



**Eastern Kentucky University**

**Student Worker Authorization  
Network (SWAN)**

**Training**

# How To

- Request an Account
- Create a New Authorization Form
- Renew an Authorization Form
- Edit an Authorization Form
- Cancel an Authorization Form



# Requesting an Account & Logging In

<http://gsapp.eku.edu/swan/managers/default.php>

# Request an Account

- Go to <http://gsapp.eku.edu/swan/managers/default.php>
- Click **registration form** under the *General Instructions* section

Student Worker Authorization System  
Resources for Hiring Managers

User ID: [redacted]  
Dept Code: HR  
Dept Org:

This system should be used to submit employment authorization requests for all student worker positions.

**General Instructions**

Users can register by completing the [registration form](#). Completed forms must be submitted for approval to your department chair/division director then forwarded to Human Resources.

Registered users must Log In using their designated user account and SWA password. Registered users can have their user password sent to their EKU Email account at any time by clicking on the [Forgot Your Password?](#) link on the Log In page. Registered users can change their password using the [Change Password](#) link on the main menu.

To post a new Authorization request, use the [New Application](#) link on the main menu. Complete all the information on the form and then click the [Submit Authorization](#) button at the bottom of the form to send the request. You may renew existing authorizations using the [Renew Application](#) link. You may check the status of your nominations at any time using the [View Nominations](#) link on the main menu.

You may edit any nomination prior to being signed by HR or Financial Aid by using the [Edit Nomination](#) link on the main menu. Nominations returned for correction by Financial Aid or Human Resources will also appear under the [Edit Nomination](#) page. Nominations returned for correction must be re-routed through the approval process.

**IMPORTANT: All Student Worker Positions must first be posted in the HR Online Employment System.**

Once Authorizations are approved by HR, they will no longer appear under the [View Nominations](#) page. You can check the status of all nominations and approved positions by academic term using the [View by Term](#) link on the main menu.

**Note:** Some hiring managers may be approved to submit nominations for more than one department or program. If you wish to be approved to submit nominations on behalf of more than one department or program, a separate registration form must be submitted for each program. Hiring managers with multiple approvals must make sure that they log in under the appropriate program.

Complete the form  
and submit it to  
Human Resources for  
approval:

[eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu)

### Student Worker Authorization Request Hiring Manager Registration Form

Effective Fall 2018, student worker authorizations may be posted electronically. Hiring Managers must register to use the system before nominations can be posted for your department or program.

To register, please complete the form below and submit it for appropriate signatures. Signed forms should be sent to the Office of Human Resources, Jones, CPO 68.

#### User Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
EKU Email: \_\_\_\_\_  
Department/Program: \_\_\_\_\_

#### Department Chair/Program Head

First Name \_\_\_\_\_ Last Name: \_\_\_\_\_  
Dept Chair/Program Head Email \_\_\_\_\_  
Department/Program ORG Code \_\_\_\_\_  
Are you registered as a hiring manager for another department/program?  Yes  No

#### Approvals:

##### Department Chair/ Program Head

Department Chair/ Program Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Human Resources Use Only:

Dept Code: \_\_\_\_\_ Unit Code: \_\_\_\_\_  
Entered by: \_\_\_\_\_ Date: \_\_\_\_\_



# Once access is granted, an automated email will be sent.

-----Original Message-----

From: [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) [<mailto:eku.human.resources@eku.edu>]

Sent: Tuesday, May 08, 2018 4:14 PM

To: [REDACTED]@eku.edu>

Subject: [SWA] New User Assigned [REDACTED]

You have been approved as a Hiring Manager for the Student Worker Authorization System with a User ID [REDACTED]. Please log in to the Student Worker site at <http://gsapp.eku.edu/swan/managers/login.php>. then click on the "Forgot Your Password" link to have your password sent to your ECU Email account. Once you have logged in successfully, you can use the "Change Password" link to reset your password.

# Logging In

## Explore

- » Hiring Managers
  - » Log In
  - » Change Password
  - » New IWS Application
  - » New FWS Application
  - » Edit Application
  - » Renew Application
  - » Request Cancellation
  - » Search by EKU ID
  - » Search by Last Name
  - » Search by Position ID
  - » View Applications
  - » View by Term
  - » Logout
- » Human Resources Admin
- » Financial Aid Admin

## Student Worker Authorization System Resources for Hiring Managers

User ID:   
(Use your EKU Email ID - do not include the "@eku.edu" - Please use all lower case)

Password:

[Forgot Your Password?](#)



Login

- Your User ID is listed in the email (i.e. firstname.lastname)
- Click **Forgot Your Password?** and a temporary password will be sent via email

*\*If you also have a GAIN account, please note that the username and/or password may be different.*

<http://gsapp.eku.edu/swan/managers/login.php>

# Creating a New Authorization Form



- Must have background check clearance email from HR prior to submitting a new application
- Click **New IWS or FWS Application**
- Complete fields then click **Submit Application**
- If Federal Work Study (FWS) is selected, the form will 1<sup>st</sup> go to Financial Aid for approval.
  - Financial Aid can either send it back to the hiring official for correction, deny FWS and cancel the form, or approve FWS and send to HR for processing

Explore

- » Hiring Managers
  - » Log In
  - » Change Password
  - » New IWS Application
  - » New FWS Application
  - » Edit Application
  - » Renew Application
  - » Request Cancellation
  - » Search by EKU ID
  - » Search by Last Name
  - » Search by Position ID
  - » View Applications
  - » View by Term
  - » Logout
- » Human Resources Admin
- » Financial Aid Admin

## Student Worker Authorization Form Resources for Hiring Managers

User ID:    
Dept Code: HR  
Dept Org: 60040C

Student Institutional Work Study Application

Please complete ALL fields

STUDENT INFORMATION:

Student ID#:  EKU Email Addr:

First Name:  Last Name:

Campus Addr:

Background Check: Date of HR Clearance Email

POSITION INFORMATION:

Employment Term:  Employment Year:

Will the student be working during periods outside the academic term  YES  NO

Please make sure all employment dates are reflected in the Start Date and End Date below.

