

SEAF Updates Form

This form is to be used to update payment amounts, pay rates, corrections to hire dates, number of hours, organization number, account codes, and to process or update terminations. Terminations only need to be completed if they occur prior to the end of the original employment period or if a position needs to be reposted.

Link to access the SEAF:

<https://www.nova.edu/cgi-bin/seaf-update/unique.cgi>

Instructions:

Enter your NSU user ID and password to access the SEAF

On the SEAF form, fields marked with an * are required.

*STUDENT NAME: Enter the student's Name

*STUDENT NSU ID: Enter the student's NSU ID

*JOB NUMBER: Enter the Job# (This is NOT the reference number in JobX, but the job# which should be included as part of the title of your job posting)

POSITION CODE **LEAVE THE POSITION CODE BLANK**

PAYMENT TYPE: Select the payment type from the drop down box:

Hourly – Jobs with an hourly pay rate

Adjunct – Jobs with a one-time payment stipend

Bi-weekly – Jobs that are paid a bi-weekly stipend (more than a one-time payment)

IF THE ADJUNCT OR BI-WEEKLY PAYMENT AMOUNT IS CHANGING:

If not changing, leave blank

CURRENT BI-WEEKLY OR ONE-TIME PAYMENT AMOUNT:

Enter the current bi-weekly or one-time payment amount

NEW/CORRECTED BI-WEEKLY OR ONE-TIME PAYMENT AMOUNT:

Enter the new/corrected bi-weekly or one-time payment amount

IF THE ONE TIME PAYMENT DATE IS CHANGING:

If not changing, leave blank

ORIGINAL PAYMENT DATE (Must be pay date of a pay period):

Enter the original payment date

CORRECTED PAYMENT DATE (Must be pay date of a pay period):

Enter the corrected payment date

IF THE HIRE OR REHIRE DATE IS CHANGING:

If not changing, leave blank

CURRENT HIRE DATE: Enter the current hire date

NEW/CORRECTED HIRE DATE: Enter the new/corrected hire date

EMPLOYMENT FROM/TO DATES

For hourly employees, enter the standard employment period dates provided by Student Employment (fall/winter or summer dates).

*For example, Summer 2024 dates are 04/27/2024 – 08/16/2024

*EMPLOYMENT FROM: 04/27/2024

*EMPLOYMENT TO: 08/16/2024

*Hours: Enter the number of hours the student employee is expected to work.

If this is not changing, enter the number of hours the student employee was hired for.

If this is changing, enter the requested number of hours and include in the comment section that you are changing the number of hours.

TERMINATION DATE: Enter the student's last date in the position

ONLY COMPLETE IF STUDENT IS BEING TERMINATED

*EFFECTIVE DATE: Enter the date the changes are taking effect

For terminations: EFFECTIVE DATE MUST MATCH TERMINATION DATE
For hire/rehire date changes: MUST MATCH CORRECTED HIRE/REHIRE DATE
For pay rate/account changes: Please enter date you want these changes to become effective

*TIMESHEET SUPERVISOR: Enter the timesheet supervisor's name.

If the timesheet supervisor is being changed, please indicate this in the comment section

*TIMESHEET SUPERVISOR N NUMBER: Enter the timesheet supervisor's NSU ID number

If the timesheet supervisor is being changed, please indicate the new supervisor's NSU ID number

*ORIGINAL LABOR ORGANIZATION (6 digits): Enter the department code

NEW LABOR ORGANIZATION (6 digits):

If not changing, leave blank

If the Labor Organization is changing, please indicate the new account number and make a note of this in the comment section

*ACCOUNT CODE (1016, 1017, 1025): Please enter the account code the student was hired under

NEW ACCOUNT CODE (1016, 1017, 1025):

If not changing, leave blank

If the Account Code is changing, please enter the new account code and make a note of this in the comment section

Please note:

1016 – Federal Work Study (FWS)

1017 – Nova Student Employment (NSE) (departmental budget)

1025 – Teaching services (do not use unless you know this is the correct account code)

ENROLLMENT: PLEASE LEAVE BLANK. This is to be completed by Student Employment.

*CURRENT PAY RATE: Please enter the student's current pay rate

PAY CORRECTION:

CORRECTED PAY RATE:

If not changing, leave blank

If the pay rate is being adjusted, please enter the new pay rate and make a note of this in the comment section and explain why

PAY INCREASE REQUEST:

If not changing, leave blank

CURRENT PAY RATE: Enter the student's current pay rate

NEW PAY RATE: Enter the requested new pay rate

Please note the wage increase policy below.

Wage increase policy:

Pay raises are encouraged as recognition for good work performance. The student employee's supervisor may recommend that Student Employment increase the pay rate up to fifty cents an

hour on an annual basis as of the student's first year anniversary. The determination to approve or deny the recommendation will be decided by Student Employment and contingent upon the availability of funds.

It should be noted that a pay increase for a student who is working under the Federal Work-Study program does not guarantee an increase in the amount awarded to the student. This may result in a reduction in the number of hours the student has available to work each semester or term.

***Comment must be made for purpose of SEAF:**

Please clearly indicate what changes are being requested. Requests that are not clearly indicated may be rejected.

Add telephone number if desired and click "SUBMIT APPLICATION" for it to be submitted to the Office of Student Employment for review.

SEAFs will be reviewed and processed in the order they were received. You will be notified if a SEAF has been rejected. SEAFs that have been approved will be forwarded to HR for processing. The submitter of the SEAF will be copied on the emails to HR.

Please allow time for changes to take effect. They should occur by the next payroll pay period.