sece Job Database

Handbook for UH Employers
A Guide to sece Employer Functions
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Introduction

The sece system is a web-based application that allows both University and Non-University employers to advertise and manage their job listings. The sece site can be found at www.hawaii.edu/sece. When these jobs are approved they are added to the jobs database where they become available to eligible students. Job listings will remain on record and can be reused by employers for future recruitments.

UH employers are also allowed to create and manage student placement records that interface with the University of Hawaii’s payroll system. This ability to create and manage placement records is contingent upon receiving training on the sece system from an authorized representative.

Campus/Department Liaisons

UH Manoa employers will have a department liaison and employers at all other campuses will have a campus liaison. These liaisons serve as an intermediary between the student employment office at the campus and the end-users.

In addition to conveying information and updates from the student employment office, liaisons are responsible for training employers on the sece system. This training is required in order to receive what is called Placement Access. Placement Access allows an employer to access the functions to create and manage student placement records.

Confirmation and Error Messages

When using the sece system, you will receive a message whenever you submit or save a transaction. The page will refresh and the message will appear in the top left corner of the screen. A blue message indicates the transaction had no problems and was saved or submitted. A red message indicates that there was a problem and the issues should be indicated by red text on the transaction.

Website Problems

When using the sece system, if you encounter a problem you may contact support at sece-help@lists.hawaii.edu. Before doing so, you may want to check to make sure your browser is set to accept cookies and that your firewall is not blocking the site. If the problem is a display error, you may want to make sure you are running the most current version of your browser or try another browser.

Navigating the Site

The following are some basic tips for navigating on the sece system:

- Drop-Down Fields: These fields limit the user to selecting from a series of predefined options.
- Help Icons: The circle icon with question mark inside is an image link that can be clicked to get a pop-up with helpful information about a page or a section of a page.
- Image Links: These are images that link to other pages or pop-ups. When you mouse-over an image link the mouse icon will change to a pointing hand.
- Searches: When conducting a search you can search by full words/names or you can use a wildcard to search by part of a word/name. To perform a wildcard search, type the first few letters and end with a % symbol. For example, searching using “pan%” will search for all words or names starting with the letters “pan.”
- Sub-Tabs: When on some tabs, a series of text links at the top of the page may appear. These are sometimes called sub-tabs and they take you to different screens within that section.
- Tabs: Similar to tabs in a binder, these tabs at the top of the screen divide the functions of sece into related functions. For the employer, these tabs are Jobs/Other, Placements/Forms, and Timesheet.
- Text Fields: White text fields can be typed into by the user.
- Text Links: Text links will appear as text that is underlined or dark blue. Clicking on a text link will typically take you to another page linked to that text. When you mouse-over a text
link the mouse icon will change to a pointing hand.

- **Timing Out:** If you are idle while logged in for around 15 minutes, the system will log you out. Please keep this in mind while creating jobs or doing other lengthy actions, as this could cause you to lose your data. Saving periodically will prevent the system from logging you out.

### Equal Employment Opportunity/Affirmative Action

The University of Hawaii is an EEO/AA employer, and as such, users of the sece system must comply with the relevant laws and regulations.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Employers should consult the relevant laws before releasing information to anyone other than the student.

### Administrative Procedures Manuals

The Administrative Procedures Manuals (APM) can be found as a link on the Placements/Forms tab of sece. These two documents define the policies and procedures governing student employment at the University. APM A9.860 defines grievance procedures and APM A9.880 covers all other policies and procedures related to student employment.

### The Hiring Process

The following is a brief introduction to the hiring process. For a more detailed description of the process, please refer to the Hiring Policies & Procedures document on the Placements/Forms tab.

1. Create a job or open an existing job on the sece system.
2. Eligible students interested in the position will process and print a referral. Referrals provide the employer's contact information and a unique referral number the employer will need to hire the student.
3. Students apply for the position and set up interviews.
4. After all interviews are conducted, the best candidate is selected and an offer is made. Those not selected should be promptly informed so they can continue their job search.
5. The employer creates the SEWA using the referral number. The job should be closed if no further recruitment will be done. Note that you can only generate SEWAs and/or close jobs after either five referrals have been taken or three days have passed.
6. The student will need to do the Federal form I-9 with the SE office of the campus with which the job is affiliated. Additional forms might be required by the SE office based on circumstances.
7. The student should complete the tax forms H-4 and HW-4 with the employer. The employer retains these documents and uses them to complete the federal and state withholding section of the SEWA.
8. Students should not begin working until the online SEWA has been approved by your department and the campus SE office.

### Glossary of Terms

Below are some common terms you may encounter when using sece.

- **Account Code:** The account code is a long string of digits designating the account from which workers will be paid. The codes as used on sece will be seven digits long (1117111).
- **APM:** Administrative Procedures Manual. In this document, APM refers to the guidelines governing student employment policies and procedures (A9.880) and the grievance process (A9.860). Links to these can be found on the Placements/Forms tab.
- **BO:** Business Office. An abbreviation used in relation to timesheets to refer to the Business Office level approver.
- **EEO:** Equal Employment Opportunity, which refers to laws prohibiting certain types of discrimination in certain workplaces.
- **F-1 Visa:** F-1 Visas are issued by the Federal government to international students and allow a student to work on-campus.
- **FA:** Fiscal Authority.
FERPA: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FICA: Federal Insurance Contributions Act tax is the payroll tax, which is what funds Social Security and Medicare. Students working on-campus are only subject to FICA taxes under certain circumstances.

FWS: Federal Work Study.

J-1 Visa: J-1 Visas for international students that are sponsored by an organization or the government. Students on J-1 Visas may only seek employment, and work, with authorization from their sponsor.

Job: A job is the base template used to advertise a position and to fill in details on a SEWA.

Job Number: Each job series has a unique job number that is shared by all jobs in the series.

Job Program: Job programs define the requirements a student must meet in order to be able to apply for the job. Job programs include UH, UH & FWS, and FWS.

Job Series: A job series is a number of related jobs that share a job number, but which each have a different pay class. Jobs are often created in a series so a student can be promoted as they gain experience.

Multi-Job Memo: Multi-job memo. When a student holds two or more student employment jobs, they and their employers must complete this memo to divide the students available work hours between them.

Pay Class: Each job must be set to one of the seven pay classes, A1 through A7. Each pay class is defined by progressively increasing duties and qualifications.

Payroll Number: F1 or F3 are the payroll numbers used at UH for student payroll. F1 is used for Federal Work Study, F3 is used for regular UH payroll.

Placement: A student’s employment record. A placement can be active or inactive. Active means the student is working currently and inactive means the student is no longer in the position.

Placement Access: A user must get this from student employment or their liaison if they wish to initiate transactions/hires.

Referral: When a student is interested in a job they find on our site they take a referral for the position. This creates a unique referral number which the employer uses to initiate the hire. By taking and processing a referral, the student gains access to the details of the job, including contact information and how to apply.

SE Office: Student Employment Office. Each of the campuses in the University of Hawaii system has an office responsible for handling student employment. The term SE Office, or Student Employment Office, generically refers to these.

sece (see-key): This term is primarily used in relation to the sece jobs database. The system is used to manage student employees, help students find jobs, post jobs and manage student timesheets.

SEWA (see-wah): Student Employment Work Agreement. On the sece system, the hire transaction is functionally the SEWA. If no placement is listed for the student, then no SEWA exists yet.

STD: Student. An abbreviation used in relation to timesheets that refers to the student.

Step: Each pay class has four steps with most new hires starting at the first step of a given pay class. Steps define the pay rate for the student and are typically awarded based on merit and time spent in a given job. These will typically be written as the pay class followed by the step number, thus A22 would be the A2 pay class at the second step.

SUP: Supervisor. An abbreviation used in relation to timesheets that refers to the supervisor level approver.

Transaction: Changes made to a placement on sece are called transactions. These include things like account changes, pay increases, promotions, demotions, terminations, and so on.

WDC: Warrant Distribution Code. Each office or department has its own WDC which is used by payroll. The code basically tells payroll to which department or office the check should be sent. This is also referred to as the Warrant Code or Warrant Number.
Flowchart of sece Functions

Employer needs to change an employee record
Employer creates a new job on sece
Employer needs to hire a new student employee

Job routes to SE for approval
Open an existing job on sece
Students take referrals and apply

SE Opens the Job
After interviews, the employer selects the best candidate

Employer initiates SEWA using the referral number
All required forms are completed

Routes for departmental approvals
Routes to SE for approval
Processed in Payroll

Data Change
Rate Change
Fund Change

Routes for approval within the department
Some route for SE approval
Click here to enter the sece site and login.

These text links lead to the websites of the various SE offices at the different campuses in the UH system.

This image link will open a pop-up with the contact information for the SE offices at the various UH campuses.

This image link will open a pop-up with the contact information for timesheet related inquiries.

These text links will take you to various resources that may be of interest to an employer.

UH employers may login here using their UH username and password. If you have a problem with your username and/or password, please contact the ITS help desk at 956-8883 or email them at help@hawaii.edu. You must use your personal username, departmental usernames cannot be used to login to the system.

If you are interested in looking at jobs currently available on sece, you may use this search tool. This tool does not allow a user to take referrals and is for information purposes only.

Click on the Login Help link if you are having trouble for some quick tips or contact information.

IT Policies: All UH staff should familiarize themselves with the IT policies of the University of Hawaii. You can view these policies at http://www.hawaii.edu/infotech/policies/.
Creating a Profile

The first time you log into the sece system you will be prompted to create a profile. Fill in the necessary information as accurately as possible as both students and SE officials may refer to this information. Text fields marked by a red asterisk are required fields.

The campus affiliation you select determines which SE office will be able to view and manage your records.

Click on the Page 2 button to move on to the next page or click the Reset button to clear the current information.

Select your College/Division and Office/Department Name from the drop-down menus. The options listed on these menus are generated based on the campus affiliation you selected. If your College/Division and/or Office/Department do not appear on the drop-down menu, you may input them into the text field instead.

Click the Page 1 button to go back to the previous page or click the Submit button to save/submit your profile.

