University of Central Oklahoma
STUDENT EMPLOYMENT ACTION FORM (SEAF) revised 08/2016

Name: _____

Banner #: _____

Hours Enrolled (See Enrollment Requirements):_____

WHEN THE STUDENT IS HIRED, HE/SHE IS REQUIRED TO PROVIDE ACCEPTABLE FORMS OF IDENTIFICATION. FOR MORE INFORMATION CALL THE HUMAN RESOURCES DEPARTMENT AT (405) 974-2366.

HUMAN RESOURCES DEPARTMENT USE ONLY

Hours Enrolled _____ International Student? Y / N

Semester: ☐ Spring ☐ Summer ☐ Fall

Human Resources Dept. staff _____

ENROLLMENT REQUIREMENTS: Fall/Spring Semesters: All student employees shall be enrolled at least half time (5 credit hours for graduates and 6 credit hours for undergraduates) to be eligible to work any UCO student position. **International students** shall be enrolled full time (9 credit hours for graduates and 12 credit hours for undergraduates) to be eligible to work as a student worker.
Summer Semester: Regular student employees shall be enrolled in at least 3 credit hours to be eligible to work a non-FWS student position. Students not enrolled in summer classes shall be enrolled in Fall classes in order to work on campus, but they (and the department) will be required to pay FICA taxes.
If the number of credit hours needed to graduate is less than the minimum hours required to work, the student shall obtain a letter from his/her advisor stating the number of hours needed to graduate. This pertains to both regular and FWS student employees.
FWS Student employee enrollment requirements are the same for Fall, Spring, and Summer Semesters (5 for graduates and 6 for undergraduates). If the enrollment level of credits available for the student's program or major is less than the minimum for eligibility the student shall obtain a letter from his/her advisor stating such for documentation.

WORK HOUR LIMITS: Domestic students may work an annual average of 25 hours per week.
International students are, by law, limited to 20 hours per week during the Fall and Spring semesters. All eligible students may work up to 35 hours per week during the summer and semester breaks.

CHANGES MUST BE DATED FOR THE FIRST DAY OF THE NEXT HOURLY PAY PERIOD.

STUDENT EMPLOYMENT JOB DETAIL

Hiring Dept.:_____ Box: _____ Bldg. Code: _____ Ext: _____ Position:_____

Date Student Will Begin Working: _____/_____/_____

Org #: _____ ☐ FWS ☐ Regular ☐ Research Asst. ☐ Teaching Asst.

*Rate of pay: $_____ Hours/Wk.: _____

*If rate of pay exceeds student salary band limit, a letter of explanation signed by the Director/Chairperson must be attached.

_____ _____ _____
Director/Chairperson (please print) Signature of Director/Chairperson Date

REQUIRED CHECK ALL THAT APPLY:

- ☐ Departmental New Hire
- ☐ Departmental Rehire
- ☐ Switch FWS to Regular
- ☐ Switch Regular to FWS
- ☐ Org. Change: Previous Org. number _____
- ☐ Rate of Pay Change: Previous Pay Rate: $_____
- ☐ Hours/Wk. Change: Previous Hours/Wk. _____
- ☐ Supervisor/Timekeeper/Director/Org. Manager Change
- ☐ Other: _____

Payroll Use Only
Position Number:
_____
Initials: _____
Date: _____
04 05 20 TT ____

THIS SECTION REQUIRED FOR ALL NEW HIRES, RENEWALS OR CHANGES:

Web Time Card Routing: **(Must complete timekeeper training in order to approve time)** **Time Card Action**

Supervisor: _____ Approver
Please Print User ID (i.e. Jsmith1) Banner ID# Position #

Time Keeper: _____ Approver
Please Print User ID (i.e. Jsmith1) Banner ID# Position #

Director/Org Manager: _____ FYI only
Please Print User ID (i.e. Jsmith1) Banner ID# Position #

A SEAF received in the Fall/Spring semesters will continue that student's employment through the Spring semester, at which point their employment will be automatically terminated. To renew employment for both the Summer and Fall semesters, a new SEAF will need to be submitted for each term. If employment ends prior to the end of a semester term, please complete a Student Termination Form.

WHEN COMPLETED PLEASE RETURN TO: Human Resources, Lillard Administration Building, Room 204