

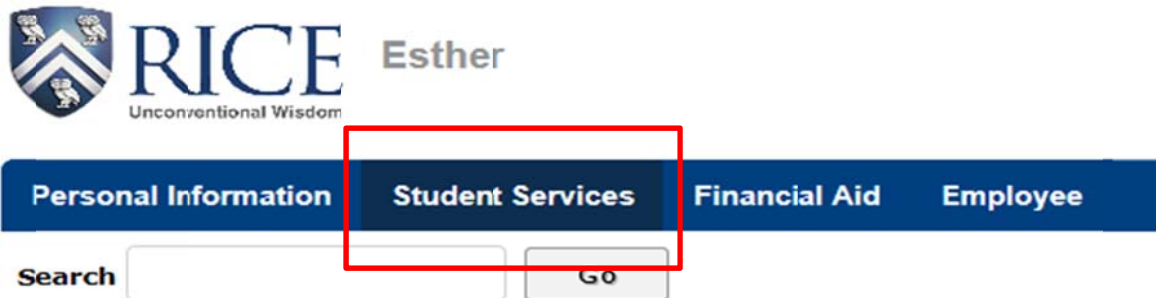


## STUDENT PERSONNEL ACTION FORM (SPAF)

### Rice Work or Work Study

#### Accessing the SPAF

Student employees need to log into ESTHER (<https://esther.rice.edu/>) using their Rice ID and password (PIN). Then, they need to click on the Student Services tab.



Scroll down and click on the Student Employment link.

- Link to Office of the Registrar's Website
- Link to Enrollment Verification
- Link to Student Health Insurance Website
- Student Employment**
- Student Expense Reimbursement Information

If the student employee has not completed a Form I-9, the following alert will appear and access to the SPAF will be denied.

#### Student Employment

You currently do not have a valid Form I-9 on file and must complete the I-9 prior to the start of work or training. If you have completed the I-9, you should be able to access the SPAF by the end of the business day following the date you completed the I-9. However, if you have not already completed the Form I-9, please stop by the Payroll Office as soon as possible to complete the I-9 requirement. You will need to bring along with you either one List A document or one List B and one List C document to establish identity and employment authorization (refer to <https://www.uscis.gov/i-9-central/acceptable-documents/who-issued-document> for a list of the acceptable documents). Please contact the Payroll Office if you have any questions.

**IMPORTANT:** Students must complete the Employment Eligibility Verification Form (or Form I-9) with the Payroll Office **prior to the start of work or training**. (This is a requirement of the U.S. Citizenship and Immigration Services and not of Rice University). Form I-9 is the form required by all U.S. employers to verify the identity and employment authorization of newly hired individuals.

Students must bring **original, unexpired document(s)** to establish identity and employment authorization. These documents must be considered acceptable documents by the U.S. Citizenship and Immigration Services (either a List A document or a List B document and a List C document). Refer to <https://www.uscis.gov/i-9-central/acceptable-documents/who-issued-document> for a complete document list.

When the Form I-9 has been completed by the student and certified by the Payroll Office, the student will be able to access the SPAF through ESTHER (click on Student Services then Student Employment to access the SPAF). Student employees need to click on the Rice Work or Federal Work Study link to access the appropriate SPAF.

**IMPORTANT:** Students with Federal Work Study awards will be able to access both the Rice Work and Work Study SPAFs. If the student already has an active Work Study position, the student should print the Rice Work SPAF to avoid delays in the processing of the hiring form.

## Student Employment

### Helpful Links for Rice University Student Employment

- Student Jobs currently available
- W-4 Forms
- I-9 Forms
- Rights and Responsibilities
- Federal Work Study at Rice

[Print Student Personnel Action form \(SPAF\) - Rice Work](#)

OR

[Print Student Personnel Action Form \(SPAF\) - Federal Work Student](#)

If the student does not have a Federal Work Study award, s/he will receive the following error.

Our records indicate that you have not been awarded a Federal Work Study award.

Please navigate back to the Student Personnel Action form link and select the [Rice Work Student Personnel Action form](#).

If you have been awarded Federal Work Study, please contact Student Financial Services at 713.348.4958 .

### Completing the SPAF - Student

Once the student employee accesses the appropriate SPAF, the student needs to print the SPAF, sign/date the SPAF, and submit to the hiring department for completion.

#### **STUDENT PERSONNEL ACTION FORM - Rice Work**

**STUDENT INSTRUCTIONS:** Present this form to your supervisor before the expiration date of 06/29/2016. Rice Work students should complete and submit a **BLUE** timesheet each pay period.

