PASF Smart Form (PASF) - Data Entry for:

Student Employment

Updated November 2015
## Table of Contents

- PA Smart Form (general overview) ................................................................. 3
- Starting your Transaction .................................................................................. 4
- Creating a new Transaction from a blank template ............................................ 4
  - Transaction Information ............................................................................... 5
  - Action ............................................................................................................ 5
  - Student Information ...................................................................................... 6
  - Possible Error Messages ................................................................................. 7
  - Position Information ...................................................................................... 7
  - Funding Information ....................................................................................... 8
- Submitting, Saving, or Cancelling a Transaction.................................................. 9
- Copy Current Transaction to New Transaction .................................................. 10
- What happens next? ......................................................................................... 11
  - Email Notifications ........................................................................................ 12
- Create Report .................................................................................................... 13
- Cancel a Future-dated Transaction .................................................................... 14
- Logging out of PA Smart Form .......................................................................... 16
- Who to Contact with questions ........................................................................ 16
PA Smart Form (PASF)

All hourly-paid student employees must be hired using the PASF. This action will give a student employee access to the Kronos on-line timecard system for Dartmouth College.

PA Smart Form

If you do not have access to this program, please complete the security access form (found on the Controller's website) requesting access to the Hourly Student Hiring Manager's responsibility. You may also contact the Student Employment Office for assistance.

PA Smart Form URL:  http://dartgo.org/pasf

This is the same link utilized for all PASF transactions. As with many of the programs here at Dartmouth, access is provided through the secure web authentication page as shown below:

![Enter your NetID and Password in the two fields provided. Then click "Continue".](image-url)
Starting Your Transaction
The PASF application automatically opens, providing access to the Personnel Action Home page.

Select one of the two student options that are available in the "Create a New Personnel Action" menu.

The first section ("Information") you see provides information on how to maneuver throughout the form.

Creating New Transaction from Blank Template

Tip: Any wording highlighted in the lighter blue color throughout this form, will pop up help text for that particular field. This pop-up text window must be closed before you can continue with the form.
Transaction Information:

- The Transaction ID: is automatically assigned.
- Created by: will record the name of the creator on each transaction.
- Last Updated by: Last individual to work on the form.

Action:

- Your next step is to select the type of Action. The two options are:
  
  o **Student - Create/Update Assignment in Kronos**
  Select this option if you are hiring a new hourly student employee or making changes to a current student employee's rate of pay, chart string, supervisor, or approver.

  o **Student - End Assignment in Kronos**
  Select this option to end an existing hourly student employee's job assignment in Kronos. Only the matching job assignment will be deactivated. Any other assignments will remain active. This will help with time-keeping data entry since only the student's current jobs will remain available for selection in Kronos.
  
  - The only information fields necessary to end an assignment include: NetID, Action (End Assignment in Kronos), the Effective Date, JobNet #, Finance Center, Organization, and Supervisor Name.
  - You will need to select the appropriate "Effective Date" following the format provided.

**Note:** If you select "Create/Update Assignment," the "Effective Date" you input will automatically default to the first day of the student pay period selected. Any changes will apply to the entire two week period. For example, an updated chart string for an hourly student employee would apply for the entire pay period.

The "End Assignment" effective date will automatically default to the Tuesday following the end of the student pay period indicated. This allows the student employee the full pay period to enter all hours worked.
**Student Information:**

**Net ID:** Enter the student's Net ID here. You may enter a value directly in the field or use, the search icon to show a list of values where you can search by student name or ID. If a valid value is entered or selected from the list, the student's information will automatically populate based on the data in Banner/HRMS (Banner is the system containing all student records and HRMS is the payroll system). You may need to tab out of the Net ID field in order for the data to populate.

If you do not find the student's name in the list available, the student may not be allowed to work for Dartmouth College. If this happens, contact the Student Employment Office for assistance (603-646-3641).

Please note:

If the student has an SSN (social security number) on file in HRMS or Banner, this will automatically appear in the SSN field. If no SSN is on file, an SSN can be provided. If unknown, please leave blank.

The Student needs to have their Federal I-9 Form and related paperwork on file in Payroll. If the line "Valid I-9 on File in Payroll?" indicates an "N" – **Be sure the Student completes the I-9 with an I-9 Representative within 3 days of starting their position.** If they don't complete it within three business days, they should not continue to work until it is completed.

The two main offices in which to complete an I-9 form are both located at 7 Lebanon St. (the entrance to the right of Salt Hill Pub):

- Human Resources Office - Open Mon-Fri 8:00 am - 5:00 pm, 2nd floor, Suite #203
- Payroll Office - Open Mon-Fri 8:00 am - 4:00 pm, 3rd floor, Suite #309
Possible Error Messages Received when Hiring Student Employees:

If employee under 18 years of age, the parental permission/consent form must be completed prior to starting work. The following error message will appear:

This student cannot be hired until a youth work certificate (for ages 14 or 15) or parental consent (for ages 16 or 17) is received in Payroll. Please contact the Student Employment Office (StudentEmployment.Office@Dartmouth.edu) for assistance. You may still save the transaction, but it cannot be submitted for processing until the required document is received.