Transferring within UH: If you transfer to a new job within UH, be sure to update your profile to reflect your new position.
The JOBS/OTHER tab is primarily used to create and manage job listings on sece. You may also edit your profile from this page. The following is a brief introduction to this module and some relevant information regarding jobs on sece.

**Current Statistics**
The Current Statistics section allows you to track your jobs. You must be listed in Section 1: Job/Referral Contact Information of the job to see it here. Each of the rows are briefly described below:

- **Pending Jobs (in Draft):** The number of jobs that have been created and saved as a draft, but not yet submitted to the student employment office for review.
- **New Jobs (Awaiting Approval):** The number of jobs that have been submitted and are awaiting the student employment office's approval.
- **On Hold Jobs:** The number of jobs that have been placed on HOLD status by the student employment office. Jobs on HOLD are typically awaiting either revision or clarification by the employer.
- **Open Jobs (Being Advertised):** The number of jobs currently being advertised to students.
- **Closed Jobs:** The number of jobs that have been approved but which are currently not being advertised to students.

**Job Options**
The Job Options section allows you to create new jobs, add jobs to an existing series, and to manage your existing jobs in a number of ways.
Each of the bullets listed under this heading are briefly described below:

- **Create a New Job / Job Series**: This link allows you to create a new job or job series. This link should only be used when you wish to create a job with a new job number rather than adding a job to a series.
- **View and Manage Existing Jobs / Add to Series**: This link allows you to view all jobs which you currently have access to and to add new jobs to an existing series. You can edit and re-open the jobs through this link.
- **Search by Job Series #**: If you know the job number, you may use this search field to navigate directly to jobs in that series.

**Tip**: When searching for jobs by job number, make sure you leave off the pay class and step.

**Other Options**
The Other Options section allows you to edit your profile and access the contact information for the various student employment offices of the UH system. Each of the links are briefly described below:

- **Edit My Profile**: The employer uses this link to edit and update their profile on sece.
- **Contact Information**: This link gives a pop-up which has the contact information for the student employment offices at the various UH campuses as well as the email addresses for sece-help and sece-tech.

**Job vs. Job Series**
On sece all jobs are identified by a unique job number and an associated pay class. When there is only one job with that job number, it can be referred to as a single job. When there are multiple jobs that share that job number, they form a job series.

Jobs in a job series should be related and progressive, such that an employer can promote or downgrade a student without having to go through the hiring process again. A series may have up to seven jobs, one for each pay class (A1-A7). A typical series will look something like the following:

<table>
<thead>
<tr>
<th>Job#</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>348-A1</td>
<td>Laboratory Assistant (Trainee)</td>
</tr>
<tr>
<td>348-A2</td>
<td>Laboratory Assistant I</td>
</tr>
<tr>
<td>348-A3</td>
<td>Laboratory Assistant II</td>
</tr>
<tr>
<td>348-A4</td>
<td>Laboratory Researcher I</td>
</tr>
<tr>
<td>348-A5</td>
<td>Laboratory Researcher II</td>
</tr>
<tr>
<td>348-A6</td>
<td>Research Assistant I</td>
</tr>
<tr>
<td>348-A7</td>
<td>Research Assistant II</td>
</tr>
</tbody>
</table>

Each position in a job series has its own position title, qualifications, duties, location, and so on. However, the jobs share certain information that when changed on one job will be changed on all other jobs in the series. The following are shared aspects of the jobs in a series:

- Job funding source
- Primary job category
- Job contact information
- Transaction approvers
- Timesheet approvers

**Jobs as Templates**
A job on the sece system can be thought of more as a template rather than the actual hiring record. A student’s SEWA (discussed later) is the actual employment record which is generated based on the information contained in the job.

What this means is that a single job can be used to hire multiple students during a single recruitment or even be used later to hire new/additional students. For example, if you need to hire two students for the same sort of work, you can open a single job and hire both under that same job number. The only time you will need to create a new job for each hire is when the students will be performing different functions or different qualifications are required. Otherwise, a job can be re-opened and re-used as often as you need.
Clicking on this link will initiate the process of creating a new job or job series. Remember that jobs created in this way will have a unique job number and will not be linked to an existing job series.

The first step in creating a job is selecting the funding source/campus affiliation. This determines the following two things:

- What account codes should be used
- Which campus SE office approves the job

For example, jobs that will be paying student employees using a Manoa account code must have UH Manoa selected as the funding source. In this example, the Manoa SE office will review the job.

It is possible to have jobs where the student works at one campus, but the job is funded by another campus. In these situations, the job is monitored by the funding institution.
These check boxes are informational and are not clickable during job creation.

You should enter the desired position title. Specific titles are typically better than generic ones, as it gives the student an idea of what the job entails.

Select a primary job category that the job would fall under and a secondary job category if you so desire. Job categories help classify the job for search filtering purposes.

This determines which students will be eligible for the job by setting the job program. You may select UH, UH & FWS, or FWS.

Select the pay class from the drop-down menu. Consult APM 9.880 for guidelines on pay classification.

You enter the qualifications and duties for the job in these fields. The SE office will review these to ensure they match the pay class selected. Note that once the job is approved, you can no longer edit these fields. Consult your SE office to make revisions.

You may check boxes next to the skills you desire candidates to possess.

Save Draft saves your progress and should be done periodically to avoid timing out. Submit Final sends the job to the SE office for approval.
### Job Status Summary

<table>
<thead>
<tr>
<th>Job Status</th>
<th>Description</th>
<th>User Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING</td>
<td>An incomplete job that has not been submitted to the SE office for review. Jobs that are works in progress and saved as drafts will have this status.</td>
<td>• Edit and Save Draft (remains PENDING).&lt;br&gt;• Delete the job.&lt;br&gt;• Edit and Submit Final (changes to NEW).</td>
</tr>
<tr>
<td>NEW</td>
<td>Awaiting review and approval by the SE office.</td>
<td>• Delete the job.&lt;br&gt;• Edit and Submit Final (remains NEW).</td>
</tr>
<tr>
<td>HOLD</td>
<td>Being held by the SE office pending resolution of questions or issues.</td>
<td>• Must work with SE office to clear up any issues.</td>
</tr>
<tr>
<td>OPEN</td>
<td>Approved and currently being advertised to students.</td>
<td>• Edit the details except for pay, qualifications, duties, and funding source. *&lt;br&gt;• Close the job. Note that due to EEO guidelines, jobs must remain open for 3 days or until 5 referrals have been processed (changes to CLOSED status).</td>
</tr>
<tr>
<td>CLOSED</td>
<td>The job is not being advertised, but can be re-opened.</td>
<td>• Edit the details except for pay, qualifications, duties, and funding source.*&lt;br&gt;• Re-open the job (changes to OPEN status).</td>
</tr>
</tbody>
</table>

*Consult your SE office if you would like to make revisions to the qualifications or narrative of duties.

### Job Classification Summary

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH</td>
<td>Students from any campus in the UH system that meet the eligibility requirements can take referrals for this position.</td>
</tr>
<tr>
<td>FWS</td>
<td>Only students with a current Federal Work Study award will be able to take referrals for the job.</td>
</tr>
<tr>
<td>UH &amp; FWS</td>
<td>The job is advertised to both UH and FWS eligible students. This indicates a willingness to consider students without FWS awards with the proviso that FWS students will be given preference.</td>
</tr>
</tbody>
</table>

### Pay Class Summary

<table>
<thead>
<tr>
<th>Class</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>$8.70</td>
</tr>
<tr>
<td>A2</td>
<td>$9.55</td>
</tr>
<tr>
<td>A3</td>
<td>10.60</td>
</tr>
<tr>
<td>A4</td>
<td>$12.15</td>
</tr>
<tr>
<td>A5</td>
<td>$14.15</td>
</tr>
<tr>
<td>A6</td>
<td>$19.35</td>
</tr>
<tr>
<td>A7</td>
<td>$23.55</td>
</tr>
</tbody>
</table>

The hourly wage for each of the pay classes are listed above and reflect the rates effective July 1st, 2014. Pay class rates may periodically be adjusted, so please refer to APM A9.880 for the current rates.
You should check the method you would like the student to use to apply. At least one box must be checked, but you may check more than one.

You should enter any additional information you would like to appear on the referral.

You can enter any comments you wish to leave for student employment here.

You should select the location of the job and the work schedule expectations (M-F 7:45 - 12 pm, for example).

You should select the minimum and maximum hours per week and the number of openings. The maximum hours should not exceed 20.

If you select Yes, Open and Advertise, the job will be opened upon approval from SE. If you select No, for Promotions Only, the job will be set to Closed status upon approval.

The closing date determines when the job will automatically close. The job cannot be closed until 3 days have passed or 5 referrals have been taken. The starting date indicates when the employer would like the candidate to start.

Special classifications indicate that the job will involve work during specific periods or times of day (weekends, nights, summer).

You should check the method you would like the student to use to apply. At least one box must be checked, but you may check more than one.
Section 1 determines who will be printed as contacts on the referrals (primary and secondary contacts). It is also used to set the supervisor. Finally, anyone listed in section 1 can make changes to the job. The usernames should be inputted.

Section 2 determines who is in the approval chain for transactions. When students are hired for this job, this is where the list of approvers comes from. The supervisor is set based on section 1. In addition, the employer must input an FA. Note that users inputted here that do not have placement access will be unable to approve transactions.

When you save or submit the job the full name of the users entered in the username column will appear in this column.

Section 3 determines who has timesheet approval for students hired for this job. Employers should enter at least one username for the Supervisor Level and one for the Business Office level. The supervisor must be listed as a Supervisor level approver and the FA is usually listed as the Business Office level approver. Additional approvers can be listed within the limits of the fields.

Usernames: Enter the username of the person fulfilling a role in all lowercase letters. When you save, their information will appear.
Inputting Users into Section 1, 2, and 3
To assign users to roles in section 1, 2, and 3 you will need to have their
UH usernames. UH usernames are the part of their email proceeding the
@ symbol in their email address. For example, if their email address is
taroa@hawaii.edu, their UH username is taroa.

You may only enter usernames of individuals who have been
assigned a UH username and who have the proper affiliation (staff or
faculty). In addition, the user must have created a profile on sece to be
entered into these sections.

