

# SEAF - DocuSign

## Student Employment Action Form

How to Submit a Request to Hire a Student If You Do Not Have a DocuSign Account

# SEAF

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The Student Employee Action Form (SEAF) to hire a student is either a DocuSign template (for those with a DocuSign account) or a DocuSign “power form” for those who do not have a college-provided DocuSign account.

The instructions within this guide will assist those who do NOT have a college DocuSign account and therefore must rely on the SEAF “power form.”

IMPORTANT– we are unable to track the status of the SEAF “power form” within DocuSign; therefore, it is ***vitaly important*** you contact the Division Head (this may be the professor/manager the student will report to or the Dean of Students) to inform him/her that you have initiated a SEAF to hire a student and that the SEAF is pending his/her approval; the form will not advance until *everyone* signs/approves.

Once HR receives the final approved SEAF the hiring manager will receive a “next steps” email from HR.

# SEAF – Step 1

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Step 1 – locate the SEAF “power form” on the HR webpage in the section titled Forms.

Centenary  
COLLEGE OF LOUISIANA

Events News & Media Alumni Directories Library Athletics Giving

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## HUMAN RESOURCES

Human Resources oversees various aspects of employer/employee relationships at Centenary College.

Directories / Offices & Services Directory / Human Resources

<a href="#">Job Opportunities</a>	<a href="#">Personnel Manual</a>	<a href="#">COVID-19 Info for Employees</a>
<a href="#">Benefits Information</a>	<a href="#">Performance Appraisal</a>	<a href="#">New Employee Resources</a>
 <a href="#">HR Forms</a>	<a href="#">Annual Security Report</a>	<a href="#">Student and Foreign Employment Information</a>
<a href="#">Injury On The Job</a>	<a href="#">Campus Meeting Resources</a>	<a href="#">Termination - When Your Employment Ends</a>
<a href="#">Holidays</a>	<a href="#">Tuition Remission/Exchange Programs</a>	<a href="#">Your W-2</a>
<a href="#">Online Suggestion Box</a>	<a href="#">Guidelines for Conducting Searches</a>	<a href="#">Federal and State Tax Withholding</a>
<a href="#">Payroll</a>	<a href="#">Drug and Alcohol Abuse Prevention Program</a>	<a href="#">Victim's Rights and Resources</a>
<a href="#">eSelfServe</a>	<a href="#">Families First Coronavirus Response Act</a>	
<a href="#">Relocation Stipend</a>		

# SEAF -- Step 2

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Step 2 – use your network ID and password to access HR forms.

# Centenary

[Apps](#) > Access

Log in using the **same username/password** you use to check **your Centenary email\***

\* It's possible that, if it differs, the login for your faculty/staff Centenary computer may work instead.

Username:  Password:

Submit

[Centenary College of Louisiana](#) | 2911 Centenary Boulevard, Shreveport, LA 71104 | 318-869-5011

# SEAF – Step 3

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Step 3 – locate and click on the SEAF hyperlink.

# Centenary

[Apps](#) > [Human Resources Forms](#)

## *Human Resources Forms*

see also: [Frequently Used Forms](#) | [Provost's Frequently Used Forms](#)

### Employment Forms

#### *Automated*

- [Automated Employee HIPAA Authorization Form](#)
- [Automated Employee Request for Accommodations](#)
- [Automated Student Employee Action Form \(SEAF\)](#)



**For new hires** - when the SEAF has received final approval, Human Resources will send the Student "new hire paperwork" via DocuSign. Once the new hire paperwork is completed the student will need to report to Human Resources to complete the I-9 documentation verification in person. Human resources will then notify the hiring manager the student is cleared to work. **The student is NOT authorized to work until these steps are completed.**

- If you are in need of an HRAF, please contact HR at [hr@centenary.edu](mailto:hr@centenary.edu).

# SEAF – Step 4

Step 4 – enter the required approval signatures.

- Enter your name and email as the hiring official
- Leave the division head assistant blank
- Enter the division head / hiring manager information – this is the person the student reports to
  - please read the highlighted warning below
- Click “Begin Signing” -- all the other names/recipients have been pre-loaded

**IMPORTANT**– we are unable to track the status of the SEAF “power form” within DocuSign; therefore, it is **vitaly important** you contact the Division Head or hiring manager to inform him/her that you have initiated a SEAF to hire a student and that the SEAF is pending his/her approval; the form will not advance until *everyone* signs/approves.

DocuSign BEGIN SIGNING

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

**Hiring Official**

**Your Name: \***  
Full Name

**Your Email: \***  
Email Address

Please provide information for any other signers needed for this document.

**Division Head's Assistant**

**Name:**  
Full Name

**Email:**  
Email Address

**Division Head**

**Name:**  
Full Name

**Email:**

# SEAF – Step 5

Step 5 – enter the required student information.