If the student may not eligible to work at the present time, the following message will appear, and the Student Employment Office will be able to further assist you.

This student may not be eligible to work at this time. Please complete your entry, then click ‘Save for Later’, which will trigger an automatic request to the Student Employment Office (StudentEmployment.Office@Dartmouth.edu) to review the transaction. After reviewing, SEO will contact you directly to confirm whether or not the student is eligible to work.

Position Information:

- **JobNet Number**: You may enter the JobNet number of your position, or click on the search icon, and use the 'Search' feature to find the active number from the list. If you are unsure of your JobNet #, please contact SEO for assistance.
- **JobNet Websearch**: Specify whether you want to keep this job listing active for prospective student employees to find in the online JobNet web search or if you want it removed from advertising. (JobNet will automatically update this every evening and send an email confirmation to the supervisor if any change take place.) You will still be able to use the JobNet # for hiring in the PASF even if it is not an active, searchable listing.

- **Organization**: Choose the correct organization associated with the JobNet Number you have selected.

- **Estimated Hours/Week**: Enter in the estimated hours the student may work. This does not need to be updated if it changes.

- **Hourly Pay Rate** must be entered for every 'Create/Update' transaction. Please note that the College's Student minimum wage rate is $7.75 per hour and the minimum wage rate for tipped assignments is $3.26 per hour for all employees working in New Hampshire. Any students employed in other states must be paid at or above that state's minimum wage. Please see the guidelines for Student Employee Wages, found on the [Student Employment website](#).

- **Supervisor**: Select the name of the employer who should receive the Kronos student supervisor time detail report each pay period. This supervisor will be expected to review the report for accuracy of student hours.

- **Back-up Supervisor**: A second employer, if the primary supervisor is unavailable. This individual will also receive the Kronos student supervisor time detail report each pay period. The Back-up Supervisor will be expected to review the report for accuracy of student hours, if the primary supervisor is unavailable. *This is an optional field.*

- **Kronos Approver**: Verify that your Finance Center is selected and update if needed.

- **Comments**: Comments are optional. You may choose to record any miscellaneous details about the transactions or instructions for the Kronos Approver. If the Effective Date of the Create/Update Action is prior to the start date of the current student pay period, a 'Comment' is required and will be sent to your Kronos Approver with a notification that a revised timesheet is needed for this student.

**Funding Information:**

For the 'Account Type', you may select either GL or OGA as the funding source. If you have any questions about the account you are to use, please contact your department finance area for assistance. Depending upon the type of account, it will designate whether the
account string is a General Ledger (GL) account or an Oracle Grant Account (OGA). You are limited to one chart string, and should pick the one that best represents where you will draw your position funding from. A natural class is not needed.

- For GL accounts you will need to enter the Entity, Org, Funding, Activity and Sub Activity segments of the chart string.
- For OGA accounts, you will need to enter the Project, Task, and Award segments.

**Submitting, Saving, or Cancelling a Transaction:**
If you have not completed the form, you can save it and come back later to add any additional information you were waiting for by using the "Save for Later" button.

If you are ready to submit the transaction, click on "Submit for Processing".

After your transaction is submitted, you will receive the following popup on your screen:

Click 'OK' -- your transaction has been submitted.

Once completed, you will receive a confirmation email.

If there are any fields that were missed, you will see an error message at the top of the page, and the areas that need attention, will be highlighted in red (see sample below):

If you will not be moving forward with this transaction, be sure to cancel -- selecting "Cancel – No Further Processing" -- located at the bottom of the transaction. This will stop the transaction from being processed. Your cancellation will be noted in the Transaction Information field as:

*************** Transaction canceled. ***************
Copy Current Transaction to New Transaction

You can find a previously submitted transaction by clicking on the link "Copy data from a previously created hourly student action". This will open to show the Report Parameters screen (shown below). Enter the search parameters you wish to use and click “Run”.

The report will show up to only the 100 most recent hourly student employee transactions that were created. (You may wish to sort them based on one of the date columns.) After you identify the transaction you wish to copy, click the hyperlinked Transaction ID Number to open the transaction. All the Position and Funding Information (including comments) for that transaction will prepopulate into your PA Smart Form action.

CAUTION: Be sure to modify the detailed information for your new transaction if there are any changes to the copied transaction:

- JobNet Position Number and Rate of Pay
- JobNet web search
- Supervisor, Back-up Supervisor, and Kronos Approvers
- Comments
- Funding Information to update the transaction

When your new transaction is complete, click on 'Save for Later', 'Submit for Processing', or 'Cancel – No Further Processing'.
What happens next?