Section 1: Job/Referral Contact Information
Section 1 of the job is where you can set not only the contacts for the
job, but also who has access to the job. Anyone listed in section 1 will be
able to access and make changes to the job. It is generally good practice
to have at least two users listed in this section so that if the primary
contact is unavailable, someone still has access to the job.

- **Primary & Secondary Job/Referral Contact:** The users listed in
  these roles, and their contact information, will be printed on
  referrals taken for the job. Students applying for the position
  will contact these individuals.
- **Additional Job Contact:** The user listed here can access the job
  (edit, open, and close), but will not be printed on the referrals
  or serve as a job contact.
- **Admin Contact:** This line is not accessible by employers. Users
  with administrative access may, for whatever reason, be listed
  here by the SE office.

One of the users listed in section one must be designated as the
supervisor. Click the pip next to the appropriate username to designate
the supervisor.

Section 2: SEWA and Placement Approval Information
This section of the job is where you can set who will be in the approval
chain for hires and transactions related to the job. When a hire or
transaction is created, each user listed will be prompted to approve the
transaction. A user that is lower in the chain can always opt to bypass
the approval of those above them in the chain. You are not required to
input a user on every line, but the supervisor from section 1 will be listed
by default on the supervisor line and you must have a Fiscal Authority.

- **Preparer/Reviewer:** Preparers usually handle the details related
to transactions on behalf of the supervisor. You are not
required to have a preparer.
- **Supervisor:** The supervisor line will be automatically filled with
  the supervisor selected in section 1.
- **Additional Approval:** Some departments may require additional
  approvals, in which case the users can be listed on these lines.
- **Fiscal Authority:** A user must be designated as the Fiscal
  Authority. All transactions require the approval of either the FA
  or backup FA.
- **Backup Fiscal Authority:** A user may be designated as the
  backup FA to approve transactions when the FA is unavailable.

Note that users who do not have placement access will be unable to
approve transactions. Until they receive this access, you may want to
make arrangements to have other users bypass their approval. Please
contact your department/campus liaison if you need placement access.

Section 3: Timesheet Approvers
In section 3 you designate the timesheet approvers for any student hired
under this job. Approving timesheets can be done by users who do not
yet have placement access.

You may designate as many users for each approval role as there
are empty fields, but you must designate at least one Supervisor level
approver and one Business Office level approver. You may click the Copy
button to auto-fill the usernames from earlier sections into this section.

- **Supervisor Level:** Supervisor level approvers generally verify the
  hours worked by the student.
- **Business Level:** Business Office level approvers generally
  monitor the funds and compliance.
Clicking on the View and Manage Existing Jobs / Add to Series text link will take you to a list of all the jobs you have access to. If you are listed in section 1 on the job, you will have access to it. You can also go directly to the jobs in the series by entering the job series number and hitting the Search button. In either case, you will be taken to the screen shown at the bottom left.

Click on the text link of the job you want to access. Jobs are grouped by job number and each pay class is listed in order from lowest to highest.

The Add to Series button should only be clicked when trying to add a new job (pay class) to the series. When adding a job to a series, the subsequent pages will look similar to creating a new job, but the fields will be filled with data from the other jobs currently in the series. Unlike editing existing jobs, you can alter the duties and qualifications when adding a job to a series.

Job Access: You can only view and manage jobs to which you have access. To have access, you must be listed in section 1 on the job as a contact person.
These check boxes allow an employer to close or re-open a position. Re-opening a job opens it for advertising again. Based on the current status of the job, one or the other of these will be checked unless the employer is creating a new job in the series.

Checking the desired box and clicking the Submit Final button at the bottom of the page will update the job (re-open it or close it). Remember that a job cannot be closed until either 3 days have passed or 5 referrals have been taken.

These fields can be edited to update or change these descriptors and classifications. The pay class will not be an editable field.

The qualifications and duties are not editable by the employer for jobs that have already been approved. If you wish to edit these fields, contact the relevant student employment office.

The employer may update the check boxes next to the skills they desire candidates to possess.

Editable Fields: Note that only white fields will be editable on an existing job. Locked fields can only be modified by the appropriate student employment office. Typically only pay, duties, and qualifications are locked.
These fields can be updated if you so desire to reflect any changes in the jobs location, hours, or openings. You should update the start and close dates if you plan to re-open the job.

Update the information on how to apply if any changes are desired. You may also update the additional information to be printed on the referral and any comments to student employment.

You may update the roles in section 1, section 2, and section 3 as well. Please note that changing information in any of these three sections will change it on all jobs in the same series (all jobs with the same job number).
These checkboxes are not clickable when adding a new job to a series.

Update the position title, job classification, and pay class to reflect the new job. The pay class will default to the lowest class in the series not already created. For example, if you have an A2 job in the series, but no A1, adding a job to the series will default to A1.

You must update the duties and qualifications to reflect the new pay class, appropriate to this level. Jobs with different pay classifications must reflect differences in level of responsibilities, knowledge and skills.

If the job is intended to be used to hire, select Yes, Open and Advertise. If you intend to use it to promote a student, select No, for Promotions Only.

Adding Jobs: Adding a job to a series is much like creating a new job, save that you are working from a base template rather than a blank slate. Remember that jobs in series share a number of features (see page 9 for details). The remainder of the job not shown can be edited like normal. Please note that editing section 1, 2, or 3 affects all jobs in the series and that a job added to a series must be approved by your SE office.
Employers can edit their profile by clicking this text link. The screenshots below illustrate the options an employer has when updating their profile.

Keeping Profiles Updated: It is important that you update your profile whenever there is a change. Your profile is used by your SE office as a reference and to determine your contact information. In addition, the contact information printed on referrals is drawn from this section.
The **General Forms/Info** section provides a series of text links to documents related to student employment. Links in the right column are specific to each campus.

The **stats** section provides an at-a-glance view of pending transactions and employee total. Clicking the text link number will take you to the relevant page.

The **Options** section is used to hire students, navigate to pending transactions, manage records for active employees, and view historical records for inactive employees.
Placements/Forms Tab
The Placement/Forms tab is primarily used to hire student employees and manage their payroll records on sece. This tab also provides a number of links to resources including documents detailing student employment policy, required hiring forms, and general payroll information. The following is a brief introduction to this module and some relevant information regarding transactions on sece.

Pending Transactions
The Pending Transactions section allows you to track transactions on which you are an approver at-a-glance. The numbers in the # column are text links to the Pending Transactions page. Each of the rows are briefly described below:

- **Awaiting Your Approval**: The number of transactions that are awaiting your approval.
- **Awaiting Other Approval**: The number of transactions awaiting the approval of others in the approval chain as listed in section 2 on the job (see page 14 for details).
- **Awaiting SE Approval**: The number of transactions currently awaiting approval by your student employment office. Not all transactions require approval of student employment.

Student Employees
The Student Employees section summarizes active employees (currently employed) and inactive employees (terminated). Clicking on the number text links in the # column will take you to a list of the students (active or inactive). From that point you can navigate into each of the employees individual records.

Options
The Options section allows you to create transactions and view/manage
Each of the features are briefly described below:

- **Enter Referral# to Hire Student**: You may enter the referral number in this field and click the adjacent Submit button to initiate a SEWA for the student. Be sure to include the R.
- **View All Pending Transactions**: This is a text link that will take you to the Pending Transactions page.
- **View/Manage Student Employee Information**: This section contains tools for navigating to student employment records. Clicking on the appropriate link will allow you to view a list of either your active or inactive student employees. You may also search for specific student records by name or UH number.

### General Forms Info

The General Forms/Info section contains a number of links to various general documents. Each of the documents are briefly described below:

- **State of Hawaii Employee Withholding Allowance and Status Certificate (HW-4)**: This is a link to the State of Hawaii income tax form that student employees need to complete to determine their State withholding allowances.
- **Federal Income Tax Withholding Form (W-4)**: This is a link to the Federal income tax form that student employees need to complete to determine their Federal withholding allowances.
- **Administrative Procedures Manual A9.860**: This is a link to the APM governing grievance procedures.
- **Administrative Procedures Manual A9.880**: This is a link to the APM governing general student employment practices, procedures, and policies for the UH system.
- **General I-9 Information**: This is a link to some general information on the I-9.
- **Federal I-9 Form**: This is a link to the pdf version of the form I-9. Please note that some campuses now use the electronic I-9 form built into sece.
- **Hiring Policies & Procedures**: This is a link to a document that walks you through advertising jobs and hiring students.
- **Instr. Guidebook to UH Employer Functions**: This is a link to this guide.
- **PTS Deferred Compensation Booklet**: This is a link to the booklet detailing the PTS deferred compensation system that student employees pay into when subject to FICA taxes.
- **PTS Enrollment Form**: This is a link to the pdf form used to enroll a student in the PTS deferment program. Students subject to FICA taxes should complete this form.
- **Student Assistant FICA Questionnaire**: This is a link to the FICA questionnaire which you can use to determine if the student is subject to FICA taxes.
- **FICA Tax Information**: This is link to the memorandum detailing FICA rules for the summer.

### UH Manoa Forms/Info

The UH Manoa Forms/Info section contains a number of links to various documents specific to UH Manoa. Each of the documents are briefly described below:

- **READ THIS FIRST**: This is a link to a memorandum that all UH Manoa employers should read and be familiar with.
- **90-Day Extension**: This is a link to a pdf detailing the 90-day extension process for I-9s completed using receipts.
- **Instructions for Hiring F1 Student w/o SSN**: This is a link to a pdf describing the process of hiring F1 students and obtaining Social Security Numbers.
- **Multi-Job Memo**: This is a link to a pdf of the multi-job memo.
- **FWS Information & Policies**: This is a link to a pdf of the FWS Information & Policies document.
- **Payroll Deadlines**: This is a link to a pdf of the payroll deadlines, outlining when transactions must be submitted or approved to take effect for a given pay period.
The student must take a referral for your job before you can hire them. If you wish to hire them, enter the referral number (including the R) into this field and click the Submit button. If this student is still eligible for this job, a Student Employment Work Agreement (SEWA) transaction should be created and you should be taken to that page.

