MEMORANDUM

TO: SEMS Supervisors and Coordinators

FROM: John Rudolph

DATE: August 4, 2010

SUBJECT: Online Job Appointment of Work-Study Students

We are pleased to announce that the work-study Job Appointment Form is going paperless beginning with the 2010 fall semester. The online process will provide for an easier and more efficient way to appoint a work-study student to a job, and ensure a timelier posting of a student’s award and payroll information to your SEMS account.

**IMPORTANT:** You cannot appoint a student to an expired job. You must **renew** your job for the current period (academic year) before you proceed with a student’s job appointment. If you have not renewed your job, log in to your SEMS account by going to the Student Employment Office website [http://www.sfs.upenn.edu/seo](http://www.sfs.upenn.edu/seo). Click Jobs in the menu bar, and then click the job title that corresponds to the job number. Once the Job Details screen opens click **Renew**.

When the job is renewed, the job’s posted status remains the same as it was last academic year. If the button in the menu bar indicates **Post**, the job is not posted to the Student Employment Office website. You must then click the **Post** button, to change the status to **Unpost** (which means, the job is posted to our website). You can confirm the posting or unposting of a job by returning to the Job screen were you will find the current status of all jobs.

**Effective August 30**, appointing a student to a work-study job is accomplished by **logging in to your SEMS account**. Below are the key features of the online job appointment process:
• **Penn ID number** – Click Students in the menu bar. Enter the student’s Penn ID number. Click Appoint at the top of the next screen. If the student has been awarded work-study, the student’s name and award amount will appear.

• **Job No.** – Appoint student to a job number.

• **Wage Rate** - Will automatically be entered for the selected job number. You cannot change the wage rate. If you wish to increase the wage rate, you must submit a request to your department’s business administrator (in most cases the SEMS coordinator). Once approved, the coordinator will enter the new wage rate on Penn Works (payroll).

• **Hours Per Week** - Will automatically be entered for the selected job number.

• **Start Date** - Will automatically be entered the day the student is hired.

• **End Date** - Is filled in based on the work-study program’s end date. This is the last the day the student may work.

• Click the Appoint button. The student is automatically assigned to your SEMS account. An e-mail confirming the student’s job appointment will be sent to the student, supervisor, and department SEMS coordinator.

• **Job Release** – If you wish to release a student from a work-study job, click Students in the menu bar, and then click the student’s name. Once the Student Details screen opens click Release under the student’s job number. An e-mail confirming the student’s release will be sent to the department’s SEMS coordinator.

I thank you in advance for your cooperation. If you have any questions, please e-mail seo@sfs.upenn.edu.