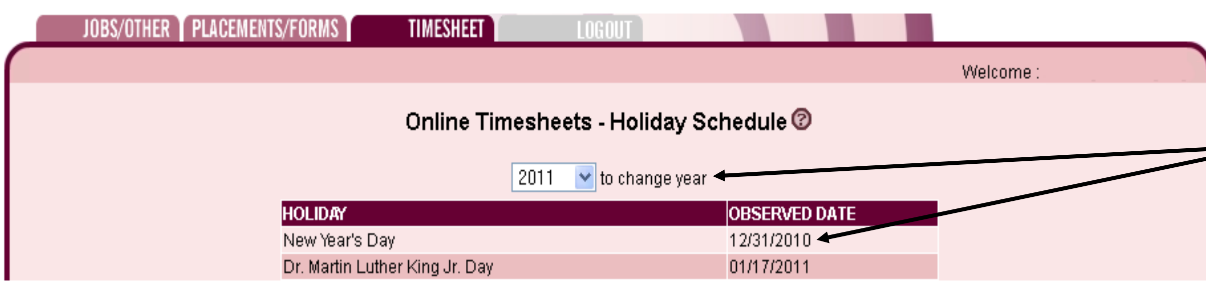
Welcome :

**Online Timesheets - 2010 Pay Period Schedule**

Select to change year

| PAY PERIOD | STUDENT TURN-IN (DUE BY 11:59 PM) | SUPERVISOR APPROVAL (DUE BY 11:59 PM) | BUSINESS OFFICE APPROVAL (DUE BY 11:59 PM) | PAYMENT PROCESSING | RESULTS | PAY DAY |
|---|---|---|---|---|---|---|
| 12/21/2009 - 01/05/2010 | 01/05/2010 | 01/07/2010 | 01/14/2010 | 01/15/2010 | 01/15/2010 12:00 AM | 02/05/2010 |
| 01/06/2010 - 01/20/2010 | 01/20/2010 | 01/22/2010 | 01/28/2010 | 01/29/2010 | 01/29/2010 01:07 AM | 02/19/2010 |
| 01/21/2010 - 02/05/2010 | 02/05/2010 | 02/09/2010 | 02/11/2010 | 02/12/2010 | 02/12/2010 01:06 AM | 03/05/2010 |
| 02/06/2010 - 02/20/2010 | 02/20/2010 | 02/23/2010 | 02/25/2010 | 02/26/2010 | 02/26/2010 01:04 AM | 03/19/2010 |

The *Pay Period Schedule* link will display the pay periods for the selected calendar year. This lists the due dates for the student to submit the timesheet and each of the approval dates for the Supervisor and Business Office. It also lists the associated pay day for that pay period and the time when the timesheet will be/was processed.



JOBS/OTHER | PLACEMENTS/FORMS | TIMESHEET | LOGOUT

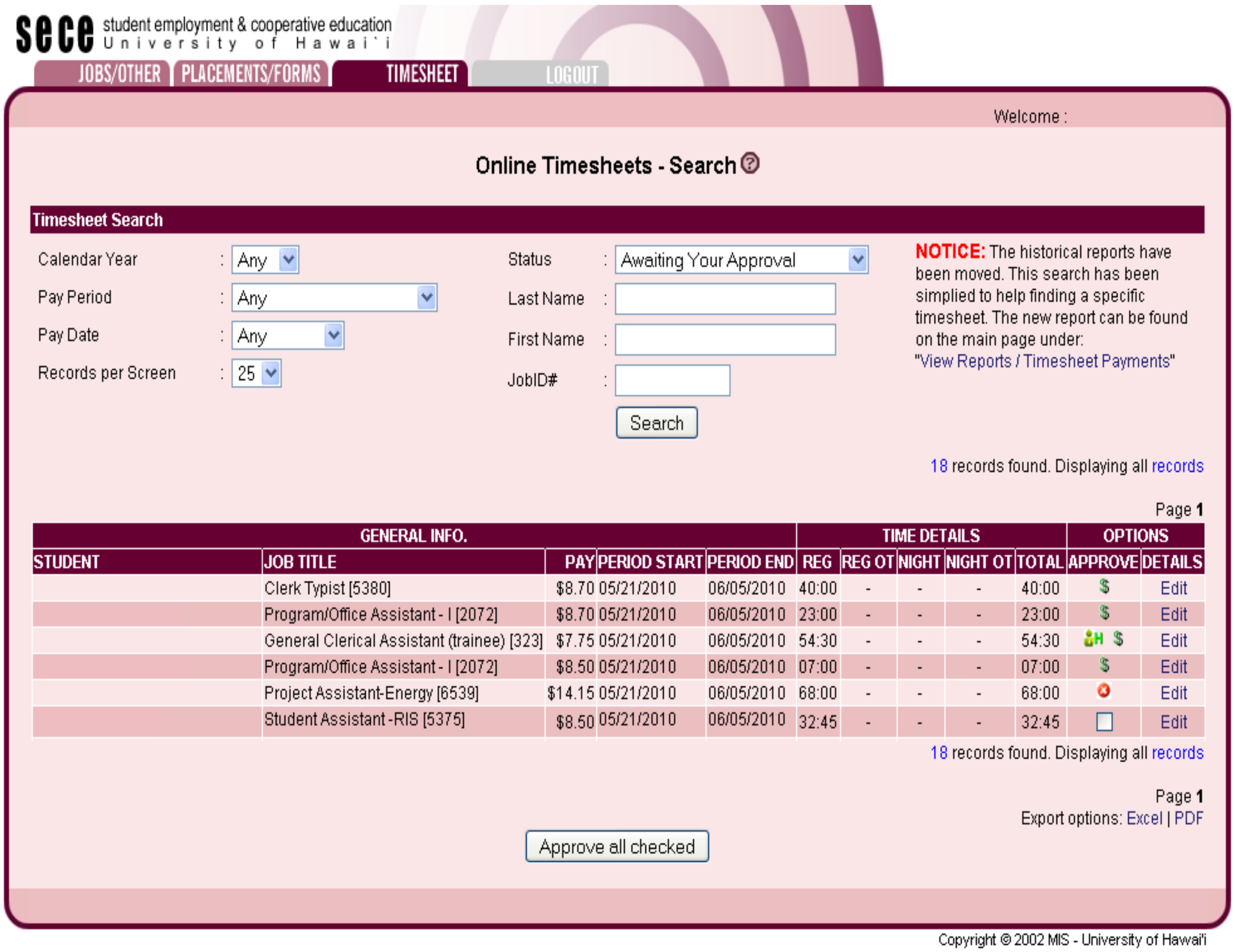
Welcome :

