

Online Summer Student Work Authorization Form: A Quick Guide for Students Summer 2010



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INTRODUCTION

The main section of this *Online Student Work Authorization Form: A User's Guide for Students* was put together to follow the sequence of steps that students will take in order to accept or decline an online student work authorization form. **Please note that all student work authorization forms can only be initiated by a supervisor; students are not able to initiate a student work authorization form.**

The work authorization as well as the federal I-9 and W-4 forms (most returning students will have completed these) are the essential forms that need to be completed in order for a student to get on the student work payroll. Once on the payroll for a particular position the student will remain active and will be paid for any hours submitted on the time sheets for that position until the end date specified on the work authorization.

IMPORTANT NOTE – *A separate work authorization form must be completed for each job a student is hired for and a new form must be completed each year for students returning to the same job.*

Summer student work/research employment is managed by the Human Resources Office. If you have questions please email swa-hrstaff@stolaf.edu or call 507-786-3068.



A Quick Reference for Students - Accepting or Rejecting an Online Student Work Authorization Form

- ❖ Open the email and read the instructions. Click on the link to the Workflow Application home page found in the email you receive: <http://www.stolaf.edu/workflow/>. The sender of the email will be listed as “Work Authorization No Reply” and the subject line will read as follows: “You have received a Summer Work Authorization Form for [Job Title].”
- ❖ Enter your St. Olaf email username and password. This will take you to the “Student’s Home Page.”
- ❖ Once on the “Student’s Home Page,” follow the instructions for opening your summer work authorization(s) – one at a time.
- ❖ Review all the information on the form.
- ❖ To accept the work authorization agreement click the “Accept” button and then click the “Submit” button; the information will be sent electronically to the Human Resources office and a copy will go to your supervisor. To reject the work authorization form click the “Reject” button, enter a reason in the “My Comment” box, and then click “Submit;” the form will be returned to the supervisor.

Summary of Email Sequences and Subject Lines for Emails Received by Students

Action	Emails Received by Student – Sequence and Subject Line
When the supervisor completes a work authorization form for a student and submits it:	Email #1 - You have received a Work Authorization Form For [Job Title]
If the student accepts the job:	Email #2 – The Work Authorization Form For [Job Title] has been submitted to Human Resources
If the student rejects the job:	Email #3 – [Supervisor Name] has been notified of Rejected Work Authorization Form [Job Title]
If the supervisor revises the job details and/or writes a note back to the student and submits it:	Email #4 - You have received a Work Authorization Form For [Job Title] (this is the same as Email #1)

SEQUENCE OF STEPS FOR ACCEPTING OR REJECTING THE ONLINE STUDENT WORK AUTHORIZATION FORM

Step 1 – Student Receives an Email Notification that a Work Authorization Form Has Been Created and Submitted for Them by a Supervisor.

Text of Email Message:

Dear St. Olaf Student Worker:

YOU MUST READ THIS EMAIL AND FOLLOW THE INSTRUCTIONS IF YOU WANT TO WORK during summer 2010.

A student work authorization form has been submitted for you by a supervisor. Beginning summer 2010 all student work authorization forms will be submitted online; the old paper forms will no longer be used.

There are only FIVE simple steps you need to do:

- 1) Click on the following link: <http://www.stolaf.edu/workflow/>
- 2) Enter your St. Olaf email username and password. This will take you to the “Student’s Home Page.”
- 3) Once on the “Student’s Home Page,” follow the instructions for opening your work authorization(s) – one at a time.
- 4) Review all the information on the form.
- 5) To accept the work authorization agreement click the “Accept” button and then click the “Submit” button; the information will be sent electronically to the Financial Aid Office. To reject the work authorization form click the “Reject” button, enter a reason in the “My Comment” box, and then click “Submit;” the form will be returned to the supervisor.

Step 2 – The Student Clicks the Link in the Email, Goes to the St. Olaf Workflow Application Webpage, and logs in using their St. Olaf username and password.