**Referral Numbers:** Students must process a referral for your job in order for you to hire them. A referral can be used after a job is closed and functionally does not expire until it is used.

The student must take a referral for your job before you can hire them. If you wish to hire them, enter the referral number (including the R) into this field and click the Submit button. If this student is still eligible for this job, a Student Employment Work Agreement (SEWA) transaction should be created and you should be taken to that page.

**Hiring Students**

This section deals with hiring students using the sece system. The basic hiring process is as follows:

1. Open and advertise the job.
2. Interested and eligible students will process referrals and contact you in the manner specified to apply.
3. You review applications submitted, conduct interviews and collect referral numbers.
4. You select a candidate and complete the necessary paperwork with the student. The student may also need to complete a form I-9 or other paperwork with your campus’ student employment office.

5. You use the referral number to create the hire transaction and fill-in the relevant information. Note that some information, such as the account code, might need to be entered by your Fiscal Authority.
6. Approve the transaction by checking your approval box. This will route the hire transaction to the next approver in the chain as determined by the approver list in section 2 on the job.
7. When the Fiscal Authority approves the transaction it will route to the relevant student employment office for final approval.
8. When the student employment office approves the hire, the supervisor and student will receive an email notifying them that the hire has been approved. The student may start once this email is received.
Things to Keep in Mind Before Hiring

The following are things you should keep in mind before hiring a student using the sece system.

- **Do not interview a student who has not processed a referral for your job.** Only students who are eligible for your job can process a referral, so making sure they have taken a referral will save you some potential headaches down the road. Note that a change in a student’s enrollment or academic status can change their work eligibility.

- **Do not accept a referral in someone else’s name.** Each referral links a specific student to a specific job and can only be used to hire that student for that job.

- **Be aware that additional forms are required.** Keep in mind that the student may have to complete additional paperwork not only with yourself, but with the relevant student employment office as well. More details on paperwork are provided later in this section.

Troubleshooting Tips

If you should encounter any problems when initiating the hire transaction, it may be one of the following common issues:

- **Be sure that you included the R in the referral number.**
- **Be sure the student gave you the correct referral number.**
- **Be sure you are listed in section 2 on the job.** Only users listed in section 2 can initiate a hire transaction.
- **Be sure that the job has been open three days or that five referrals have been taken.**

If none of these apply or correct the situation, please feel free to contact your campus’ student employment office.

Supplemental Forms

The following are descriptions of the supplemental forms the student may need to complete in order to complete their hire.

- **Federal I-9 Form:** This is a federal form that determines an employee’s eligibility to legally work in the United States. All employees within the U.S. must complete the form and show the proper documentation. Once you have made an offer of employment to a student, and he/she has accepted that offer, the student should complete this form.
  
  The form is now electronic and can be started on the sece system by the student, who will complete section 1 and then submit it. Once this is done, the student should bring the required documents to the relevant campus’ student employment office to finish the form. Electronic I-9s are good at any campus in the UH system that uses the electronic form.

- **Federal Tax Withholding Form (W-4):** This form is used to determine the Federal income tax withholdings for the employee. The completed form should be retained within your department.

- **State Tax Withholding Form (HW-4):** This form is used to determine the State of Hawaii income tax withholdings for the employee. The completed form should be retained within your department.

- **Additional Forms**
  Some or all of the following forms may be required based on circumstances and your campus’ policies. These forms are not part of the standard hiring process, but rather they address special cases.

  - **90-Day Extension:** When a student completing a form I-9 presents a receipt for a replacement document, they may be required to complete a 90-day extension memo. A student presenting a receipt for a replacement document has 90 days to return with the actual document.

  - **Multi-Job Memo:** A student working more than one student employment job may be required to complete a Multi-Job Memo if the campus requires it. Each supervisor acknowledges that the student will not exceed 20 hours per week between the two jobs during the academic periods (40 hours during breaks).

  - **FWS Information & Policies:** Students who have a FWS award that will be used at a student employment job may be required to complete a form indicating they and their employer have read and will comply with the requirements of the FWS program.
The student’s biographical information will be pulled in automatically. You may change the address at the student’s request, but please keep in mind that the address printed on the student’s W2 will be what is listed here.

Select the student’s citizenship information here. If they are not a citizen, also include in the next field the nation of which they are a citizen.

If your campus participates in the E-Verify program, your Fiscal Authority will need to indicate here whether or not this hire is subject to E-Verification. All UH Manoa student hires are E-Verified, so this field is locked to Yes.

Select the student’s marital status. International students are required to put Single in most cases (see Notice 1392, Supplemental W-4 form for Nonresident Aliens).

The FICA Code can be determined by completing the FICA questionnaire with the student. International students are exempt from FICA.

Set the student’s tax exemptions as determined by the information on their W-4 and HW-4 forms. Note that international students will default to 01 Federal tax exemption and this cannot be changed unless they count as a resident alien for tax purposes (see Notice 1392, Supplemental W-4 form for Nonresident Aliens). You will need to contact your campus SE office to make this change. If the student wishes to claim additional withholding, this can be done in $5 increments for federal and $2 increments for state by using a negative value. For example, -04 federal would mean $20 of additional withholding.

Static Fields: Static fields are fields you cannot type into or change. When a field is static, and the information is inaccurate, you will need to contact your campus’ student employment office to have the change made or receive instructions on how the change can be made.

If the student has no SSN on file, they will need to contact their campus student employment office to correct this situation.

Use this drop down menu to indicate if this is a new hire or rehire. If you select rehire and wish to start the student at the pay step they left at, please leave comments to your SE office indicating this is the case.
This section displays the job information at the time the SEWA was generated and may not be edited. This is done so that even if the job is changed later, there is a record of the original terms of the student’s employment. Check to make sure the student is being hired for the correct job number and at the correct pay class.

Indicate here the level of supervision the student will require and whether or not the student will supervise others.

Select the appointment period for the student, meaning the period in which you expect the student to be in your employ. Note that the appointment period cannot exceed one year nor can it begin prior to the date the referral was taken. For more details on appointment periods, see the APM A9.880.

Enter the Payroll Information here. Each account code that will be used to pay the student’s wages should be entered in this section, but you must enter at least one account code. If you have questions related to account codes, consult your Fiscal Authority.

- **Payroll Number:** Typically F3 - Regular, unless the student has a Federal Work Study (FWS) award, in which case F1 - Federal Work Study may be selected for the account from which your contribution will come. Consult with your campus’ student employment office for additional information related to FWS.

- **Warrant Distribution Code:** The three-digit code that determines to which department checks and stubs will be routed.

- **Campus Code:** The campus that controls/funds this account. The funding source of the job and the campus code should usually match. Note that the work location and even supervising staff may be from a different campus than the funding source/campus code, as some positions may be funded and managed as a cooperative effort between campuses.

- **Account Code:** The full fourteen-digit account code is condensed into a seven-digit code used for general purposes; the last seven digits of the full code in this case. Employer contributions and overearnings will be charged to this account in the case of FWS students when on the F1 payroll number. For students on the F3 payroll number, all earnings for hours allocated to this account will be charged to the account.

- **Sub-Account Code:** Most accounts will not use a sub-account code, but this line is provided should there be one.
SEWA Approval Process

The Student Employment Work Agreement (SEWA) receives a number of approvals along the way to being processed into the payroll system. The flowchart at the bottom of the page summarizes the process.

Create the Hire Transaction

Any user listed in section 2 may create the hire transaction (SEWA) using the referral number as described earlier. If the creator does not check their approval box, the first approver in the chain will be notified to approve the transaction when the transaction is saved. If the creator does approve the transaction, the next approver after them in the chain will be notified instead.

Departmental Approvals

Once created, the SEWA will need to route through the department to receive all additional approvals. These approvals are determined by the usernames inputted into section 2 of the job. As each user approves the transaction, the next approver in the chain will receive an email notifying them that the transaction is awaiting their approval.

Any user further down in the chain may bypass the approval of those preceding them in the chain. Once an individual has approved the transaction they will be unable to make any further changes, though those who have yet to approve may still make changes.

Fiscal Authority Approval

Once all of the normal departmental approvals have been done, the Fiscal Authority will need to do their approval. If the Fiscal Authority is unavailable, the backup FA may approve in their stead. Backup Fiscal Authority is not required normally and the transaction does not route to the backup FA when the FA approves the transaction.

Many of the fields on the SEWA can be left blank up until this point, if you so desire, but all required fields must be filled before the Fiscal Authority can approve the hire. When the FA does their approval the system will validate that all required fields are completed and that the account codes are active. Should there be any problems, the FA will

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit **Save/Submit**. To save changes but not approve, hit **Save/Submit** without checking your approval box.

Leave comments to student employment in this field. If you are requesting that a student start at a higher step, please enter the justification here.
receive the error message in red. Once the FA or backup FA has approved the transaction, no further changes can be made to the SEWA. If changes to the SEWA need to be made after the FA or backup FA has done their approval, please contact your campus’ SE office to request said changes.

SE Approval
The SEWA will then route to the appropriate student employment office for review and approval based on the funding source of the job. Approvals typically occur within three to five business days. Missing supplemental forms/documents or errors on the hire may cause delays. If there is a problem, the SEWA will be placed on HOLD by the student employment office and you should be contacted shortly with an explanation of the situation. If the transaction is approved by the student employment office, you should receive an email indicating the transaction has been approved.

Changing Locked Fields on SEWAs
Certain aspects of a hire will be locked and cannot be edited by you as the employer on the SEWA. Some aspects, such as the Job Information and the Approval Information sections may not be changed on the SEWA. In these cases, the SEWA must be deleted and recreated once the Job record is corrected. If you need to make changes to any of the parts of the SEWA indicated below, contact your SE office or leave comments on the SEWA making the request.

Student’s Personal Information
Certain aspects of the student’s information cannot be changed by you as the employer. If you notice that the student’s name, social security number, date of birth, or gender are inaccurate, consult your SE office. Corrections to the SSN or name may require the submission of documentation to UH Payroll. If the date of birth or gender are inaccurate, the SE office may need to work with the ITS team to make the correction. The student may also want to check with the records office of their home campus to correct the information on their regular student record.