**Online Timesheets - Holiday Schedule**

2011 to change year

| HOLIDAY | OBSERVED DATE |
|---|---|
| New Year's Day | 12/31/2010 |
| Dr. Martin Luther King Jr. Day | 01/17/2011 |

The *Holiday Schedule* link will display the observed holidays for the current calendar year selected.




## The Timesheet Approval Process

Timesheet approvals usually follow a basic process when no special considerations or circumstances apply. Below is a walkthrough of a typical timesheet approval process.

### Step 1: Awaiting Your Approval

Click on the text link in the *Timesheet Status* box that reads *Awaiting Your Approval*. This should take you to the screen shown above.

### Step 2: Mass Approvals

At your discretion, you may mass approve any timesheet that does not have a warning icon in place of the checkbox on the screen shown. To mass approve, do the following:

1. Verify the hours indicated and then check the box in the *Approve* column for each timesheet you wish to approve.
2. Once you have checked all of the boxes for timesheets you wish to approve, click the *Approve all checked* button at the bottom of the screen.
3. A confirmation box will pop-up, click yes to confirm your approvals.

### Step 3: Individual Approvals

For timesheets that have warning icons, you will need to individually approve them. This can be accomplished by doing the following:

1. Click on the *Edit* text link in the *Details* column for the timesheet you wish to approve. This will take you to the detailed view of the timesheet.
2. Verify the hours worked, then scroll down and allocate the hours to the appropriate accounts. Note that if only a single account is associated with this student employee, hours will be allocated automatically. In many cases the Business Office approver allocates hours to accounts, so supervisors may leave this alone for now.
3. Scroll to the bottom of the timesheet. Your name under the approver list should be highlighted in yellow as will your approval check box. Check the box to approve the timesheet and click the *Submit to Business Office* button at the bottom of the page or the *Submit for Payment* button for BO approvers.

# Section 6: Records Mainte-nance

# Records Maintenance

## Records Maintenance Process

This refers to a feature in ***sece*** that automatically performs a number of tasks related to records maintenance on the system. These tasks include tracking eligibility, mandatory step increases, and electronic I-9 expiration. If one of your student employees receives a communication from the system regarding one of these, and you have questions, please contact your campus SE office.

## Electronic I-9 Expiration

When a student employee's electronic I-9 is near expiration, the system will generate a series of memos notifying the supervisor and the student of the situation. Typically, only the electronic I-9s of certain international students will have expiration dates, though citizens in certain rare cases might have an expiration date.

When you receive such a memo, the student will typically have one month until their expiration date, which should give them time to get their documents in order. If the student does not update their form I-9 in a timely manner, the system will begin a series of notifications that will ultimately end in termination.

The I-9 expiration function runs at the start of each month.

## Eligibility

When a student is no longer eligible for student employment, the system will generate a series of two memos to the student and supervisor notifying them of the situation. If the situation is not resolved, the student will be terminated by the system as described in the memo. The student should get in touch with the SE office of the campus with which their job is affiliated to find out why they are ineligible. Generally speaking, it is better for the student to contact the SE office when trying to resolve these situations due to FERPA considerations.

