



**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, 61310, 61311, and 61321.  
(UNDERGRADUATE internships only)

- New Hire
- Additional Job
- Rehire
- Change

Web Report Library

PPIADDR

Name (Last)		(First)		(Middle)		Social Security Number	Rocket ID	Date of Birth
Address (Type)	(Number and Street)			(City)	(State)	(Zip Code)	(Nation)	

PEAEMPL

<b>Residency:</b> <input type="checkbox"/> International (I-9 must be completed in International Student Services) <input type="checkbox"/> US Citizen	UT Alt ID: 99 - - - -	<b>Forms Checklist (check if attached):</b> <input type="checkbox"/> OPERS Enrollment -OR- <input type="checkbox"/> I-9 <input type="checkbox"/> ECI <input type="checkbox"/> W-4 <input type="checkbox"/> OPERS Exemption <input type="checkbox"/> Workstudy Agreement <input type="checkbox"/> State Tax Form <input type="checkbox"/> SSA-1945 <input type="checkbox"/> Internship Agreement
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Accounts: 61308 = Student Help; 61310 = College Work Study; 61311 = Non-exempt Students; 61321 = Undergrad Interns Only (Grad Interns use GAPA)

Home Dept Org	Job Class / Title	Employee Class			Check Dist
		First Distribution	Second Distribution	Third Distribution	Total
Position Control Number	Primary:				
Index and Account					
Hours/Week					
Hourly Rate					
Work Study Charge Back (Index & Account)					
<b>Employment Length:</b>					
<input type="checkbox"/> Academic Year <input type="checkbox"/> Special Event	Begin Date:	Begin Date:	Begin Date:		
<input type="checkbox"/> Summer <input type="checkbox"/> Other	End Date:	End Date:	End Date:		

**Change To:**

Home Dept Org	Job Class / Title	Employee Class			Check Dist
		First Distribution	Second Distribution	Third Distribution	Total
Position Control Number	Primary:				
Index and Account					
Hours/Week					
Hourly Rate					
Work Study Charge Back (Index & Account)					
<b>Employment Length:</b>					
<input type="checkbox"/> Academic Year <input type="checkbox"/> Special Event	Begin Date:	Begin Date:	Begin Date:		
<input type="checkbox"/> Summer <input type="checkbox"/> Other	End Date:	End Date:	End Date:		

**Additional Remarks/Explanations**

	Primary Job Change Reason (Code/Description)
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**Approvals** (Please sign in blue and initial all changes.)

Initiating Department <b>1</b>	Date	Ext.	Grants Accounting (If Applicable) <b>4</b>	Date
Business Manager <b>2</b>	Date	Ext.	Student Employment <b>5</b>	Date
Dean/Designee/Supervisor <b>3</b>	Date		for Student Employment Office Use Only	
			Credit Hours _____	

# Banner Forms Quick Reference Guide



# Student Employment Personnel Action (SEPA)

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Name (Last) _____ (First) _____ (Middle) _____			Social Security Number _____	Rocket ID _____	Date of Birth _____
Address (Type) _____	(Number and Street) _____	(City) _____	(State) _____	(Zip Code) _____	(Nation) _____
Residency: <input type="checkbox"/> International (I-9 must be completed in International Student Services) <input type="checkbox"/> US Citizen      UT Alt ID: 99_ - _ - _____			Forms Checklist (check if attached): <input type="checkbox"/> OPERS Enrollment -OR- <input type="checkbox"/> I-9 <input type="checkbox"/> ECI <input type="checkbox"/> W-4 <input type="checkbox"/> OPERS Exemption <input type="checkbox"/> Workstudy Agreement <input type="checkbox"/> State Tax Form <input type="checkbox"/> SSA-1945 <input type="checkbox"/> Internship Agreement		

Accounts: 61308 = Student Help; 61310 = College Work Study; 61311 = Non-exempt Students; 61321 = Undergrad Interns Only (Grad Interns use GAPA)