Starting at a Higher Step
Student hires are normally always started at the first step of their pay class. If you are rehiring a student, or the student possesses prior experience that you feel merits consideration, you may request that the student be started at a higher step. Most commonly this means having the student hired at the step they were at when they were last in your employ in the same position. This request is usually made by leaving comments to student employment on the SEWA, though individual campuses may have their own procedures.

Marital Status (International Students)
International students who qualify as non-resident aliens must indicate Single on the SEWA for tax purposes. Most international students will fall into this category.

If the student passes the substantial presence test, thus qualifying as a resident alien for tax purposes, they can request that the SEWA reflect their accurate marital status. This change must be made by your SE office. See the IRS document called Notice 1392 for additional information.

Federal Tax Exemptions (International Students)
International students who qualify as non-resident aliens should claim one withholding allowance. Most international students will fall into this category.

If the student passes the substantial presence test, thus qualifying as a resident alien for tax purposes, they can opt to claim any number of withholding allowances. Other international students may opt to claim more or less exemptions in certain cases, depending on their nation of origin, but those cases are too varied to be addressed here.

Any changes to their federal exemptions must be made by your SE office. See the IRS document called Notice 1392 for additional information on this topic.
Search results will be displayed like this page. Clicking on the text link for the student will take you to that student's record (shown below).

Going to the student record will default to this page with the *Create New Transaction* sub-tab selected.

Clicking this text link will allow you to view the sub-tab containing transactions related to the student that are in progress but not yet finalized.

Clicking on this text link will allow you to view the sub-tab containing historical (finalized) transactions related to the student.

The student's basic information is displayed here.

The drop-down menu allows you to select which transaction you want to create (or view for in progress and/or historical transactions).
Transaction Types
This section provides a brief description of each of the different transaction types you may create for a student employee. Once created, transactions will route for departmental approvals just as a SEWA (hire) transaction would. The full details on each transaction are presented after this brief introduction.

Data Chg - Student Personal Info
This transaction is used to change one or more pieces of information related to the student. This includes the option to change the student’s address, citizenship status, marital status, and tax exemptions. Only the fields changed under the To: column will be updated and all fields left blank will remain the same.

Data Chg - FICA
This transaction is used to change a student’s record so that they are either exempt or not exempt from FICA taxes. Please see the Summer FICA Tax Information and the Student Assistant FICA Questionnaire for more details on FICA.

Data Chg - Appt Period
This transaction is used to change or update the student’s appointment period. Whenever the student’s current appointment period ends, you should update their appointment period using this transaction. The appointment period defines the current period in which you intend to employ the student, not to exceed one year.

Rate Chg - Step Increase within Same Class
This transaction is used to grant a student a step increase. The transaction moves a student up one step on the pay scale within their current class. Step increases can only be granted if six or more months have passed since the student’s last step increase, promotion or hire date. Students that work for one year from their last step increase, promotion, or hire date, and who work 400 or more hours during that period, are entitled to a mandatory step increase.

Rate Chg - Promo to New Class (within same series)
This transaction is used to grant a student a promotion. The transaction allows you to move a student up to any higher pay class within the same series (same job number). You will need to create the new jobs in the series before promoting students to them if these jobs do not already exist. The student should meet the qualifications and be able to perform the duties of the new pay class.

Rate Chg - Downgrade to New Class (within same series)
This transaction is used to downgrade a student to a lower pay class within the same series. Downgrading a student requires the approval of your student employment office and should be justified. This is typically allowed after a student was temporarily promoted to a higher pay class for performing advanced duties, and is now resuming their normal tasks. Considerations for a step increase at the lower class may be requested.

Fund Chg - Add New Account Code
This transaction is used to add a new account code to a student’s record. Adding an account code allows you to pay the student from the new account. These transactions usually only require student employment approval when using the F1-Federal Work Study payroll number.

Fund Chg - Change or Terminate Account Code
This transaction is used to either change an existing account code on the student’s record or to terminate an account code on the student’s record. Note that terminating all account codes will result in terminating the student’s record on the payroll system, ending their employment. Certain changes will require student employment approval, such as changing the payroll number to F1-Federal Work Study or changing the Warrant Distribution Code. Note that students cannot be terminated until two pay periods after they receive their last pay check.

Timing Transactions: A transaction will generally take effect on the date it is processed in the Payroll system, which is usually, but not always, the business day that it receives its final approval. Some transactions, such as FICA, have more specific timing issues.
Keep in mind that transaction approval order is determined on the job as discussed earlier. At the minimum, jobs require a Supervisor and a Fiscal Authority as approvers. Additional approvers and a back-up FA can be listed if you wish.

When someone in the approval chain approves the transaction by checking their box, the next person in the chain will receive an email letting them know the transaction is awaiting their approval. Once the FA or Backup FA approves, the transaction will either go to student employment for final approval or take effect immediately when SE approval is not required.

Transaction Approval Process
Every transaction will route through the approver list for approvals. When a transaction is created, the person creating it usually does the first approval, progressing through the chain of approvers. If the creator of the transaction does not approve it, it will route to the first person in the approval chain instead.

List of Approvers
The list of approvers is set in section 2 on the Job when the job is created. You must have a Supervisor and a Fiscal Authority listed.

Changing Approvers
If you need to change approvers for a Job, navigate into the job as discussed previously and make the changes in section 2 (SEWA and Placement Approvals) on the job. Please note that once a transaction has been created, the approval list will be fixed on the transaction and cannot be changed. In fact, changing the approvers on the job will prevent those removed from approving the transaction. If you wish to change the approvers at this point you will need to delete the transaction and recreate it after the changes are made.

Routing for Approvals
The transaction will route starting with the first person in the chain or the next person in the chain after the creator, assuming the creator approves it, if the creator of the transaction is not the first approver. Approvals proceed from the top down. Each user will receive an email when the transaction is awaiting their approval. Once the Fiscal Authority or their backup approves the transaction, it will move on to student employment for final approval (if necessary) or payroll.

Bypassing Approvals
Any approver can go in and approve a transaction before it is their turn, bypassing the approvals of those above them. Bypassing a Supervisor is generally discouraged, but circumstances may require it from time to time. Bypassing is most commonly used when an approver in the chain does not yet have placement access or is unavailable.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

The new information is entered under the To: column. When a field is left blank, the information for that section will not be changed.

You can change the student’s address on their payroll record by inputting the new address here. This determines which address will be printed on the student’s W-2.

You can change the student’s citizenship status in this section.

You can change the student’s marital status and tax exemptions in these sections. Have the student complete new forms W-4 and HW-4 when changing exemptions.

You can leave comments to student employment in this field.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

Records & Name Changes: Changing information using this transaction only affects the Payroll record. If the student wishes to change this information on their student record and/or sece, they will need to make the change with the Records office. If the student changes their name, you should contact your student employment office for information. Typically this involves a memo requesting a name change and a photocopy of the student’s Social Security Card showing his/her new name being forwarded to Payroll or the appropriate office.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

You can change the student’s FICA code from N0 (exempt from FICA) to K0 (not exempt from FICA) using the drop-down menu under the To: column.

You can leave comments to student employment in this field.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box. Unlike other transactions, this transaction requires only one approval from any of the approvers, after which it will process into the Payroll system.

What is FICA: FICA is essentially payroll taxes that a student is normally exempt from during the regular academic periods (Fall/Spring). A student that is not exempt from FICA, for whatever reason, has their earnings subject to an assessment for PTS Deferred Compensation equal to 7.50% of gross wages before taxes and a Medicare tax of 1.45% (and 1.45% charged to the employer). Should you or the student want more details, a booklet explaining PTS Deferred Compensation can be found on the Placements/Forms tab.

The FICA questionnaire can be used to determine the FICA status of a student for any given academic period, though classified students are typically only K0-Not exempt during summer sessions, so FICA is primarily a concern at the end of the Spring semester. Please consult with your Fiscal Authority or your student employment office if you have additional questions.

Timing Transactions: If a student is exempt from FICA taxes for even one day in a pay period, they are exempt for the entire pay period. If there are less than five weeks between the end of their exemption and the start of the next term in which they are exempt, they may be left as exempt for that intervening period as well. Consult the FICA memorandum issued by Payroll (Placements/Forms tab) for the dates on which to input changes.
Is the student employee a nonresident alien of F-1, J-1, M-1, or Q-1 visa performing services in accordance with the primary purpose of the visa’s issuance?

Is the student employee a classified student in a degree or officially recognized certificate granting program? *Answering no means the student is unclassified.*

Is the student employee enrolled at least half-time in the academic term?

Will the student employee be graduating in the academic term?

If currently exempt, will the next academic term in which they will be exempt from FICA start within the next five weeks?

The student is **NO-Exempt** from FICA taxes.

The student is **K0-Not Exempt** from FICA taxes.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

You update the appointment period under the To: column. Appointment periods cannot exceed one year and the end of the appointment period must be after the current date.

The employer can leave comments to student employment in this field.

The account codes affected by this change are listed here. These are basically all of the currently active account codes associated with the student’s record.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

What is an Appointment Period?: When a student is hired, you must set an appointment period not to exceed a year, but renewable as you see fit. As defined by the APM, the appointment period sets the period of time which you agree to employ the student. When the appointment period ends, you may terminate a student’s employment without cause; however, you may also renew their employment by submitting either this transaction or one of the others that includes the ability to update the appointment period. If you are terminating a student prior to the end of their appointment period you should have cause and two weeks notice should be given per the APM. While the expiration of the appointment period does not mean the student must stop working, you should endeavor to update the appointment period as soon as possible when it does expire.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

If this red warning message appears, the transaction will require student employment approval because six months has not passed since the last pay increase or hire date.

Under the To: column the new class/step and pay rate will be indicated. You must also fill-in the appointment period.

You can leave comments to student employment in this field. You should indicate reasons for the increase here when it is submitted earlier than is normally allowed (if you see the red warning).