Reasons for ineligibility will vary greatly, but typically are the result of unsatisfactory academic progress or insufficient enrollment. Exceptions or special considerations are given at the discretion of the appropriate SE office. For students working at a campus other than their primary institution, they may need to work with both campuses SE offices to resolve the situation.

The eligibility function runs at the start of each academic term.

## Mandatory Step Increases

When a student has worked one year, and at least 400 hours, since their last pay increase (step increase or promotion) and/or hire date, they are entitled to a mandatory step increase. The system will automatically grant the step increase in these cases. No action needs to be taken on the part of the employer. This increase cannot be stopped or prevented, even in cases where the student is no longer working for you.

The mandatory step increase function runs at the start of each week.

# Section 7: Quick Guides

## Creating A New Job

Perform this task when you wish to create a new job that is unrelated to previous jobs you may have created.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Press on the button called *Create a New Job*.
4. Select the job funding source or campus affiliation from the drop-down field.
5. Fill in the job information and details. Note that all fields marked by a red asterisk are required.
6. If you would like to save the draft and finish later, press the *Save Only* button at the bottom of the page. It is recommended that you save periodically as the system may time you out.
7. If you are ready to submit it for review by your student employment office, press on the *Submit* button.

## Adding Jobs to a Series

Perform this task when creating a new job which is directly related to an existing job. Adding a job to a series creates a job which can also be used for promotion and demotion. Jobs created in this way have the same job number as the original job, but they will have a different pay class.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job number of the series to which you wish to add the new job. Press the *Add to Series* button located on the same row as the job number.
4. The system will ask if you are sure your intent is to add a job to the series. Press the *Continue* button.
5. This will create a duplicate of the existing job for you to work from. Change the pay class, update the duties and qualifications and make any other changes.
6. On the line that says *Open Job after Student Employment Approval*, be sure to set it to *No, for Promotions only* if you intend to use the job to promote a student employee.
7. If you would like to save the draft and finish later, click the *Save Only* button.
8. If you are ready to submit it for review by your student employment office, click on the *Submit* button.

## Re-Opening a Job

Perform this task when you wish to re-open a job which has already been approved.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to re-open and go to the *Status* column. Using the drop-down menu, change the status to *OPEN*.
4. The system will ask if you are sure you wish to re-open the job. Press on the *OK* button.
5. If there are no issues, you will see a message at the top indicating that the job has been successfully been reopened.
6. If you see an error message at the top of the page, you will need to go into the job to make updates. Press on the position title of the job you wish to reopen.
7. Make any necessary updates. Usually if you are seeing an error it is because the *Closing Date* has passed.
8. Once you have made the updated, press the *Submit and Reopen* button.

## Updating a Job

Perform this task when you wish to make changes to an existing job other than the duties or qualifications.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. Make any edits to the job that you wish. Note that if you are editing an open job, making changes will reset the three day or five applicants counter for when the job can be closed.
5. Click on the *Submit* button to save the changes.

## Changing a Job

Perform this task when you wish to make changes to the duties and/or qualifications of an existing job.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. Press on the *Request Update to Locked Data* button.
5. Make your revisions to the Qualifications and Duties in the editable fields. The current Duties and Qualifications will be listed as well.
6. Leave any comments for the Student Employment office in the *Employer Comments* field.
7. Press the Submit button when you are done. Your SE office will review the requested changes and finalize them if they are approved.

## Changing Job Programs

Perform this task when you wish to change the job program classification of the job.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. In the *Job Classification / Duties* section, use the drop-down field on the *Classify Job As* line to set the new classification for the job.
5. Click on the *Submit* button.

## Changing Job Contacts

Perform this task when you wish to make changes to *Section 1: Job/Referral Contact Information*. This controls who will be printed on the *how to apply* pop-up as a contact and who can make changes to the job.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. Scroll down to the *Job Contact, Placement and Timesheet Approval Information* section. Change, subtract or add usernames to the various roles in section 1 and select the radio button next to the username of the supervisor.
5. Click on the *Submit* button at the bottom of the page to save the changes.

## Changing Transaction Approvers

Perform this task when you wish to make changes to *Section 2: SEWA and Placement Approval*. This controls who will be in the approval chain for hires and transactions.

1. Login to ***sece***.
2. Go to the *Jobs* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. Scroll down to the *Job Contact, Placement and Timesheet Approval Information* section. Change, subtract or add usernames to the various roles as needed in section 2. Note that the supervisor role is always the supervisor selected in section 1 and you must include a Fiscal Authority.
5. Click on the *Submit* button to save the changes.

