Instructions for Student/Graduate Assistant Pay Action Form on Etrieve

Step 1: Login: Single Sign On

Step 2: Click on Etrieve

Step 3: Click on Forms

Step 4: Click on Student Pay Action Form under the Human Resources section

Step 5: Complete the form (fields are response conditioned)

Breakdown of Form Options:

- Employee ID must be 7 digits long. For example, if the ID is 123456, it will be necessary to lead with a zero. (ex: 0123456)
- Classification of Pay Action will be Student Worker or Graduate Assistant. This box is what determines the workflow for the form. It will also determine which boxes appear to be completed.
- Type of Pay Action has 4 options. “New Hire” is for when the student has never worked on campus before. “Rehire” is for when the student has worked on campus previously. “Additional Department” is for when the student is currently working in another department on campus or has not been termed out of their current department. “Change is Status” is for when the student is receiving a pay raise, changing positions within the same budget, or the funding is changing to a different budget number. **Please note:** “Additional Department” is not an option for Graduate Assistants. GAs cannot work in more than one department at a time.
- Pay Frequency will only appear when “Graduate Assistant” is selected on “Classification of Pay Action”. There are three options, “Fall Semester”, “Spring Semester”, and “Fall & Spring Semesters”.
- Is This a Grant Funded Position if “Yes”, then a Grant Funding Source box will pop up. This routes the form to the Grant Specialist for processing. If “No”, it will trigger another box to come up to ask if it is a Work-Study Position. **Please note:** for Graduate Assistant, answer “No”.
- Grant Funding Source identifies the type of Grant. The options are “Federal”, “State”, or “Private”. Please contact the Grant Specialist if unsure of the answer.
- Is This a Work-Study Position if “Yes”, this routes to Student Financial Services for funding information for payroll. **Please note:** if you are unsure if the student is eligible for Work-Study, please contact Student Financial Services before submitting the form. If “No”, then no other boxes will appear. **Please note:** for Graduate Assistant, answer “No”.
- Is This a Split Funded Position if “Yes”, another field for department, fund code, budget number, and percentage will appear. **Please note:** if the student is in more than two departments, additional pay action forms will need to be completed to hire them in all intended departments. If “No”, then no other boxes will appear.
- Department use this dropdown field to select the appropriate department. Department names are identified by the names defined in Colleague. If unsure of which department to select, please contact HR or the Payroll Office for assistance.
- Fund Code is a dropdown field to select the funding for this position. If unsure of which fund code to select, please contact HR or the Payroll Office for assistance.
- Budget Number is a text box where the full 23 digit budget number is entered. Please be sure the budget number is correct. The old budget numbers that were used with the PX system will not be accepted. Contact the Payroll, HR, or Business Services Offices for help verifying the correct budget number(s).

- % is for the budget percentage. If there is only one department, the budget percentage will be 100%. If it is a split funded position, the percentages will need to equal 100%. **Please note:** if hiring the employee in multiple positions, but not split funded, each position will be 100%.
- Position Title helps HR & Payroll define the type of positon to select within Colleague. Please be specific if not a typical general student worker i.e. Teacher's Assistant, Beanery Employee, Ropes Course, etc.
- Start Date needs to be the actual first day the student will record hours. HR must see the student on or before the first day of work. **Please note:** end dates are no longer recorded on the pay action form, a termination form must be submitted to terminate an employee.
- Supervisor's Name is the person who will approve the student's time in Self Service. Since Graduate Assistants don't submit time through Self Service, the supervisor's name is whoever they report to.

Step 6: When the form is complete, click "Submit". This form will automatically route to the appropriate person for approval.

Any questions concerning this form can be directed to the HR Office at extension 3275.