



Steps for completing the Student Employment Action Form (SEAF)

- This form must be filled out for each academic semester and summer if applicable.
- The form is located on the HR website>employment>new employee forms>students
- Very important to read the form before completing it; all forms **MUST** be typed and completed by the Supervisor and not the student.
- If the student has never worked for UCO, then they will need to complete the New Hire packet available through HR; if you print the packet for the student, **please do not duplex** the sheets, HR needs to have each form on a single sheet.
- Information on the form – remember to **type** the information so we can read it and to ensure the document can be scanned correctly in our storage system. Also, if you must highlight something, only use a **yellow highlighter**, as all other colors scan black.
 1. Name of Student
 2. Banner #
 3. Hiring Department
 4. Box number and Extension (Supervisor's information)
 5. Bldg code, this is the building that the student will be working in
 6. Position (Detail as possible)
 7. Hire date; Date student begins working date (the date this SEAF is effective; **all changes must be at the beginning of a future pay period**, only new hires can have other dates; HR website>payroll>FAQs>Payroll Calendar
 8. Org#
 9. Boxes – need to check which box pertains to this SEAF (FWSP = work study)
 10. Rate of pay – the website where you obtained the SEAF has the salary information for you. If you go over the maximum range for the position, then you have to attach an explanation as to why the higher \$\$ is warranted with your Director's signature. For example – Regular Student Worker the max of this range is \$8.40. Therefore, to pay \$8.50 you would need to have the written, approved explanation attached to the SEAF.
 11. Hours/Wk – this is the maximum hours per week the student will be working; (25 hours max or 20 hours max for international students); 35 max hours for all students for summer.
 12. Director/Chairperson – type name, **sign form**, and date it. Please only use blue or black ink. Other colors do not scan well.
 13. Check all the boxes that apply. If there is a blank line at the end of that box, please fill it out with the previous information
 14. Supervisor name, user ID and banner number. Banner “GOAEACC” to find the banner numbers. Please make sure Banner ID# is correct.
 - a. If you are a new supervisor or timekeeper, you must complete “Timekeeper Training”. You can register thru the Learning Center. HR website>A to Z> L > Learning Center>left side view training courses and register.

15. Time Keeper name, user ID and banner number
16. Director/Org Manager name, user ID and banner number
17. ALL position numbers for supervisor, time keeper and director/org will be completed by payroll, just leave blank.

- Once the SEAF is completed, please email the signed form to hr@uco.edu **or** mail it to Campus Box 171 (please do not send duplicate forms).
- If you have any questions about completing the SEAF, please email Human Resources at hr@uco.edu or call (405) 974-2366.