## Changing Timesheet Approvers

Perform this task when you wish to make changes to *Section 3: Timesheet Approvers*. This controls who can approve timesheets for students hired for this job.

1. Login to ***sece***.
2. Go to the *Jobs/Other* tab.
3. Locate the job you would like to update and press on the position title of that job.
4. Scroll down to the *Job Contact, Placement and Timesheet Approval Information* section. Change, subtract or add usernames as needed to section 3. You must have at least one supervisor level and one business office level approver.
5. Click on the *Submit* button to save the changes.

## Changing Student Information

Perform this task when you wish to make changes to a student employee's address, citizenship status, marital status, or tax exemptions.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Data Chg - Student Personal Info* transaction.
5. Make the changes to the student's information and leave the fields blank for any information that will not be changing.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.

## Changing FICA Status

Perform this task when you wish to change the FICA status of the student.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Data Chg - FICA* transaction.
5. Under the *Change To:* column, select the new FICA code.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then be ready for processing in payroll as this transaction only requires one approval.

## Changing Appointment Period

Perform this task when you wish to update the appointment period.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Data Chg - Appt Period* transaction.
5. Under the *Change To:* column, enter the new appointment period start and end dates.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.

## Giving a Step Increase

Perform this task when you wish to give a student a step increase.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Rate Chg - Step Increase within Same Class* transaction.
5. Update the appointment period of the student if you so desire.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.
7. If the step increase is submitted before six months has passed from the hire date or last change in pay rate it will go to your campus Student Employment office for final approval.

## Promoting a Student

Perform this task when you wish to promote a student to a new pay class.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Rate Chg - Promo to New Class (within same series)* transaction.
5. Select the new pay class you would like to promote the student to under the *Change To:* column.
6. Update the appointment period and any other fields you wish under the *Change To:* column.
7. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.

## Downgrading a Student

Perform this task when you wish to downgrade a student to a lower pay class.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Rate Chg - Downgrade to New Class (within same series)* transaction.
5. Select the new pay class you would like to downgrade the student to under the *Change To:* column.
6. Update the appointment period and any other fields you wish under the *Change To:* column.
7. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.
8. Demotion transactions will go to your campus Student Employment office for final approval.

## Adding Account Codes

Perform this task when you wish to add a new account code to a student's record.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Fund Chg - Add New Account Code* transaction.
5. Enter the new account information. You may add additional account codes with a single transaction by pressing on the *+Add nother Account* text link.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.
7. Accounts with the F1 Payroll Number will be routed to your campus Student Employment office for review and approval.

## Changing Account Codes

Perform this task when you wish to change an existing account code on the student's record.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Fund Chg - Change or Terminate Account Code* transaction.
5. Enter the new account information on the appropriate line beneath the account code you wish to change.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.
7. When changing accounts to the F1 Payroll Number, the transaction will be routed to your campus Student Employment office for review and approval.

## Removing Account Codes

Perform this task when you wish to remove an existing account code from a student's record.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Fund Chg - Change or Terminate Account Code* transaction.
5. Check the *Terminate* box under the account codes you wish to remove. Please note that checking all boxes will terminate the student's employment.
6. Check the approval box next to your name and click on the *Submit* button . The transaction will then route through your department for the other approvals.

## Terminating a Student

Perform this task when you wish to terminate a student's employment record. Please note that you will not be able to terminate a student until two pay periods after their last check is received.

1. Login to ***sece***.
2. Go to the *Placements* tab.
3. Press on the name of the student for whom you wish to create the transaction.
4. Using the *Create New Transaction* drop-down menu, select the *Fund Chg - Change or Terminate Account Code* transaction.
5. Check the *Terminate* box under each account code. All boxes must be checked in order to terminate the student.
6. Check the approval box next to your name and click on the *Submit* button. The transaction will then route through your department for the other approvals.

## Timesheet Approvals

Perform this task when you wish to approve a timesheet.

1. Login to ***sece***.
2. Go to the *Timesheet* tab.
3. Click on the text link called *Awaiting Your Approval*.
4. You may now either mass approve timesheets or review the timesheets in detail and approve them.
5. For mass approvals, check the box in the *Approve* column for each timesheet you wish to approve, then hit the *Approve All Checked* button.
6. For detailed approvals, click the text link that says *Edit* under the *Details* column. This will take you to the detailed view of the timesheet.
7. Review the timesheet, check the box next to your name near the bottom of the page, and then click the *Submit* button.

## Switching Approver Roles

Perform this task when you approve timesheets as both a Supervisor and a Business Office level approver and need to switch roles.

1. Login to ***sece***.
2. Go to the *Timesheet* tab.
3. Located at the top of the page, above the *Online Timesheets - Main Menu* heading, will be the words *Supervisor* and *Business Office*.
4. The bolded word is the current role you are in and the text link can be clicked to switch to that role indicated.

# V



# W



# X

# Y

# Z