The account codes affected by this change are listed here. These are basically all of the currently active account codes associated with the student’s record.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

**Step Increase Rules:** New hires start at the first step in the pay class and there are a total of four steps in each pay class. This is notated as the final digit in the class/step designation. For example, A21 indicates the A2 pay class and the first step, while A22 indicates the A2 pay class and the second step. The fourth step is as high as a student can go without moving up to the next pay class. Step increases can normally only be given if six months have passed since the last pay increase (step/promotion) and/or the hire date. A mandatory step increase must be given after the student has worked one year from the last increase or hire date and the student has worked 400+ hours during that period.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

Under the To: column you should fill-in the required information, but minimally you need to select a new pay class. You must also update the appointment period.

The employer can leave comments to student employment in this field.

The account codes affected by this change are listed here. These are basically all of the currently active account codes associated with the student’s record.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

**Promotions:** You may promote a student using this transaction to any pay class in the same job series (same job number). The student must meet the qualifications of the new pay class and be able to perform the duties indicated. Promotions are always to the first step. The job listing at the higher pay class must have been created and approved before the student can be promoted to that level.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

Under the To: column you should fill-in the required information, but minimally you need to select a new pay class and step. You should also update the appointment period.

You can leave comments to student employment in this field. Downgrades require student employment approval, so you should leave reasons for the downgrade in this section to expedite approval.

The account codes affected by this change are listed here. These are basically all of the currently active account codes associated with the student’s record.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

Notes: Downgrades require student employment approval. If you are downgrading a student that was at a higher step in the lower pay class, indicate this in the comments to restore them to that step.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

You may input up to four new account codes with a single transaction. You must add at least one account code to create the transaction. Adding an account with the F1 payroll number will require student employment approval.

The account codes already associated with the student are listed here. These are basically all of the currently active account codes associated with the student’s record.

You can leave comments to student employment in this field.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

Account Codes: You should consult your Fiscal Authority when adding account codes if you are not familiar with them.
The transaction that is being created will be listed both in the drop-down menu and at the top of the transaction.

You can leave comments to student employment in this field.

This section lists the chain of approvers for the transaction. To approve the transaction, check the box next to your name and hit Save/Submit. To save changes but not approve, hit Save/Submit without checking your approval box.

You can input new account codes on the To: rows to change the account code on the From: line above it. Changing to an F1 payroll number will require SE approval.

You can check the box under the Terminate column to remove an account from the student’s job record. If all boxes next to the account codes are checked, the student’s employment in this job will be terminated.

You can leave comments to student employment in this field.

**Terminations**: One of the possible uses of this transaction is to terminate a student’s employment. The system will prevent you from initiating a termination until two pay periods have passed since the last pay date. If you check the terminate box next to all of the accounts associated with the student’s employment record this transaction will terminate the student.

**Changing/Removing Accounts**: One of the uses for this transaction is to either remove or change accounts associated with the student’s employment record. If you wish to remove account codes, but not terminate the student, check the terminate box next to the accounts you wish to remove, but you must leave at least one account active. If you want to change accounts, enter the new accounts information on the To: line below the account code you wish to change.
To view an historical record for a student you may click on the text link View Historical Data for Inactive/Terminated Students. You may also search by their name or UH ID number.

As with other searches, click on the text link for the student and job record you would like to see.

To view a list of all of the historical transactions related to this student in this job you can click on the drop-down menu. Transactions will be listed chronologically from oldest at the top to newest at the bottom. Select any transaction from the list to view the details of that transactions.
Main Menu

If you are listed as both Supervisor and Business Office in Section 3 (timesheet approvers) on any jobs, you will have Supervisor / Business Office listed at the top of the main page. This allows you to switch between roles with the bolded role being your current role. To switch roles, click on the role that is in link form and the system will swap roles. You will be defaulted to the Supervisor role each time you login.

Quick View - Timesheet Status

Timesheet status displays the number of timesheets under each of the different status types. Clicking on the status type or the number in the same row will bring up a list of the timesheets currently in that status. The different status types and their meanings are detailed below (for supervisors):

- **Newly Created**: These are timesheets created by the student, but not yet submitted to the supervisor.
- **Awaiting Your Approval**: These are timesheets that students have submitted to the supervisor for approval.
- **Awaiting Your Revision**: These are timesheets returned to the supervisor by the Business Office approver, usually because an adjustment is required.
- **Returned To Student**: These are timesheets that the supervisor has returned to the student so that the student can make corrections.
- **Pending Final Approval**: These are timesheets awaiting the Business Office approval.
- **Late Approved**: These are timesheets that have received all approvals, but were submitted after their normal due date. These will be processed next pay period.
- **Pending Payment**: These are timesheets that have received all

Can't See a Timesheet?: Often times when you cannot approve a timesheet it is because you are under the wrong role. If you can only view the timesheet and have no checkbox, this might be your issue. Check your current role and switch to the correct role if necessary.
approvals on time. These will be processed the next time that timesheets feed into the Payroll system.

- **Historical**: These are timesheets that have been processed. These are available here so that they may be viewed as part of the student’s employment record.

When an employer is in the Business Office role, the main tab looks identical save that the timesheet status section is as shown above. The lines that are different from the Supervisor role are detailed below.

- **Returned to Supervisor**: These are timesheets that the Business Office approver has returned to the supervisor for revision.
- **Pending Supervisor Approval**: These are timesheets submitted by the student and awaiting the supervisors approval.

### Timesheets

The timesheets section includes a number of links to various functions you might wish to use. Most of these functions are not directly related to the processing of timesheets, rather they are tools to help monitor timesheets, provide information, and customize the system. Each of the links and the associated functions are detailed below:

- **Create a New/Late Timesheet**: This function allows you to create a timesheet when a student is otherwise unable or unwilling to do so. It is considered best practice to not create timesheets for students unless there is a compelling reason.
- **Timesheet Search**: This allows you to search for timesheets using various criteria. Like other such functions, this will only allow you to view timesheets on which you are a timesheet approver.
- **Options Setup**: This allows you to customize the automatic emails generated by the system. You may either disable these automatic emails or set them to go to an email address other than your hawaii.edu account.
- **Contact Info**: This link brings up a popup that has the email addresses for timesheet-help and timesheet-tech. It also lists the various resources available to you to help answer your questions.
- **Supervisor’s User Guide**: This link will download a pdf of the Supervisors User Guide, which covers how to approve timesheets and use the timesheet tab functions.
- **View Reports**: This link will take you to a page that contains a number of links to a number of prepared reports and an FAQ document.

### Schedules

The schedules section contains links to three schedules relevant to timesheets and the payroll cycle. Each of these links are briefly discussed below:

- **View Student Work Schedules**: This allows the employer to view any student work schedules created by any student for whom he/she is a timesheet approver. Work schedules allow students to pre-populate their timesheets with hours worked when the student works a fixed schedule week-to-week.
- **View Pay Period Schedules**: This allows the employer to view the pay period schedule as a table. This illustrates the pay period range, pay date, and associated due dates for timesheet submission and approvals.
- **View Holiday Schedule**: This allows an employer to view the observed holidays that will occur throughout the selected year.
A General Note on Search Screens

There are two ways in which a search screen may be reached. First, clicking on any link in the Timesheet Status box will take you to a search screen pre-set to search for all timesheets of the matching status. For example, clicking on the Newly Created link will bring up a search automatically set to pull-up all timesheets with the newly created status.

The second way to reach this screen is by clicking on the Timesheet Search link in the Timesheets section of the Main Menu. For this type of search you must set the parameters for the search.

The timesheet search section allows you to customize your search. When accessing this screen through a Timesheet Status link, the Status field will be pre-filled to match the status that was selected. Each of the fields allows you to select a specific type of criteria that the system will use to filter the search.

This section displays the timesheets that meet the search criteria you provided. For each timesheet a brief summary will be displayed. Hours are displayed as REG (regular), REG OT (regular overtime), NIGHT (night), and NIGHT OT (night overtime).

The details column will display a link titled Edit, which will take you to the detailed view of the timesheet when clicked. The Approve column will display either a checkbox or a warning icon. If there is a warning icon, the timesheet cannot be mass approved.

You can use the export options to export the current timesheet search results to either an Excel spreadsheet or a PDF document.

If you checked boxes under the Approve column, clicking the Approve all Checked button will approve the checked timesheets.
## General Notes on Warning Icons:

At various times and in various places you may notice a warning icon from the list shown above. When you see one of these icons on the search screen, you will be unable to mass approve the timesheet. Instead, you must click on the *Edit* text link at the end and approve the timesheet from the detailed view. This is done to make sure you acknowledge the icon.

Warning icons that appear on the timesheet in the Daily Work Hours section usually indicate that the event indicated by the icon was effective as of that date.

### Online Timesheet - Warning Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>Marks the hire date of a student.</td>
</tr>
<tr>
<td>⌚️</td>
<td>Marks the beginning/end dates of a student’s appointment period.</td>
</tr>
<tr>
<td>ᜱ</td>
<td>Original Time modified by another user.</td>
</tr>
<tr>
<td>🕒+</td>
<td>Exceeds 8hr work day.</td>
</tr>
<tr>
<td>🕒20+</td>
<td>Exceeds 20hr work week.</td>
</tr>
<tr>
<td>🕒40+</td>
<td>Exceeds 40hr work week.</td>
</tr>
<tr>
<td>🕒20x</td>
<td>Exceeds 20hr work week across multiple timesheets.</td>
</tr>
<tr>
<td>🕒40x</td>
<td>Exceeds 40hr work week across multiple timesheets</td>
</tr>
<tr>
<td>🕒240+</td>
<td>Exceeds max hours submittable in a single pay period.</td>
</tr>
<tr>
<td>🕒!</td>
<td>Marks a LATE timesheet that is past its due date.</td>
</tr>
<tr>
<td>🕒!!</td>
<td>Marks a timesheet that was submitted as a LATE adjustment on a subsequent timesheet.</td>
</tr>
<tr>
<td>🕒✨</td>
<td>Marks a historical timesheet that had its time adjusted (+/-) on a subsequent timesheet.</td>
</tr>
<tr>
<td>🕒⏰</td>
<td>Marks a timesheet that contains a late/time adjustment.</td>
</tr>
<tr>
<td>🕒📅</td>
<td>Marks an observed holiday</td>
</tr>
<tr>
<td>🕒$</td>
<td>Marks a timesheet with multiple accounts.</td>
</tr>
<tr>
<td>🕒$</td>
<td>Marks the effective date of a pay change (ex. pay raise).</td>
</tr>
<tr>
<td>🕒↓</td>
<td>Marks the effective date of a pay change (ex. pay reduction).</td>
</tr>
</tbody>
</table>
On the left is information about the student, the timesheet, and the job. The timesheet summary section will display any warning icons and any timesheets that have been appended to this timesheet. On the right is the current status of the timesheet and the various deadlines for submission and the supervisor/business office approvals.

