Procedure for Completing  
STUDENT PERSONNEL ACTION FORM

ACCESS TO FORM

Availability
The online Student Personnel Action Form (PAF) form will not be available until July 1 (original implementation date was June 1). Continue to use current paper form for hiring students until July 1. However, effective immediately you must include the student’s time group (see below) on the current paper forms.

Access
Access to online PAF, after July 1, will be at: http://web.mit.edu/sfs or http://web.mit.edu/hr/forms/academic.html.

Requires MIT certificate

Authorization
In order to use online form, you must have the PAF authorizer role. Prior to “go live”, names of those library staff members who had hired students in the past were submitted as PAF authorizers. However, if you were missed or if you would like to add the PAF authorizer role to a new staff member, contact Macrina Rizzo at msrizzo@mit.edu.

Kerberos ID acts as electronic signature

INSTRUCTIONS FOR COMPLETING FORM

As an authorizer, your name, e-mail address and phone number automatically populates the form.

Step 1. Check student’s eligibility

Enter student’s MIT ID# or SSN to check employment eligibility
Student’s information is automatically populated
(Real-time validation of student employment eligibility occurs via Student Information System)

a. If “I-9 on File?” field says YES and if “Registration Status” field indicates REGISTERED or ELIGIBLE TO REGISTER, proceed to Step 2.

b. If “I-9 on File?” field says NO or if “Registration Status” field indicates anything other than REGISTERED or ELIGIBLE TO REGISTER, you may not proceed with hiring process. An e-mail to student is automatically generated to notify student of missing information and instructions for completing.

Step 2. Provide required information to complete hiring process

a. Position Title & Description
Select from list of position titles below.
It is important to use only these titles so that student who are working in multiple areas, within the Libraries or beyond, can enter time appropriately, and for purposes of extracting budget data from the Data Warehouse in analyzing and managing local budgets.
LIBRARY STUDENT POSITION TITLES

Please be sure to use the name of your library or library department. Students, who may work in several departments within the Libraries or across campus, will use the position title to report hours for worked for each position, so that Payroll may assign the correct salary distribution.

Examples: Dewey – Processing Worker or Dewey – Circulation Worker; ALS – Acquisitions Worker; DocSvcs – ILB Worker; Aero – Branch Worker, etc.

Note: While there is one time group for Barker and Science (ESL), the position titles for these two departments should be separate, i.e. Barker-Circulation Worker, Barker-Processing Worker, Science-Processing Worker, etc.

Also, position titles for those students working in Hayden Circulation will be Humanities-Circulation Worker.

- [library or library department] - Acquisitions Worker
- [library or library department] - Archives Worker
- [library or library department] - Branch Worker
- [library or library department] - Cataloging Worker
- [library or library department] - Circulation Worker (includes Stacker)
- [library or library department] - Clerical Worker
- [library or library department] - GIS Worker
- [library or library department] - ILB Worker
- [library or library department] - ILL Worker
- [library or library department] - Processing Worker
- [library or library department] - Special Projects Worker

b. Job Description
   Be brief and provide broad description of duties
   May provide a bulleted list of duties

c. Time Group
   It is very important to use only the time groups listed below for timesheet entry and approval purposes.
   (Note: If none of the time groups below are appropriate for your student worker, please contact teampayroll-lib@mit.edu.)

- AdminServices-stu
- Aero-stu
- ALS-stu
- Archives-stu
- CAMS-stu
- Dewey-stu
- DirOff-stu
- DocServices-stu
- ESL-stu (Barker and Science)
- Humanities-stu (includes Hayden Circulation)
d. Cost Object Distribution
Provide your library or department’s seven digit cost object number (16******) or your special project or fund’s seven digit number (usually 32******). The distribution should be 100%

e. Rate of Pay
Library student wages are generally $12-15 per hour. Consider job responsibilities (complexity, accountability), skills required as well as local budgets in setting wages.

(Note: For future time entry purposes that library student workers are not eligible for holiday pay.)

f. Dates
Enter the date the student will begin work in your area. Generally, for the end date, the end date of the term or academic year, unless you have hired the student for a special project with definite end date.

g. E-mail confirmation
“To:” and “cc:” is automatically populated with “hrpayservicecenter”, the student’s e-mail address, and your (authorizer) e-mail address.
It is recommended that you also include your local Administrative Assistant in the “cc:” line, for purposes of informing the budget analysis process. It is not necessary (or desirable) that you send a copy to payroll-lib.

TIMESHEET
The information provided on this form generates the student’s timesheet.

TRAINING
Community-wide demonstrations of the Student PAF will be held as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. 5/31</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>Room 4-270</td>
</tr>
<tr>
<td>Thu. 6/01</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>NE49, Grand Cayman</td>
</tr>
<tr>
<td>Wed. 6/14</td>
<td>9:30 a.m. - 10:30 a.m.</td>
<td>Room 68-180</td>
</tr>
<tr>
<td>Wed. 7/19</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>Room 4-270</td>
</tr>
</tbody>
</table>

Registration is not required.
Local (library) demos of the Student PAF will not be available.

For the complete HR Payroll community-wide training schedule see: [http://web.mit.edu/ist/delivery/hrpayroll/timepay_training_calendar.html](http://web/mit.edu/ist/delivery/hrpayroll/timepay_training_calendar.html).