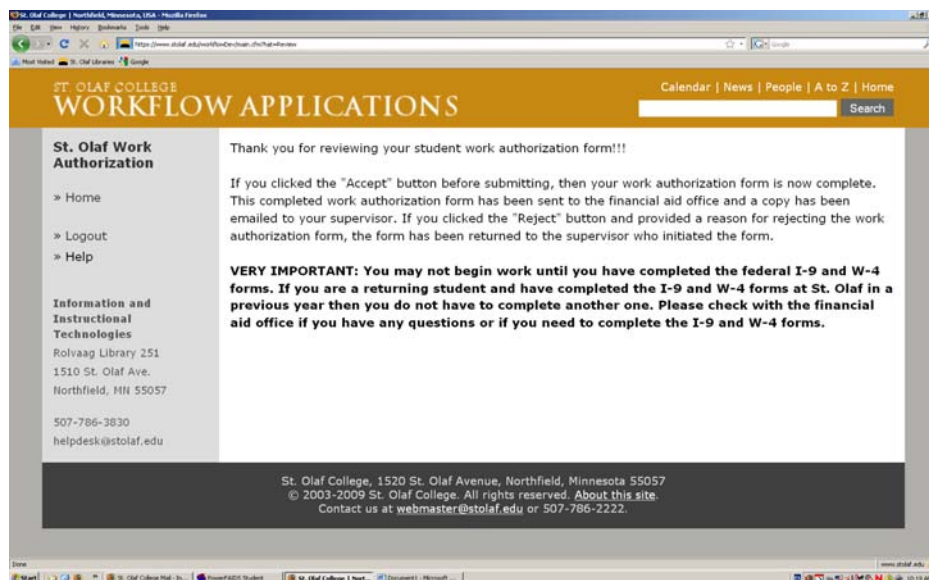
Step 3 – The Student Accesses the Work Authorization Form from the Student’s Home Page. The Student’s Home Page shows all the summer work authorization forms that have been created for the student and are waiting for a response. The student highlights the button on the form they wish to open and then clicks the “Open” button.



Step 4 – The Student Reviews the Work Authorization Form and Either Accepts or Rejects It. Once the form is opened the student reviews the job information (job title, department, supervisor, hourly rate, start/end date, etc.) and then reads the rest of the information on the form, including the Confidentiality Agreement. At the bottom of the form they must click either the “Accept” or “Reject” button before finally submitting the form. **NOTE: Once a student accepts or rejects a summer work authorization it will disappear from the Student’s Home Page. If a student wishes to keep a copy of the work authorization form they should print a copy before submitting the form. If the student submits the form without printing a copy they can request a copy of the submitted form from their supervisor.** Since all students must log into the Workflow Application system using their username and password, all submitted work authorizations are considered “signed” electronically.

If the student decides not to accept the job then they click the “Reject” button; however, they will not be allowed to submit the form until they have written a comment in the “My Comments” section.

After the student submits the form, the next window that appears informs them where the form has been sent, depending on whether they accepted or rejected the form. All accepted forms go directly to the Human Resources office with a copy emailed to the supervisor’s St. Olaf email address. All rejected forms are returned directly to the supervisor.



Step 5 – The Student Receives an Email Notification after Accepting or Rejecting a Work Authorization. If the student accepts the work authorization form, they will receive an email confirming that the form has been sent to the Human Resources office and that a copy of the

work authorization form has been emailed to the supervisor. The subject line will read as follows: “The Work Authorization Form for [Job Title] has been submitted to Human Resources.”

If the student rejects the work authorization form, then after they click the reject button, write a comment, and click the “Submit” button, they will receive an email confirmation that contains the following subject line: “[Supervisor Name] has been notified of Rejected Work Authorization Form [Job Title].” The supervisor can review the rejected work authorization and read the comment written by the student, which appears in the “Comment Log.”

The supervisor can send a rejected form back to the student for further consideration. They can revise the form to change either the job title or wage information and/or write a note in the “My Comments” section before re-submitting it. The revised work authorization form will then be sent again just as a new work authorization form would be sent, with the same email going to the student, the revised form appearing in the student’s “Current Work Authorizations” section, etc. When the student opens the revised work authorization form they will be able to see any comments written by the supervisor in the “My Comments” section.