SEMS FAQ (last update 8/20/2018)

What is a SEMS coordinator?

Each on-campus department is required to have a coordinator. The coordinator is responsible for approving new work-study jobs in the department, and changes made by the supervisor to an existing work-study job that increases the number of available positions or wage rate.

To become a SEMS coordinator, please complete the SEMS Access Request Form located under Forms on our website at http://www.srfs.upenn.edu/seo.

How can I become an on-campus or off-campus work-study supervisor?

Go to our website at http://www.srfs.upenn.edu/seo. Under Menu on the left-hand side click Login to SEMS. This will take you to the next screen where you can click to create an account. On the next screen click Penn-Affiliated Employer. This will take you to the Account Registration screen where you will complete your profile. Once the profile is complete, you will automatically enter the homepage of your SEMS account. If you wish to create a job, click Jobs in the menu bar. On the next screen select the Period (academic year or summer), and click Create New Job.

A **new off-campus employer** must first register a SEMS account with the Office of Student Employment Office. If your organization does not currently have an Off-Campus Work-Study Agreement. Please contact the Off-Campus Coordinator Tam Nguyen by sending an e-mail to seomail@pobox.upenn.edu.

How do I edit information in my profile?
In the upper right-hand corner under your name click edit profile. After you make your changes, click Submit Changes at the bottom of the screen.

How do I create a non-work-study job if I am NOT affiliated with Penn?

Go to our website at http://www.srfs.upenn.edu/seo. Under Menu on the left-hand side click Login to SEMS. This will take you to the next screen where you can click to create an account. On the next screen click Non-Penn-Affiliated Employer and this will take you to a screen where you will complete your profile. Once the profile is complete, you will automatically enter the homepage of your SEMS account. If you wish to create a job, click Jobs in the menu bar. On the next screen click Create New Job.

What if I have dual department appointments?

Go to the homepage in your SEMS account and under the Accounts section, click Add Supervisor Account to add another department to your account.

How do I create a new work-study job for an existing SEMS account?

Click Jobs in the menu bar. On the next screen click Create New Job.

How do I renew an expired job for the upcoming period (academic year or summer)?

Click Jobs in the menu bar. On the next screen click the job title that corresponds to the job number you wish to renew. Once the Job Details screen opens click Renew at the top of the screen.

When the job is renewed, the job posted status remains the same as it was for the last term (academic year or summer). If the button in the menu bar indicates Post, the job is not posted to the Student Employment Office website. Once you click the Post button, it will indicate Unpost, which means, the job is posted to the website.

What do the various status codes mean?

- **Posted** – Job is listed on the Student Employment Office website.
- **Not Posted** - Job exists but is not listed on the Student Employment Office website.
- **Pending** – Job is awaiting approval by your SEMS coordinator.
- **Expired** – job needs to be renewed for the current term (academic year or summer).

How does a coordinator reassign a supervisor to another supervisor's job(s)?

Click Jobs in the menu bar. On the next screen click on the job's title of the supervisor you want to replace. Once the Job Details screen opens, click Reassign at the top of the screen. This will open a window that lists all supervisors for the department. Select the supervisor to be assigned, and click Reassign.

Can I make changes to a job that has a filled position?

Once a student is appointed to a job number, you cannot make any changes to the job, except the number of positions.

How do I appoint a student to a work-study job number?

Note: After you appoint the first student to a new term, the current term will appear in the Period field.

Click Students in the menu bar. On the next screen under Student Lookup enter the student's Penn ID number. If the student has been awarded work-study, the student's name and award amount will appear on the screen. At the top of the screen, click Appoint. On the next screen, open the window to your right, and select the job number. All of the posted information for the job will be automatically entered. If you do not want to make any changes to the wage rate or number of weekly hours, then click Appoint at the bottom of the screen.

An e-mail confirming the student's job appointment will be sent to the student, supervisor, and department SEMS coordinator.

If you wish to make changes to the wage rate and number of weekly hours on the Appointment screen, see instructions below.

- **Wage Rate** – Will automatically be entered for the selected job number. You may change the wage rate in order to give the student an increase. The increase may not exceed the SEMS limit of $13.00 per hour.

  If you wish to pay a wage rate beyond the SEMS limit, you must submit a request to the department's business administrator (in most cases the SEMS coordinator).

- **Weekly Hours** – Will automatically be entered for the selected job number. You may change the number of weekly hours in order to reflect the actual number of hours the student will work per week up to maximum hours – 20 hours per week during the academic year and 40 hours per week during the summer.

How is my job unposted from the website?

When you fill all your posted positions, your job will be automatically unposted. If you decide not to fill all positions, you can remove the job from our website at any time by entering your SEMS account and click Jobs in the menu bar. On the next screen click on the job title that corresponds to the job number, this will open the Job Details screen and click Unpost at the top of the screen.

How do I release a student from a job?

If you wish to release a student from a work-study job, click Students in the menu bar, and then click the student's name. Once the Student Details screen opens click Release under the student's job number. An e-mail confirming the student's release will be sent to the department's SEMS coordinator.

How do I view an employed student's earnings record?

Click Students in the menu bar, and then click the student's name. This will take you to the Student Details screen. Here you can view the student's award amount, amount paid, remaining award amount, and the hours submitted for the student each week.

How do I view earnings for all students employed?

Click Reports in the menu bar. Select the period you want to review. You can print the earnings reports for all students in one of three formats: Summary, Weekly, or Cumulative.