Name:	Tester5, Test	Program:	Undergraduate
Rice ID:	S01106101	Account Code:	60810
Date of Birth:	02/12/1994	Award Year:	_____ [ ] Fall/Spring [ ] Summer
Phone:	713-431-41411111	Position Number:	_____
Email:	ecom@rice.edu	Effective Date:	_____
Address:	Room 412, Unit 10, Building 2 Giannakohori Nanjing,	If Foreign Student, Country:	_____
I9 Form Indicator:	Received	Visa Type:	_____
I9 Expiration Date:		I9 Received Date:	08-JUN-16

I hereby accept the terms of this job and agree to abide by the rules specified in the Statement of Student Employee's Rights and Responsibilities. Further, if receiving Federal Work Study, I certify that I will use the proceeds of any Work Study compensation to pay educational expenses.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Completing the SPAF – Hiring Department

**IMPORTANT:** Once the hiring department receives the SPAF from the student employee, the student has met the I-9 requirement and may now start employment or training.

The hiring official needs to indicate the position number and effective date (start date of employment) in the student section shown above.

### Position Number

Rice Work – The position number is S + first 3-digits of home org + 00 (zeros).

Work Study - The position number is R + first 3-digits of home org + 00 (zeros).

**Effective Date (start date of employment)** = Indicate current or future dates

Hiring departments need to complete the following section in its entirety to avoid possible delays in processing the SPAF.

### HIRING DEPARTMENT:

**Please complete this section, sign, and forward the original form to Student Financial Services, MS-12.**

**Note: If the student has been awarded Federal Work Study, the amount awarded may not reflect the amount available if the student has an additional job or has been previously employed during the academic year. If the student expends the work study award, the department will be charged any overage. I UNDERSTAND THAT BY SIGNING THIS FORM, I AM AUTHORIZING ANY OVERAGE CHARGE.**

Department Type of Action (check all that apply):  New  Rehire  Change in Pay Rate  Budget Change  Terminate

Department Name: \_\_\_\_\_ Department Number: \_\_\_\_\_ WTE Org: \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_

Department Supervisor for this Student Worker: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department Supervisor (for timesheet) Signature: \_\_\_\_\_ Ext: \_\_\_\_\_ MS#: \_\_\_\_\_

Student Position Job Title: \_\_\_\_\_ Pay Rate Per Hour = \_\_\_\_\_

DEPARTMENT SIGNATURE (authorized for this budget expenditure): \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Department Signature (required for all athlete workers): \_\_\_\_\_ Date: \_\_\_\_\_

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**Department Type of Action** – Check all action(s) that apply.

**Department Name** – Indicate the department name.

**Department Number** – Indicate the department number.

**WTE Org** - Indicate the Timesheet Org. This is crucial for WTE approval. The individual with the access to approve the timesheet org will be the one who can approve the time entry.

**Fund, Org, Account, and Program** – Indicate the fund, org, and account that should be used to charge the wages. If applicable, enter the program code.

**Department Supervisor** – Indicate the supervisor (and timesheet approver, if different) and contact information. This information will be helpful if Payroll or Student Financial Services have any questions regarding the SPAF.

**Student Position Job Title** – Indicate the student’s job title. This will appear on Web Time Entry so please make sure the student knows his/her job title.

**Pay Rate Per Hour** – Indicate the hourly pay rate. The rate must be at least federal minimum wages (\$7.25/hour) and must not exceed \$20.00/hour. [If the student’s position is a one-time event or special project (limited to a one-week period), the regular rate must not exceed \$50.00/hour. Please indicate an end date on the SPAF (preferably near the pay rate field) as this will be required before the SPAF is entered into Banner by Payroll.]

**Department Signature/Date** – The individual authorized for this hire/budget expenditure is required to sign/date the form.

**Athletic Department Signature** – The appropriate signature is required for all athletic student hires/re-hires.

### **Submitting the SPAF**

Once the form has been completed by the student and the department, the SPAF needs to be submitted to Student Financial Services, MS – 12.

Student Financial Services will verify the student is eligible to work as a student. When verified, Student Financial Services signs/dates the SPAF and forwards to Payroll for processing.

#### **STUDENT FINANCIAL SERVICES:**

Student enrollment has been verified and the above referenced student is eligible to work for Rice University.

Student Financial Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student employee will have access to Web Time Entry after Payroll enters all of the hiring information into Banner.