Student Employment Personnel Action (SEPA)

The University of Toledo

Reset

This form is to be used to indicate changes or additions to the payroll for accounts: 61308, 61311, and 61321.

(UNDERGRADUATE internships only)

☐ New Hire
☐ Additional Job
☐ Rehire
☐ Change

Name *(Last)* *(First)* *(Middle)*	Social Security Number	Rocket ID	Date of Birth

Address *(Type)*	*(Number and Street)*	*(City)*	*(State)*	*(Zip Code)*	*(Nation)*

Residency:
___ International (I-9 must be completed in International Student Services)
___ US Citizen UT Alt ID: 999-____-_____

Forms Checklist (check if attached):
___ State Tax ___ OPERS Enrollment ___ OPERS Exemption ___ I-9
___ W-4 ___ SSA-1945 ___ WS contract ___ DMA/TEL ___ PIF

Accounts: 61308 = Student Employee; 61311 = Non-exempt Students; 61321 = Intern Undergraduate (Grad Interns use GAPA)

Change From (indicates position currently on system):

Home Dept Org	Position Class / Title	Employee Class	Dept. Mail Stop

	First Distribution	Second Distribution	Third Distribution	Total
Position Number	Primary:			
Index and Account				
Hours/Week				
Hourly Rate				
Work Study Charge Back (Index & Account)				
Employment Length: ___ Academic Year ___ Special Event ___ Summer ___ Other _____	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	

Change To:

Home Dept Org	Position Class / Title	Employee Class	Dept. Mail Stop

	First Distribution	Second Distribution	Third Distribution	Total
Position Number	Primary:			
Index and Account				
Hours/Week				
Hourly Rate				
Work Study Charge Back (Index & Account)				
Employment Length: ___ Academic Year ___ Special Event ___ Summer ___ Other _____	Begin Date: End Date:	Begin Date: End Date:	Begin Date: End Date:	

Additional Remarks/Explanations

	Primary Job Change Reason (Code/Description)

Form Created by:	Contact Ext.	Email Address:

Approvals (Please sign in blue and initial all changes.)

Initiating Department	Date	Ext.	Grants Accounting (If Applicable)	Date
1			**5**	
PI Approval (If applicable)	Date	Ext.	Student Employment	Date
2			**6**	
Business Manager	Date	Ext.	for Student Employment Office Use Only	
3			Credit Hours _____	
Dean/Designee/Supervisor	Date			
4				