

Completing the Student Employment Referral/Data Entry Form

This form serves a dual purpose. First, it notifies Human Resources and/or Student Financial Aid that the department is willing to hire a specific student. Second, it is used as a data entry form by Human Resources (HR) to process assignments in Banner HR.

The following information is being provided to the departments to enable them to fill in the form completely and accurately.

It is very important that departments not allow the student to begin work prior to notification from HR.

Departments should complete the online form, then print it, sign it, and forward it with all completed accompanying documents (I-9, W-4, etc.) to Human Resources.

HR will then scan the information for completeness and notify the department via e-mail of any questions or problems. Once problems/questions are resolved, HR will enter the data into Banner and generate timesheets.

Please note, also, that the department must have budgeted student funds in order to hire general campus student employees.

Student Referral

Department Name: Enter the name of the department requesting the student employee.

Location: Enter the physical location of the department.

Class: Select either ST for General Campus or SW for Federal Work Study

Position: Enter the title of the student position.

Attach job description or indicate sample job description: Enter either the generic job description from the HR website or attach a specific job description.

Indicate whether the department will or will not hire the student, sign and date the referral.

Departmental Contact Name: Enter the name of the individual to be contacted should there be a question regarding the employment of the student.

E-Mail Address: Enter the e-mail address of the departmental contact.

PPAIDEN – Demographic Information

Name: Enter the name *as it appears on the employee's social security card* in this order: Last, First, Middle

Banner ID: Enter student's Banner ID.

Start Date: Enter the date that the department wishes the student to begin work. **Please note that this date is not an approved date.** The department and the student will receive notification (e-mail) from Human Resources of the date the student is authorized to begin work.

Address: Enter the information from the W-4 form.

Gender: Male or Female

Birthdate: Student's date of birth

Citizenship: Citizen or non-citizen

Ethnicity: Enter one of the choices. This is a required field for employees.

Marital Status: Enter one of the choices.

PEAEMPL – Employee Information

Employee Class: Enter either ST for General Campus or SW for Federal Work Study.

Home Department: Enter the department's 5 digit organization code (from your Finance FOAP).

Current Hire: Enter the date that the department wishes the student to begin work. **Please note that this date is not an approved date.** The department and the student will receive notification (e-mail) from Human Resources of the date the student is authorized to begin work.

I-9 Form: Form Indicator: Date: Enter date I-9 was completed by the person who verified the documents. This is not the date that the student completed the form.

PDADN – Tax Information

Deduction: Federal Tax: T03 Enter information from W-4:

Marital Status: Enter marital status from W-4.
Number of Allowances: Enter number from Line 5 of the W-4.
Exempt: Enter "Y" if the student has written "exempt" in line 7 of the W-4; enter "N" if the student has left the field blank.

NBAJOBS – Assignment Information

General campus students will be set up on a continuing basis, with no end date entered into Banner. This means that a department must notify Human Resources and Student Financial Aid when a student terminates.

Federal work study students will be set up with an end date to the assignment based on the award period and the dollar limitation. However, should a FWSP student terminate before the original end date, the department must notify HR and SFA of the new termination date.

Start Date: The department should leave this field blank. This will be filled in by HR when an effective start date has been approved.

Position Number: Use Chart A to enter the correct position number for the department. Chart A is sorted by organization code.

Job Detail

Hourly Rate: Enter hourly rate based on the Student Assistant Pay Level Chart.

Options:

Add a change w/new effective date

End Date: For Federal Work Study Students: Enter end date of this assignment.
For General Campus Students: Leave blank.

Payroll Default

Timesheet Organization: T_____ Enter 5 digit code from Chart B. This should be the department that will maintain and report the hours worked by the student.

Default Shift: (for HR Use Only) The department should leave this field blank.

Student Enrolled: (for HR Use Only) The department should leave these fields blank. HR will verify this information.

Job Labor Distribution: FOAP

Fund/Orgn/Acct/Program: Use the Finance Chart of Accounts to enter the correct numbers based on the account from which the student is paid. If this is a FWS student, use the FWS FOAP.

If you have questions that are not answered above, please contact the following individuals:

Melissa Conwell, HR (7619) or Carlene Smith (6279) – For questions about the data entry form, employment begin dates, and the general campus student hiring process.

Terri Huth, SFAO (6256) – For questions about the federal work study student hiring process, limits, etc.

Roxanne Grachanin, HR (7433) – For questions about timesheets and paycheck issues.