

STUDENT SPECIAL PROJECT FORM

Quick Reference Guide

STUDENT SPECIAL PROJECT FORM

A Student Special Project Form is a one-time payment for additional work or project performed, and is to be paid out at the completion of the assignment.

To access the form:

- Log in to Self-Service Banner.
- Select the **Submit Electronic Forms** link on the **Employee** tab, then **Student Special Project**.

Fill in the information in the **Employee Information** section of the form.

- **Banner ID** (if known).
- **Name and Address** (if Banner ID not known).
- **New or Current Employee.**
- **Employee Type.**
 - **Student**

Fill in the **Request Details.**

- **Total Compensation** (Total amount being paid).
- **Total Hours Worked on this Assignment.**
- **Dates of Proposed Additional Service**
 - **Begin Date**
 - **End Date**
- **Department Assignment/Duties Provided For** (Department Name).

- **How will services performed differ from normal position/responsibilities?**

Fill in the **Funding Source (FOAPAL).**

- **Fund**
- **Org**
- **Account (pre-populated)**
- **Prog**
- **Is this a recurring assignment?**

Additional Info: Attach all needed documentation for new employee (W-4, I-9, Direct Deposit form).

Approvals:

- **HR SAP Administrator**
- **Supervisor or Director of Program/PI**
Search for the supervisor/director or PI for grant-funded assignments.
- **Dean** (if applicable).
- **Division Head:** Select from drop down.

Submit Form.

IMPORTANT NOTE

If funds are not available, please submit a paper budget transfer to the Budget Office or contact the Office of Sponsored Programs (for Grant-Funded).

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EMAILS

Once submitted, a string of emails will be triggered.

- The Submitter will receive an email confirming the submission and recapping the form information.
- The HR approver will receive an email with the form information, directing them to the Approval portal.
 - If no Banner ID submitted, HR approver will assign prior to approving in system.
- Once it has been approved by the HR approver, the Budget or OSP Approver will receive an email, directing them to the Approval portal.
 - OSP approver will enter the Position/Suffix for grand-funded.
- Once the Budget/OSP Approver has approved, the Supervisor/Director of Program or PI will receive an email, directing them to the Approval portal.
- Once the Supervisor/Director or PI has approved, the Dean (if the Dean was included in the submission) will receive an email, directing them to the Approval portal.
- Once the Dean (or Supervisor/Director or PI) has approved, the Division Head will receive an email, directing them to the Approval portal.
- Once all approvals have been obtained, the Submitter will receive an email directing them to follow a link and verify that the work has been completed. *Once this has been done, the EPAF will be created.*

ORIGINATOR SUMMARY

Once the form has been submitted, the Submitter will be able to check the approval progress as it is being made.

The Submitter can access the **Originator Summary** from the **Submit Electronic Forms** link of the **Employee** menu.

The **Originator Summary** consists of:

- An **Open Requests** and **Closed Request** tab.
- A listing of the requests (depending on which tab you have accessed).
- The **ID, Type of Form, Date submitted, Status**, and a **Cancel** button.
- The **ID** number is a hyperlink; when you select it, it will bring you into the form.
- A **Document** drop-down menu is located at the bottom of the summary form. You can select the type of Electronic Form you want to fill out, then select **New**. This will bring you into a new form.

CANCELATIONS AND RESUBMISSIONS

- If a Submitter wants to cancel a request, there is a **Cancel** button located on the **Originator Summary** screen.
- If at any time the submission is NOT approved, the Submitter will need to resubmit a new request with any updated information.