Supervisor Notes and/or Business Office Notes are used to communicate with other users when timesheets are returned to a previous approver or to document adjustments to the timesheet. Notes about adjustments help to serve as an audit trail.

Grayed out days fall outside the pay period and hours worked during these days will not be added to the current hours for the timesheet. However, these hours will be added to the weekly totals to track the hours worked per week. This means that the sum of the weekly hours will usually not equal the current hours listed below.

Clicking on the date text link allows you to edit the hours worked in the same manner as students inputting hours. If you make adjustments, you should note the reasons in the appropriate Notes section. If someone other than the person who created the timesheet makes adjustments, the day will be flagged with a star warning icon.
The **Current Hours** are the totals of each of the different hours types worked by the student on this timesheet.

This section can be used to reconcile hours on an old timesheet or append late timesheets to the current timesheet. The **Grand Total** is the sum of the current hours and all reconciled/appended hours.

If a timesheet has only one account code, the hours will be automatically entered. If there is more than one account code, the Supervisor or BO must allocate hours to the accounts using the drop-down fields.

You may approve the timesheet by checking your box, which will be highlighted in yellow, and hitting the Submit button below. The **Save** button will save the timesheet and the **Return** button will return the timesheet to the indicated person for review.

Internal notes are only visible to employers and admin users; students cannot see these notes.

The transaction log tracks actions taken by various parties and dates stamps that activity forming a record available for review.
Adjusting Hours

Adjusting hours is done in the same manner as a student would input the hours. In each column list the start time on top and the stop time on the bottom using the drop-down fields. If the student worked multiple shifts during a day, complete one column for each shift.

The checkboxes under the Waive column allow you to waive premium pay for this day (8+ is overtime and Night is night hours). Checking the appropriate box means that hours of that type worked during this day will be paid at the base rate rather than the premium rate. This should only be done when you have an explicit understanding with the student that premium pay will not be paid. Typically this occurs when the student works these hours for their own convenience rather than at your request.

Reconciling Hours

When a student was paid for too many or too few hours on a previous timesheet, you may use the reconcile feature to make the correction. To do this, you use the drop down field that reads Select a Period to [add/subtract] hours. The employer should select the pay period in which they wish to make the adjustments, then use the drop down menus to add or subtract hours of the appropriate type. The + or - drop down field is used to determine whether hours are added or subtracted. Clicking Approve will save the changes and Cancel will cancel adjustments.

Note that hours added or subtracted will actually be paid on the current timesheet, thus you cannot subtract more hours than will be paid on the current timesheet. For example, if 10 hours were worked on the current timesheet, and you need to subtract hours from a previous timesheet, you could not subtract more than 10 on the current timesheet through the reconcile process.

Late Timesheets & Appending

Late timesheets can be appended to the current timesheet, allowing you to approve all timesheets at once. If there are unapproved late timesheets, they will be displayed under Historical Timesheets as shown above. These will be identified as late timesheets and will be listed by pay period. Clicking on the Approve link will append that timesheet to the current timesheet, totaling all hours on both timesheets. Multiple late timesheets may be appended to the current timesheet in this way. The Edit link allows the employer to see the detailed view of the timesheet so they can review the hours worked before appending it to the current timesheet.

Deleting Timesheets

Only the person that created a timesheet can delete that timesheet. If the employer created the timesheet, they can delete it. Historical timesheets can never be deleted.

If an employer wishes to delete a timesheet created by a student, they must contact ITS using the help email address (timesheet-help@lists.hawaii.edu). The timesheet in question will not be deleted if there are worked hours on it that are still owed to the student. The employer will also need to detail that they attempted to contact the student to have them delete the timesheet, but received no response.
You select the student for whom you wish to create the timesheet.

You select the type of timesheet you want to create (Regular or Total Hour).

You select the number of hours of each type the student worked this pay period. Total hour timesheets do not record the days and times the student worked and should only be used sparingly as they do not contain a proper auditing trail unless you include copious notes documenting dates and times worked.

Creating New/Late Timesheets

You can use the Create New/Late Timesheet link to create a timesheet for one of your student employees. The same rules apply to you for creating timesheets as for students, meaning timesheets can only be created from the date of hire onward and only one timesheet can exist per job and pay period.

You first select a student for whom you wish to create a timesheet from the drop down menu. This will open up drop down menus for the Job Title/Pay and Pay Period lines. The employer then uses these two new drop down menus to select the job and the pay period, though these fields may not be selectable if the student has only one job under that employer or if there is only one viable pay period for which a timesheet can be created.

The timesheet template line contains a drop down menu that provides the employer the option to create a Regular or Total Hour template. Regular templates look exactly like the normal timesheet a student submits. Total Hour templates look like a normal timesheet, save that the section that normally contains the week/day lines is replaced by a series of drop down menus that allow the employer to simply enter the total hours of each type worked rather than manually inputting hours for each day. An example of the Total Hour inputting method is shown above. It is considered best practice to not use total hour timesheets unless circumstances warrant it.

Clicking on the Next button at the bottom of the screen will create the timesheet based on the various choices made.
Contact Information for the Online Timesheet Application

**README (before sending email):**
- Although the Online Timesheet Application has been merged into the Student Employment Application, each has its own help center.
- We have provided "Help" links throughout the Online Timesheet sections of the application. Look for
  - when logged in as a Student or
  - when logged in as a Supervisor or Business Office.
- We also created "User Guides" for each role [STD, SUP, BO].
  It is located on the timesheet tab’s main page.
- These resources are provided to help you and to minimize the amount of trouble emails sent.

**2 DISTINCT EMAILS:**
- timesheet-help@lists.hawaii.edu
  - Use to send general function related questions.
    ex. How do I create a LATE timesheet?

- timesheet-tech@lists.hawaii.edu
  - Use to send technical problems/questions to this address.
    ex. I got an error page of “HTTP Status 500 - Internal Server Error”
    What does this mean?

Checking this box prevents automatic emails from being sent to your hawaii.edu email.

Inputting an email address here will send automated messages to this email address. If the UH email box is unchecked, emails will be sent to both accounts.

Clicking this link will send a test email to the email account listed on the same line. This allows you to test whether your preferences are functioning the way you expect.

Clicking on the Contact Info link will open a pop-up screen that looks like this. This contains directions to basic resources such as help pop-ups and the timesheet user guides.

These email addresses allow the employer to contact MIS with their specific issues. Technical issues should be directed to timesheet-tech and general questions or requests should be directed to timesheet-help.

Email Notifications: If notifications are not turned off, you will receive an email whenever a timesheet is submitted for your approval. Turning off this notification is generally not recommended, if you are the primary approver.
Timesheet Approver List
This report will allow you to view a list of job numbers on which you are an approver and the other approvers on that job.

Student Job List
This report will allow the employer to view a list of students whom he/she is an approver for and the other approvers (including the role the approve as).

Help/FAQs
This is not a report, but rather it is a pop-up that contains a list of common questions and answers.
The **Work Schedule** link will display a list of the students who are currently employed by you. If any hours are listed under the **Time Details** section, that student has created a work schedule. Work schedules pre-populate the student's timesheet with hours set by the student employee. These hours can still be edited later by the student.

You may click the appropriate **View** text link in order to view the schedule the student employee has created.

The **Pay Period Schedule** link will display the pay periods for the selected calendar year. This lists the due dates for the student to submit the timesheet and each of the approval dates for the Supervisor and Business Office. It also lists the associated pay day for that pay period and the time when the timesheet will be/was processed.

The **Holiday Schedule** link will display the observed holidays for the current calendar year selected.
The Timesheet Approval Process

Timesheet approvals usually follow a basic process when no special considerations or circumstances apply. Below is a walkthrough of a typical timesheet approval process.

Step 1: Awaiting Your Approval

Click on the text link in the Timesheet Status box that reads Awaiting Your Approval. This should take you to the screen shown above.

Step 2: Mass Approvals

At your discretion, you may mass approve any timesheet that does not have a warning icon in place of the checkbox on the screen shown. To mass approve, do the following:

1. Verify the hours indicated and then check the box in the Approve column for each timesheet you wish to approve.
2. Once you have checked all of the boxes for timesheets you wish to approve, click the Approve all checked button at the bottom of the screen.
3. A confirmation box will pop-up, click yes to confirm your approvals.

Step 3: Individual Approvals

For timesheets that have warning icons, you will need to individually approve them. This can be accomplished by doing the following:

1. Click on the Edit text link in the Details column for the timesheet you wish to approve. This will take you to the detailed view of the timesheet.
2. Verify the hours worked, then scroll down and allocate the hours to the appropriate accounts. Note that if only a single account is associated with this student employee, hours will be allocated automatically. In many cases the Business Office approver allocates hours to accounts, so supervisors may leave this alone for now.
3. Scroll to the bottom of the timesheet. Your name under the approver list should be highlighted in yellow as will your approval check box. Check the box to approve the timesheet and click the Submit to Business Office button at the bottom of the page or the Submit for Payment button for Business Office approvers.
Perform this task when you wish to create a new job that is unrelated to previous jobs you may have created.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called Create a New Job / Job Series.
4. Select the job funding source or campus affiliation from the drop-down field.
5. Fill in the job information and details. Note that all fields marked by a red asterisk are required.
6. If you would like to save the draft and finish later, click the Save Draft button at the bottom of the page.
7. If you are ready to submit it for review by your student employment office, click on the Submit Final button at the bottom of the page.

