



**University of Notre Dame
Form Instructions
Student Personnel Action Form**

Who uses this form:

- The person(s) in each department responsible for communicating actions related to Notre Dame student employment positions.

When to use this form:

- To hire Notre Dame students
- To terminate Notre Dame students
- To change the rate of pay for currently employed Notre Dame students

When NOT to use this form:

- To hire non-Notre Dame students, including St. Mary's and Holy Cross students taking ND classes. If you wish to hire a non-Notre Dame student, please refer to the Staff Personnel Action Form (PAF).
- To change the labor distribution for a student position. If you wish to change the labor distribution for a Notre Dame student, please refer to the Change Labor Distribution Form.

1. General Information

Student Name

Use student's full name

Student Academic Dept

Necessary only for Graduate Students. The academic department to which the student belongs at the University.

Net ID or ndID

Either the nine-digit ndID or the student's Net ID is acceptable

Level

Place an "X" to indicate the student's academic level

- U-Grad = Undergraduate student
- Grad = Graduate/Law/MBA

Position Number

The Position Number can be found on your department's Position Inventory reports (or, for Graduate School departments, on your Stipend Allocation Sheet). If you are unable to determine the Position Number, contact the Office of Budget and Planning at 631-9137.

Account Type

Place an "X" to indicate if the position is funded through a restricted and/or unrestricted account. Note: restricted accounts have a Fund number that begins with either a "2" or a "3".

Employing Dept Name

The name of the department employing the student.

Employing Org #

The Employing Org # is associated with the name of the department employing the student.

The Employing Org # can be found on your department's Position Inventory.

Dept Contact Name:

Person to whom questions regarding this Student PAF should be directed.

Dept Contact Telephone:

Telephone number of person to whom questions regarding this Student PAF should be directed.

2. Hire Action Fields

Place an "X" on the appropriate line indicating the type of action being taken for this student's position.

- Rehire Student Hourly Job (*rehiring onto same Position Number*)
- Add Student Hourly Job
- Rehire Student Stipend Job (*rehiring onto same Position Number*)
- Add Student Stipend Job
- Hourly Job Changes – **Effective Date required**
- Stipend Job Changes – **Effective Date required**
- Terminate Job – **Effective Date required**

3. Hourly: Adding/rate changes for Hourly Job

Hourly Job Title

Select Hourly Job Title from the drop-down menu. If you can not find your specific title, please choose the title that most closely matches the position.

Hourly Rate:

Fill in the hourly rate of pay for the employee.

The following suggested rates apply to the 2009/2010 academic year:

- \$7.25 Basic
- \$7.65 Intermediate
- \$8.15 Skilled

Note: For undergraduate students earning \$10/hour or more and graduate students earning \$15/hour or more, you must include a brief job description justifying the elevated wages.

Hire Date:

The date the employee will begin working.

Non-U.S. Citizen/Non-Perm. Resident?

Check this box if the student you are hiring is neither a U.S. Citizen nor a Permanent Resident of the United States.

Hours per two-week Pay Period:

The anticipated hours the employee will work per 2-week pay period.

Note: Total hours of campus employment may not exceed 20 hours/week while enrolled.

Supervisor Name:

Name of the person primarily responsible for approving student’s hours in UltraTime or on paper timecards

Supervisor NetID:

NetID of person primarily responsible for approving student’s hours in UltraTime or on paper timecards

4. Stipend: Adding/rate change for Stipend Job

Salary:

Fill in the total amount to be paid to the employee over the entire employment period.

Hire Date:

The date the employee will begin working. For the 2009/2010 academic year, students may begin working August 16, 2009.

End Date:

The date the job will end. For the 2009/2010 academic year, full year stipend jobs will end on May 15, 2010.

Hours per two-week Pay Period:

The anticipated hours the employee will work per 2-week pay period.

Note: Total hours of campus employment may not exceed 20 hours/week while enrolled.

5. Graduate Tuition Scholarship: Adding/changing**Summer Amount:**

Total amount of the scholarship to be paid for the summer term.

Fall Amount:

Total amount of the scholarship to be paid for the fall term.

Spring Amount:

Total amount of the scholarship to be paid for the spring term.

Total Amount:

Auto-calculating field that totals the amount of the graduate tuition scholarship from any term that is entered above.

Supersede Date

The date of the first form submitted that is being superseded.

6. Revised Labor Distribution Information:

If this section is left blank, the student will be paid from the default FOAPAL associated with the Position Number.

Enter the name(s) of any Research and Sponsored Programs Accounting (RSPA) accountant(s) assigned to the restricted funds used to pay the student.

7. Signatures and Approvals**Time Card Signatures**

The signatures of those authorized to sign an hourly student's time card.

Comments

Any additional information needed for processing. Please be specific!

Departmental Approvals

Based on your departmental procedures, obtain the written signatures of the Employing Supervisor, the Academic Department Head, the Provost's Office or Graduate School. For each signature, include name, title, date of approval, and contact phone number. If needed, you may type over the provided titles.

8. Date

The date the form is printed will default in the lower left-hand corner.

After securing applicable signatures, route the completed form and all required supporting documentation (ex. Form I-9, Form W-4) to Student Employment, 115 Main Building.