

Student Special Project Form Quick Reference Guide

Student Special Project Form

A Student Special Project Form is a one-time payment form used for any student project that is less than two weeks in length and is to be paid \$500 or less. The payment will be paid out at the end of the assignment.

Departments must seek pre-approval from Human Resources at least one week prior to the project beginning.

To access the form:

- Log into 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 is 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 (for which the additional pay is requested) differ from normal position description and responsibilities?
- Fill in the **Funding Source (FOAPAL)**.
 - **Fund**
 - **Org**
 - **Account** (pre-populated)
 - **Prog**
- **Is this a recurring assignment?**
- **Additional Info** (upload any supporting documentation)

Select **Approvals**:

- **Human Resources** (Pre-Approval must be obtained from HR before work can begin)
- **Supervisor or Director of Program/PI** (select from drop down).
- **Additional Supervisor or Director of Program/PI** (if applicable)
- **Dean** (if applicable)
- **Division** (if applicable)

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 projects).

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Emails

Once the form has been 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 is submitted, the HR Approver will assign prior to granting pre-approval.
- Once the project has been granted pre-approval from HR, the Budget/OSP Approver will receive an email directing them to the Approval Portal.
 - The OSP Approver will enter the Position Number/Suffix for grant-funded projects.
- Once the Budget/OSP Approver has approved the form, the Supervisor/Director of the Program or the PI will receive an email directing them to the Approval portal.
- Once the Supervisor/Director or PI has approved the form, 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 form, the Division Head (if applicable) will receive an email directing them to the Approval portal.
- Once all approvals have been obtained, the Submitter will receive an email on the last day of the project directing them to follow a link and verify that the project work has been completed. **The work cannot be verified until the last day of the project.**
- Once the Submitter has verified that the work has been completed, the EPAF will be created.

Originator Summary

Once the form has been submitted, the Submitter will be able to check the progress of the approvals.

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

The Originator Summary consists of:

- An **Open Requests** and **Closed Requests** tab.
- A listing of the requests (depending on the tab you have accessed).

- The **ID, Type of Form, Date submitted, Status**, and a **Cancel** option.
 - The **ID** number is a hyperlink; when you select it, it will bring you to the submitted 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.

Cancellations 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.