Perform this task when creating a new job which is directly related to an existing job. Adding a job to a series creates a job which can also be used for promotion and demotion. Jobs created in this way have the same job number as the original job, but they will have a different pay class.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job number of the series to which you wish to add the new job. Click the Add to Series button located below the job number.
5. This will create a duplicate of the existing job for you to work from. Change the pay class, update the duties and qualifications and make any other changes.
6. On the line that says Open Job after Student Employment Approval, be sure to set it to No, for Promotions only if you intend to use the job to promote a student employee.
7. If you would like to save the draft and finish later, click the Save Draft button at the bottom of the page.
8. If you are ready to submit it for review by your student employment office, click on the Submit Final button at the bottom of the page.

Perform this task when you wish to re-open a job which has already been approved.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to re-open and click the text link of that job.
5. In the General Information section, check the box next to the word RE-OPEN.
6. Update the information on the job such as the closing date and start date. Note that you will not be able to edit the duties or qualifications.
7. Click on the Submit Final button at the bottom of the page to re-open and advertise the job.
### Updating a Job

Perform this task when you wish to make changes to an existing job other than the duties or qualifications.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to update and click the text link of that job.
5. Make any edits to the job that you wish. Note that if you are editing an open job, making changes will reset the three day or five referral counter for when the job can be closed.
6. Click on the Submit Final button at the bottom of the page to save the changes.

### Changing a Job

Perform this task when you wish to make changes to the duties and/or qualifications of an existing job.

1. The qualifications and duties sections of a job that has already been approved are locked. To make changes to these sections you will need to contact your campus student employment office.
2. If the requested changes are approved, they will be made by the appropriate student employment office.

### Changing Job Programs

Perform this task when you wish to change the job program classification of the job.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to change the classification of and click on the text link.
5. In the Job Classification / Duties section, use the drop-down field on the Classify Job As line to set the new classification for the job.
6. Click on the Submit Final button at the bottom to save the change.
### Changing Job Contacts

Perform this task when you wish to make changes to **Section 1: Job/Referral Contact Information**. This controls who will be printed on the referral as a contact and who can make changes to the job.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to update and click the text link of that job.
5. Scroll down to the Job Contact, Placement and Timesheet Approval Information section. Change, subtract or add usernames to the various roles in section 1 and select the radio button next to the username of the supervisor.
6. Click on the Submit Final button at the bottom of the page to save the changes.

### Changing Transaction Approvers

Perform this task when you wish to make changes to **Section 2: SEWA and Placement Approval**. This controls who will be in the approval chain for hires and transactions.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to update and click the text link of that job.
5. Scroll down to the Job Contact, Placement and Timesheet Approval Information section. Change, subtract or add usernames to the various roles as needed in section 2. Note that the supervisor role is always the supervisor selected in section 1 and you must include a Fiscal Authority.
6. Click on the Submit Final button at the bottom of the page to save the changes.

### Changing Timesheet Approvers

Perform this task when you wish to make changes to **Section 3: Timesheet Approvers**. This controls who can approve timesheets for students hired for this job.

1. Login to sece.
2. Go to the Jobs/Other tab.
3. Click on the text link called View and Manage Existing Jobs / Add to Series.
4. Locate the job you would like to update and click the text link of that job.
5. Scroll down to the Job Contact, Placement and Timesheet Approval Information section. Change, subtract or add usernames as needed to section 3. You must have at least one supervisor level and one business office level approver.
6. Click on the Submit Final button at the bottom of the page to save the changes.
## Changing Student Information

Perform this task when you wish to make changes to a student employee’s address, citizenship status, marital status, or tax exemptions.

1. Login to sece.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Data Chg - Appt Period transaction.
6. Under the To: column, enter the new appointment period start and end dates.
7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.

## Changing FICA Status

Perform this task when you wish to change the FICA status of the student.

1. Login to sece.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Data Chg - FICA transaction.
6. Under the To: column, select the new FICA code.
7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then be ready for processing in payroll as this transaction only requires one approval.

## Changing Appointment Period

Perform this task when you wish to update the appointment period.

1. Login to sece.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Data Chg - Appt Period transaction.
6. Under the To: column, enter the new appointment period start and end dates.
7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.
### Giving a Step Increase
Perform this task when you wish to give a student a step increase.

1. Login to `sece`.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Rate Chg - Step Increase within Same Class transaction.
6. Update the appointment period of the student if you so desire.
7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.
8. If the step increase is submitted before six months has passed from the hire date or last change in pay rate it will go to your campus Student Employment office for approval.

### Promoting a Student
Perform this task when you wish to promote a student to a new pay class.

1. Login to `sece`.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Rate Chg - Promo to New Class (within same series) transaction.
6. Select the new pay class you would like to promote the student to under the To: column.
7. Update the appointment period and any other fields you wish under the To: column.
8. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.

### Downgrading a Student
Perform this task when you wish to downgrade a student to a lower pay class.

1. Login to `sece`.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Rate Chg - Downgrade to New Class (within same series) transaction.
6. Select the new pay class you would like to downgrade the student to under the To: column.
7. Update the appointment period and any other fields you wish under the To: column.
8. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.
9. Demotion transactions will go to your campus Student Employment office for approval.
<table>
<thead>
<tr>
<th>Adding Account Codes</th>
<th>Changing Account Codes</th>
<th>Removing Account Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perform this task when you wish to add a new account code to a student’s record.</td>
<td>Perform this task when you wish to change an existing account code on the student’s record.</td>
<td>Perform this task when you wish to remove an existing account code from a student’s record.</td>
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<td>1. Login to sece.</td>
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<tr>
<td>4. Click on the name of the student, which will be a text link.</td>
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</tr>
<tr>
<td>5. Using the drop-down menu, select the Fund Chg - Add New Account Code transaction.</td>
<td>5. Using the drop-down menu, select the Fund Chg - Change or Terminate Existing Account Code transaction.</td>
<td>5. Using the drop-down menu, select the Fund Chg - Change or Terminate Existing Account Code transaction.</td>
</tr>
<tr>
<td>6. Enter the new account information on the appropriate line. You may add up to four account codes with a single transaction.</td>
<td>6. Enter the new account information on the appropriate line beneath the account code you wish to change.</td>
<td>6. Under the column labeled Terminate, check the box next to the account codes you wish to remove. Please note that checking all boxes will terminate the student’s employment.</td>
</tr>
<tr>
<td>7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.</td>
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</tr>
<tr>
<td>8. Accounts with the F1 Payroll Number will be routed to your campus Student Employment office for review and approval.</td>
<td>8. When changing accounts to the F1 Payroll Number, the transaction will be routed to your campus Student Employment office for review and approval.</td>
<td></td>
</tr>
</tbody>
</table>
### Terminating a Student

Perform this task when you wish to terminate a student’s employment record. Please note that you will not be able to terminate a student until two pay periods after their last check is received.

1. Login to sece.
2. Go to the Placements/Forms tab.
3. Click on the text link called Manage Payroll Information for Active/Employed Students.
4. Click on the name of the student, which will be a text link.
5. Using the drop-down menu, select the Fund Chg - Change or Terminate Existing Account Code transaction.
6. Under the Terminate column, check the box next to each account code. All boxes must be checked in order to terminate the student.
7. Check the approval box next to your name and click on the Submit Final button at the bottom of the page. The transaction will then route through your department for the other approvals.

### Timesheet Approvals

Perform this task when you wish to approve a timesheet.

1. Login to sece.
2. Go to the Timesheet tab.
3. Click on the text link called Awaiting Your Approval.
4. You may now either mass approve timesheets or review the timesheets in detail and approve them.
5. For mass approvals, check the box in the Approve column for each timesheet you wish to approve, then hit the Approve All Checked button.
6. For detailed approvals, click the text link that says Edit under the Details column. This will take you to the detailed view of the timesheet.
7. Review the timesheet, check the box next to your name near the bottom of the page, and then click the Submit button.

### Switching Approver Roles

Perform this task when you approve timesheets as both a Supervisor and a Business Office level approver and need to switch roles.

1. Login to sece.
2. Go to the Timesheet tab.
3. Located at the top of the page, above the Online Timesheets - Main Menu heading, will be the words Supervisor and Business Office.
4. The bolded word is the current role you are in and the text link can be clicked to switch to that role indicated.
Records Maintenance

This refers to a feature in sece that automatically performs a number of tasks related to records maintenance on the system. These tasks include tracking eligibility, mandatory step increases, and electronic I-9 expiration. If one of your student employees receives a communication from the system regarding one of these, and you have questions, please contact your campus SE office.

Electronic I-9 Expiration

When a student employee’s electronic I-9 is near expiration, the system will generate a series of memos notifying the supervisor and the student of the situation. Typically, only the electronic I-9s of certain international students will have expiration dates, though citizens in certain rare cases might have an expiration date.

When you receive such a memo, the student will typically have one month until their expiration date, which should give them time to get their documents in order. If the student does not update their form I-9 in a timely manner, the system will begin a series of notifications that will ultimately end in termination.

The I-9 expiration function runs at the start of each month.

Eligibility

When a student is no longer eligible for student employment, the system will generate a series of two memos to the student and supervisor notifying them of the situation. If the situation is not resolved, the student will be terminated by the system as described in the memo. The student should get in touch with the SE office of the campus with which their job is affiliated to find out why they are ineligible. Generally speaking, it is better for the student to contact the SE office when trying to resolve these situations due to FERPA considerations.

Reasons for ineligibility will vary greatly, but typically are the result of unsatisfactory academic progress or insufficient enrollment. Exceptions or special considerations are given at the discretion of the appropriate SE office. For students working at a campus other than their primary institution, they may need to work with both campuses SE offices to resolve the situation.

The eligibility function runs at the start of each academic term.

Mandatory Step Increases

When a student has worked one year, and at least 400 hours, since their last pay increase (step increase or promotion) and/or hire date, they are entitled to a mandatory step increase. The system will automatically grant the step increase in these cases. No action needs to be taken on the part of the employer. This increase cannot be stopped or prevented, even in cases where the student is no longer working for you.

The mandatory step increase function runs at the start of each week.
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