Home Dept Org _____	Job Class / Title _____	Employee Class _____	Check Dist _____
Position Control Number _____	Primary: _____	Second Distribution _____	Third Distribution _____
Index and Account _____			
Hours/Week _____			
Hourly Rate _____			
Work Study Charge Back (Index & Account) _____			
Employment Length:			
<input type="checkbox"/> Academic Year <input type="checkbox"/> Special Event	Begin Date: _____	Begin Date: _____	Begin Date: _____
<input type="checkbox"/> Summer <input type="checkbox"/> Other _____	End Date: _____	End Date: _____	End Date: _____

**Change To:**

Home Dept Org _____	Job Class / Title _____	Employee Class _____	Check Dist _____
Position Control Number _____	Primary: _____	Second Distribution _____	Third Distribution _____
Index and Account _____			
Hours/Week _____			
Hourly Rate _____			
Work Study Charge Back (Index & Account) _____			
Employment Length:			
<input type="checkbox"/> Academic Year <input type="checkbox"/> Special Event	Begin Date: _____	Begin Date: _____	Begin Date: _____
<input type="checkbox"/> Summer <input type="checkbox"/> Other _____	End Date: _____	End Date: _____	End Date: _____

**Additional Remarks/Explanations**

	Primary Job Change Reason (Code/Description)
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**Approvals** (Please sign in blue and initial all changes.)

Initiating Department <b>1</b>	Date _____	Ext. _____	Grants Accounting (If Applicable) <b>4</b>	Date _____
Business Manager <b>2</b>	Date _____	Ext. _____	Student Employment <b>5</b>	Date _____
Dean/Designee/Supervisor <b>3</b>	Date _____		for Student Employment Office Use Only Credit Hours _____	

## **STUDENT EMPLOYMENT PERSONNEL ACTION Form (SEPA)**

1. New Hire/Additional Job/Rehire/Change:
  - a. New Hire: Mark this box for new student employees or for returning student employees who have not worked at UT.
  - b. Additional Job: mark this box for student employee who currently has a job and is adding an addition job.
  - c. Rehire: Choose this box for grant funding, provisional assignment, or contracts.
  - d. Change: Change of information that directly affects Payroll, e.g., pay increase, Change of EOC, PCN, E-Class, End Date, etc...
  
2. Obtain information from individual regarding Name, Rocket #, SSN (addition to payroll only), and Address (if unable to contact the individual and they are a current university employee – use the Web Report Library to look up Rocket #:
  - a. Addresses, birth date, and SSN only needed for new student employees.
  - b. Address Types: PU-Permanent USA, IN-International (requires Nation Code).
  - c. Residency: Check the area that applies to the individual that you are hiring.
  - d. Related Forms Checklist: For new hires or students who have not worked at UT in the last 12 months, please attach the following to SEPA and check required box. State Tax Form, W-4, I-9, ECI, PERS Retirement Exemption, or PERS Enrollment. Note: Student paid from your EOC may become members of PERS, however, should you make this option available, your budget will be charged for the employer's PERS contribution.
  - e.
  
3. Home Department /Check Distribution:
  - a. The department in which the individual will be working.
  
4. Job Title.
  
5. Employee Class:
  - a. For new student employee, employee class is located on the Approved Authorization to Hire.
  
6. Pooled Position Control Number for student employee.
  
7. Index Number and Account Code:
  - f. Index number should be the paying department's index number.
  - g. Type the six digit index number, hit tab, type the five digit account code.

8. Hours/Week: Indicate the number of hours that the student employee will work per week and/or the number of weeks that the position will last (Hours worked per week is required data, if you do not know exact number of hours per week provide the maximum hours that the student may work per week).

9. Hourly Rate: Indicate an hourly rate that the student employee will earn (Required Data).

10. Annual Rate (12 Months).

11. Bi-weekly Pay (less than 12 Months).

12. Employment Length: Specify expected duration of funding for employment opportunity.

13. Begin Date: The first day that the student/intern officially starts working for your department or office (Required Data). End Date: Tells Payroll that this individual should not receive further compensation from your Index/Account as of that date (Required Data).

14. Change To: Use this section when the top section, Change from, is filled in. Current information goes into the Change from section, and the new information goes in this section. Use the same rules (3 – 14).

15. Job Change Reason Code: click on menu to view list.