

UNIVERSITY OF HARTFORD

**VALIDATE STUDENT
STATUS
ePAF**

OCTOBER, 2018

VALIDATING A STUDENT'S STATUS

Prior to hiring a student employee you are required to validate student status to ensure the student is enrolled at the University of Hartford and determine eligibility for Federal Work Study (FWS). This validation process must be done for every student hired, even if they are a returning student worker from a previous semester, as their status may have changed. Verifying student status will also help an originator determine which ePAF, Position Number, and Employee Class Code will be used.

Only Full-time University of Hartford Students can be hired with the S1 & S2 employee class code. Part-time students hired to work must use the N6 employee code.

- A student is **full-time** if, as an undergraduate has 12 credit hours or more; graduate = 9 credit hours or more and is enrolled at the University of Hartford (S1 or S2).
- A student is **part-time** if, as an undergraduate has less than 12 credit hours; graduate less than 9 credit hours (N6).
- Students **NOT enrolled at the University of Hartford**, regardless of full-time or part-time status, can only be hired using an N6 employee class code.

To validate a student's status, have their **University ID#** prior to starting the process:

1. After logging in to Self Service Center (SSC) and clicking on the Employee Tab, click on the '**Validate Student**' link.

[EPAFs](#)

Online Electronic Personnel Action Forms; Find approver and c

[Benefits and Deductions](#)

CT-W4-Information that determines the amount of State Tax

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and D

[Tax Forms](#)

View W-4 information; Print your W-2 form.

[Leave Balances](#)

View your leave balances as recorded. Time taken is recorded

[Current and Past Jobs](#)

[Validate Student](#)

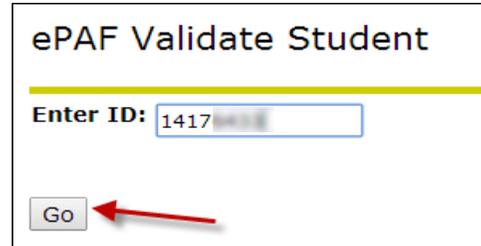
Check student level and enrollment, and FWS eligibility

[Make online credit card and electronic payments.](#)

Payment will be made using CASHNet E-Billing System.

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2. Enter the ID of the student then click 'Go'.



ePAF Validate Student

Enter ID:

3. The results screen will display student matriculation, enrollment, credit hours and eligibility for work study. In this example the person entered is a student yet not eligible for work study, therefore a New Hire Non Exempt Hourly, HIRENE ePAF should be used.

Student Matriculation and Enrollment			
Term	Level	Matriculated	Hours
Summer Term 2018	N/A	No	
Fall Term 2018	Undergrad	Yes	16.00
Spring Term 2019	Undergrad	Yes	

 currently has no work-study eligibility in 2018-2019

Note: If your newly hired student needs to obtain a social security number (international students typically do not have one), which is required as a condition of employment, you must complete the [On-Campus Employment Form for International Students who Require a Social Security Number](#) available [here](#) on HRD's website or have the student go to the International Center for assistance.

This form, which verifies that the student has a pending job offer, must be filed with the office of Social Security Administration (address on form).

Please be advised that this process may take a few weeks and your student worker CANNOT work until this (and other paperwork) is complete.

4. Once the student has been validated, click the 'Employee' tab and then the ePAF link to get started on completing the appropriate ePAF.