- Once your transaction has been submitted, an email is sent to the PA Preparer.
- If the job is processed without difficulties, the Student JobNet #, hourly pay rate, and chart string are added to Kronos.
- If the system experiences any difficulties creating the job, an email notification will be delivered. Please see chart on next page.
## Email Notifications of Completion or Additional Information Needed

<table>
<thead>
<tr>
<th>E-Mail Type</th>
<th>Recipient(s)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9 Required</td>
<td>Student, Supervisor(s), PA Preparer</td>
<td>This e-mail notifies recipients that the student is missing required I-9 paperwork. This e-mail is automatically sent, even if a student has just recently completed his or her I-9 because it takes 5-10 days for the I-9 to be processed by Payroll. In such cases, this notification can be disregarded.</td>
</tr>
<tr>
<td>Work Authorization Required (Under 18 yrs. old)</td>
<td>Student, Supervisor(s), PA Preparer</td>
<td>This e-mail notifies recipients that an employment consent form (either the Parental Permission Form or the Employer's Request for Child Labor Form) must be completed before student can begin working. SEO will contact the student and employer with specific instructions on how to complete the documents.</td>
</tr>
<tr>
<td>Transfer to HRMS (Process failed to create student assignment)</td>
<td>Payroll Staff, PA Preparer</td>
<td>This e-mail notifies recipients that the &quot;Banner Student Add&quot; program was not successful in creating this assignment. Payroll must take action to create a record in their system, then notify the PA Preparer to re-submit the transaction for processing. PA Preparer should find transaction in the ‘Work with Personnel Actions in Progress’ section, open the transaction and again click ‘submit for processing’ and the hire will be complete.</td>
</tr>
<tr>
<td>Student may not be eligible to work</td>
<td>PA Preparer, SEO</td>
<td>This e-mail notifies recipients that SEO must review the student JobNet transaction. SEO will notify the PA Preparer whether or not the student is eligible to work.</td>
</tr>
<tr>
<td>Revised Timesheet Required</td>
<td>Finance Center, PA Preparer</td>
<td>This e-mail notifies the Finance Center that the student job requires a prior timesheet to be processed. Supervisor(s) will be expected to submit the prior timesheet in paper format. Blank student timecards can be found at: <a href="http://www.dartmouth.edu/~control/forms/timesheets.html">http://www.dartmouth.edu/~control/forms/timesheets.html</a>.</td>
</tr>
<tr>
<td>New Kronos Employee Account Set-up (From Kronos Administrator, not PASF Administrator)</td>
<td>Student Employee</td>
<td>This e-mail notifies the employee that a Kronos account has been created for them to log their hours of work. The employee will be provided the login URL and be prompted to provide NetID and password. Online help videos are available on the Controller's Office website (links available on SEO website).</td>
</tr>
</tbody>
</table>
Create Reports:
You have the ability to generate a student transaction report from the PASF system. This report is very useful to PASF users. You can:
- review all transactions submitted by you
- search for all hired in particular JobNet positions
- review to see the most recent rate of pay, etc.

The report will only return 1,000 lines of data, so you should use the data parameters to narrow down the results to those you most want or need.

Click on 'Reports/Queries'

.... And select 'Student Transaction Downloadable Report', which automatically displays the 'Report Parameters'.

Select the appropriate values to narrow your search, and click on 'Run' (lower, left-hand corner).
Cancel a Future-Dated Transaction

On occasion, an employer may wish to cancel a future-dated transaction.

An example of when this might be needed is when an employer used an incorrect ‘effective date’ for a termination (or the student employee opted to stay in the job longer than originally planned). The process for this action is below:

Click on 'Reports/Queries'

... And select ‘Generic Report with Parameters’, which automatically displays the ‘Report Parameters’ at the bottom of the screen.
Enter either the Transaction ID, Student Net ID or the JobNet Number to narrow your search, and click on 'Run' (lower, left corner).

The results will return on the screen just below, in the section called ‘Report Results’.

To cancel the transaction, click on the hyperlinked ID (transaction number) to re-open the transaction.

Click ‘Cancel Transaction’ at the top of the screen:

You will see a pop-up, asking whether or not you wish to cancel. Click ‘OK’ if you wish to confirm the cancellation.

You will then see the following confirmation that the transaction has been cancelled:
Logging out of PA Smart Form:
You must “Logout” of this application when you have completed your transactions. If you fail to Logout, you may ‘lock’ the transaction so that cannot be submitted or edited by anyone other than you. To log-out, click on “Logout”, located in the far upper right portion of your screen, then exit your browser.

To report any problems or issues with the PA Smart Form, please email: PA.SMART.FORM@dartmouth.edu

If you have questions about the student hiring process, please refer to the Student Employment website at: http://www.dartmouth.edu/~seo or send an Email to: Student.Employment.Office@Dartmouth.edu

You may also visit our office at:
7 Lebanon Street, Suite 203
Hanover, NH 03755
or call us at: (603) 646-3641