



# DEPAUL UNIVERSITY

## OFFICE OF STUDENT EMPLOYMENT

### STUDENT EMPLOYMENT ACTION FORM (SEAF)

Loop Office: DPC 9500 - (312) 362-5599

Lincoln Park Office: SAC Room 192 - (773) 325-7431

Questions? E-mail: [studentemployment@depaul.edu](mailto:studentemployment@depaul.edu)

Web: <http://studentemployment.depaul.edu>

### IMPORTANT INSTRUCTIONS:

Supervisors of student employees must complete this document and submit electronically to [studenthiring@depaul.edu](mailto:studenthiring@depaul.edu) **PRIOR TO** the student's effective start date listed below. Please send this document using the student's last name and DePaul ID number as the subject line.

### Student Employee/Supervisor Information (Must complete all fields)

Student DePaul ID#	Student Last Name	Student First Name (M.I.)
Student E-mail		Student Phone (Cell Preferred)
Department Name	Campus (Loop/LPC/Both)	Position Title
Primary Supervisor Name	Primary Supervisor E-mail	Primary Supervisor DePaul ID#
Secondary Supervisor Name (optional)	Secondary Supervisor E-mail	Secondary Supervisor DePaul ID#

### Actual Start Date or Effective Date

(Used for Federal Form I-9 compliance monitoring)

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### Type of Request (Please select one)

<b>New Hire</b>	<b>Additional Position</b>	<b>Salary Change</b>	<b>Position Number Transfer*</b> Transfer from one student position to another student position
Comments:			For OSE/HR use

\* To process a Position Number Transfer, list the current position# and department ID in section 1 and the new position# and department ID in section 2 below.

### Position Information

<b>PeopleSoft Position #</b>	<b>Dept ID</b>	<b>PeopleSoft Position #</b> (only for position # transfers or multiple jobs)	<b>Dept ID</b>
1.		2.	
<b>Hourly Wage</b>		<b>Hourly Wage</b> (for multiple jobs or salary changes in multiple positions)	
<b>Current:</b> _____ Starting pay for New Hires	<b>New:</b> _____ Only for Salary Changes	<b>Current:</b> _____ Starting pay for New Hires	<b>New:</b> _____ Only for Salary Changes

<b>Salaried Positions*</b>	<b>One-time Payments</b>
Salaried payments must be submitted online through the <a href="http://myhr.depaul.edu">myhr.depaul.edu</a> website.	One -time payments must be submitted online through the <a href="http://myhr.depaul.edu">myhr.depaul.edu</a> website.

\*Note: Although positions paid by stipend are not generally required to track hours worked for the purpose of receiving payment, Student Employment policies prohibits domestic students to work more than 25 hours per week (international students: 20) in any single position or combination of on-campus positions.

<b>Department Approval</b>		<b>Date</b>
<b>Office of Research Services Approval</b> (required for grant-related positions)		<b>Date</b>
<b>Office of Student Employment Approval</b>		<b>Date</b>
<b>Human Resources Approval</b>		<b>Date</b>