Change OPS Hourly to Student Assistant

This guide describes the job action required to change a student employee from OPS hourly to Student Assistant (OPS/Work Study).

- Log into the system via the myUFL portal, using your GatorLink user ID and password (http://my.ufl.edu)
- Navigate to Workforce Administration > Job Information > Job Data
- Search for the employee
  - Enter search criteria (such as last name or employee ID) of the employee
  - Click Search button
  - Click to select the appropriate record for the employee
- On the Job Data page
  - Begin at the Work Location tab
    - Add a row
    - Enter Effective Date
    - Use drop-down menu to select Action
      - Select “Data Change” as the Action
    - Use lookup to select appropriate Reason
      - Select “Change Job Code” as the Reason
      - Important: You must select both an Action and a Reason
- On the Job Information tab
  - Enter new Job Code: Use lookup to search if necessary
    (Student Assistant Job Code is 001482 – many commonly used codes for student employment positions fall within the range of 001479-001492)
    - Important: Before entering FTE and Standard hours you need to move to the Salary Plan tab and enter the new Salary Administration Plan
- On the Salary Plan tab
  - Use lookup to change Salary Administration Plan
    (If a student is moving from OPS non-exempt to OPS Student Assistant, you would select STAS as the new Salary Administration Plan. If the student is in the work study program, you would select FWSP)
    - Note: After entering Salary Administration Plan, you should return to the Job Information tab to check and adjust FTE and Standard hours
- Return to the Job Information tab
  - Check and adjust Standard Hours and FTE as necessary
- On the Compensation tab
  - If necessary, adjust compensation by entering new amount in the Comp Rate field
  - If you adjust the compensation, click the Calculate Compensation button
- Move to Time and Labor Data page by clicking Employment Data link at bottom of page and then Time Reporter Data link
  - Add a row
  - Enter Effective Date
  - Use lookup to select new Workgroup
For OPS Student Assistant, select OPNSTA
For work study program, select OPNFWS
Review all options and select most appropriate for student (Note, for example, different options related to NRA status)
Click OK

Save the job action by clicking the **Save** button

**Shortcut for Initiating Workflow**
A shortcut button will appear on the Work Location tab of the Job Data page after you click the save button. Click the button to initiate workflow. However, if you need to add a comment, please follow the instructions below.

**Initiate job action workflow** (Navigate to Workforce Administration > UF HR Approve Job > UF HR Approve Job to initiate workflow)
- **Note**: When you initiate the job action, if the student is in the federal work-study program, you should provide the earnings account code for your unit’s 25% contribution in the More Information field. Student Employment will establish a 75/25% distribution for this employee using that information.

**Required Paperwork:**
- **From Student Assistant-OPS To FWSP And Moving Within Department**
- **From FWSP To Student Assistant-OPS And Moving Within Department**
If the hire is moving from Student Assistant-OPS to FWSP (or vice-versa) within the same department, a new sign-up packet (employment paperwork) is not required. However, the department must get a new work permit from the student. The work permit is the department’s authorization that the student is eligible to be a Student Assistant or FWSP employee.

- **From OPS To Student Assistant or FWSP And New To Department**
If the hire is moving from OPS (employed through Employment and Classification) to Student Assistant-OPS or FWSP (to be employed through Student Employment) and the student has never been a Student Assistant-OPS or FWSP employee in your department, the hiring department must submit a completed sign-up packet (employment paperwork) to Student Employment.

- **From Student Assistant-OPS or FWSP To OPS And New To OPS Employment**
If the hire is moving from Student Assistant-OPS or FWSP to OPS and the hire has never been an OPS employee before, the hiring department must submit a completed sign-up packet (employment paperwork) to Employment and Classification.

- **From Student Assistant-OPS or FWSP To OPS And Employed AS OPS Within Past Year**
If the hire is moving from Student Assistant-OPS or FWSP to OPS and the hire has been in an OPS job within the past year, needed paperwork will depend on how the hire’s OPS application was completed. If the hire completed the OPS application on-line, an Employment Questionnaire would have already been completed. However, if the hire submitted a paper application, the department will need to get the Employment Questionnaire completed for submission to Employment and Classification.

**Questions?**
If you have questions about needed paperwork, contact the office responsible for the new employment. If you need to submit paperwork, hiring checklists for both OPS and Student Assistants can be found at http://www.bridges.ufl.edu/hiring.