- Enter all relevant data into the form
  - enter the student's name
  - if you do not know the last 4-SSN just enter 0000
  - enter the effective date you would like the student to start working – enter a future date that is no less than 5 business days from the date of request
  - click/Check on New Hire
  - click/Check on Student Employee
  - enter the Home Department
  - enter hourly Salary rate – students generally make \$9.25/hour
  - contact Linda Montgomery at ext. 5127 for Labor Distribution Code information
  - digitally sign the form
  - click on FINISH at the top of the screen

DocuSign Envelope ID: F3C14CB5-5D06-45FF-9C9F-42DD1AC805E2

**START** **FINISH**

**STUDENT EMPLOYEE ACTION FORM**  
(PLEASE COMPLETE ONE FORM FOR EACH JOB PER EMPLOYEE)

Name:  Last 4 of SSN:  Effective Change Date:

Type of Action (check one):  
 New Hire  Re-Hire  Other - Explanation:   
 Pay Change  Reclassification  
 Promotion  Demotion  
 Transfer  Termination

Name of individual and position being replaced (if this is not a new position):

Employee Classification (check one):  Student Employee  
Employee Status (check all that apply):  Part Time  Temporary Auto Term Date:

COMPLETE FOR TERMINATIONS ONLY  
Date of Termination:  Reason for Termination (check one):  Voluntary  Involuntary  Graduated

COMPLETE FOR NEW HIRES AND TRANSFERS ONLY  
Home Department:  Check Distribution Department:   
Campus Address:  Campus Phone Number:

JOB CHANGES:

	Current Information	New Information
Hourly Rate/Annual Salary	<input type="text"/>	<input type="text"/>
Scheduled Days/Hours	<input type="text"/>	<input type="text"/>
Title (current)	<input type="text"/>	
Title (new)	<input type="text"/>	

LABOR DISTRIBUTION CHANGES:

Current:	Fund	Org	Account	Program	Activity	Location	Percentage
New:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List Funding Source(s):

Immediate Supervisor:  Date: 10/20/2023  
Print Name under Signature Line

Division Head:  Date:   
Print Name under Signature Line

Robert Blue:  Date:   
Vice President for Finance & Administration

March 2016

# “Next Steps” Notice to Hiring Manager

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Below is an example of the email HR sends to the hiring manager upon receipt of the SEAF and after verification that the student is/has not worked for the college before.

Hi (hiring manager),

We are in receipt of the SEAF to hire (Student name) as a (job title) - Student employee effective (date per SEAF).

Please be aware of and communicate the following Next Steps to the student candidate:

1. HR will send the student a DocuSign email containing the new hire paperwork needed to create their payroll account. *HR is committed to sending the new hire paperwork to the selected candidate via DocuSign within 24-48 hours after the SEAF has received final approval.*
  - a. Please advise the student to complete this paperwork timely; failure to do so may delay their hire date and/or first payroll.
  
1. The student is to provide I-9 document verification to the HR office preferably prior to their start date but no later than the third business day after employment begins; *late I-9 Forms may constitute substantive violations to the college.*
  - a. The attached document is contained within the new hire paperwork shared with the student.
  - b. Foreign national students must also provide their I-94 and SSN
    - i. International Students are encouraged to visit [New Employee Resources](#) to learn more

*We will send you an email with a confirmation once the I-9 document verification is complete. That email will be your notification that the employee is cleared to begin working.*

Please contact me with any questions.

Thanks,

**Patricia Netherton, SHRM-CP, PHR**  
*Director of Human Resources*



# SEAF - summary

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- The SEAF is the first step in getting a student hired for a position within the college. Once this form is approved, HR reviews eSelfServe to determine if the student is already an active employee.
  - If the student is already in eSelfServe (meaning they have been employed as a student with the college previously), the SEAF is passed to payroll for relevant updates to the student payroll account. The student may begin working.
  - If the student is not in eSelfServe, HR will send the hiring manager (copying the student) an email outlining the next steps in the hiring process.
    - HR then sends the student a DocuSign containing new hire paperwork they **must** complete. This paperwork includes personal information forms, direct deposit forms, tax forms, policy acknowledgment forms, workers comp forms, etc.
      - Student CANNOT begin working until all relevant new hire paperwork is completed and entered in eSelfServe and updates made in Banner.
    - Newly hired students will NOT receive any pay until the SEAF is complete and all approvers have signed, all required new hire paperwork is completed and HR/Payroll have had time to create the student's profile in eSelfServe and updated their profile in Banner.

The timing of when a student's profile is created in eSelfServe is entirely dependent on how quickly the student completes the "new hire" forms. Once HR receives the completed new hire paperwork, we will need 2 business days to get the student eSelfServe profile set up.

# Non-Compliance Penalty

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Students should **NOT** work until all steps within this document are complete.

Failure to complete these required steps places the college in non-compliance with the USCIS for I-9 requirements. I-9 violations may result in civil and criminal penalties. Civil fines for I-9 paperwork violations range from [\\$272 to \\$2,701](#) per violation and the fine increases with each repeated violation. **If it turns out that an employer knowingly hired or continued to employ a worker without work authorization, the penalties to pay range from \$676 to \$27,018 per worker.**

The ICE can issue even higher fines in cases with aggravating circumstances. Criminal penalties ensue in cases when an employer engages in a pattern or practice of knowingly employing unauthorized workers or has been proven to have committed other severe violations.

Several factors determine what the penalty for an I-9 violation will be issued: the size of the business, good-faith effort to correct the error, the seriousness of the violation, whether the violation involved unauthorized workers and the **history of previous violations**.