Start Date:  End Date:

Job Title:  OES Number:

WebTime Approver:  Approver Pos #:

Hourly Rate:  Hrs per Week:

Rate Justification: Must be included for Hourly rates greater than \$10.00/hr.

FUNDING SOURCE

ORG Code:  Activity Code:

HIRING MANAGER NOTES:  
Please include any additional information about this position, if needed.

# View Status of Applications that are Pending Approval

- To see the status of applications that are pending approval click **View Applications**

**Explore**

- » Hiring Managers
  - » Log In
  - » Change Password
  - » New IWS Application
  - » New FWS Application
  - » Edit Application
  - » Renew Application
  - » Request Cancellation
  - » Search by EKU ID
  - » Search by Last Name
  - » Search by Position ID
  - » **View Applications**
  - » View by Term
  - » Logout
- » Human Resources Admin
- » Financial Aid Admin

**Student Worker Authorization Form**  
**Resources for Hiring Managers**

User ID: [redacted]  
Dept Code: F  
Dept Org

View the status of all nominations pending approval by clicking on the Position Number on the table below. Approved nominations can be viewed using the View by Term link on the main menu.

**No Pending Authorizations Found.**

# Work Clearance Email

- Once HR has approved the nomination the hiring official will receive an automated clearance email
  - The student will also receive an automated email informing them their job is cleared by HR and to get in touch with their hiring official for their next steps.
- **View the nomination for approved hours, dates, and any other updates made by HR.**
- Students may NOT begin working until this email has been received

From: [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) [mailto:[eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu)]

Sent: Friday, June 08, 2018 8:55 AM

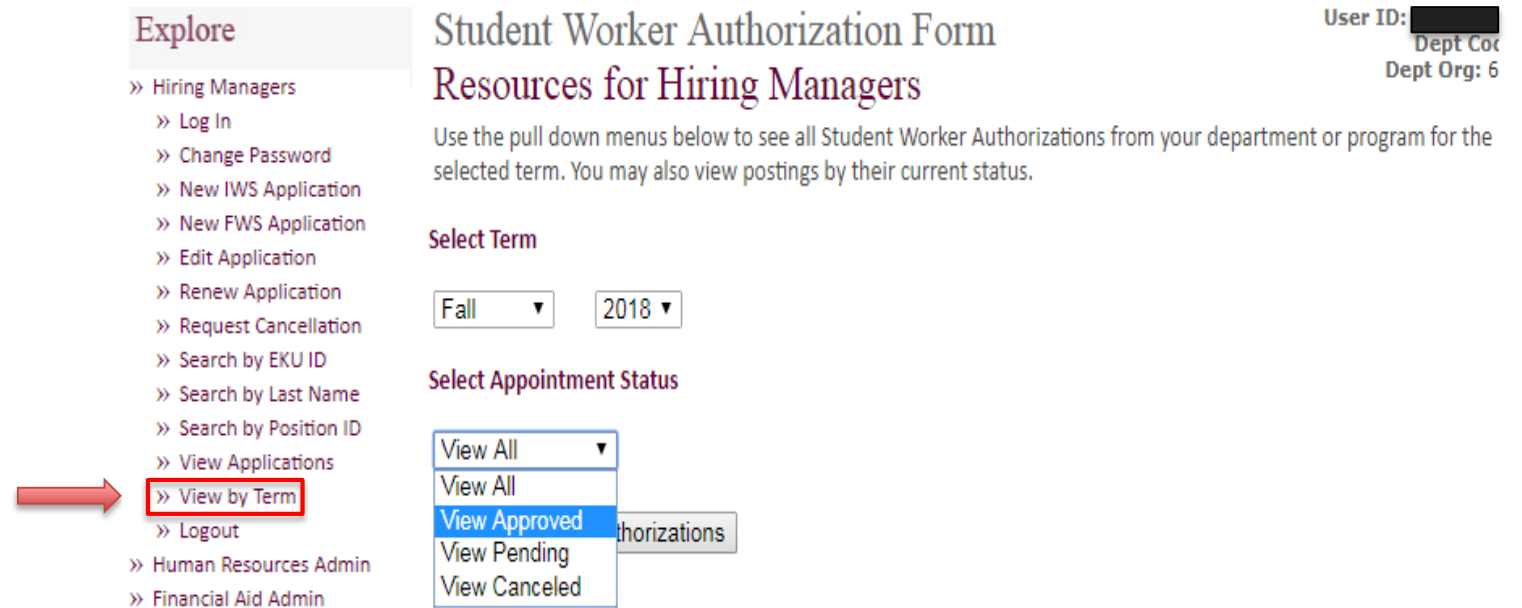
To: [REDACTED]

A Student Worker Nomination has been approved by [REDACTED] for position number CREC-18-0189 Please log in to the Student Worker system at <http://gsapp.eku.edu/swan/managers/login.php> to view the nomination.

Please note that students are only permitted to work up to 20 hours per week during the fall and spring semesters. Should a student hold more than one work study position, they may only be permitted to work up to 20 hours per week and are responsible for scheduling their hours between their positions.

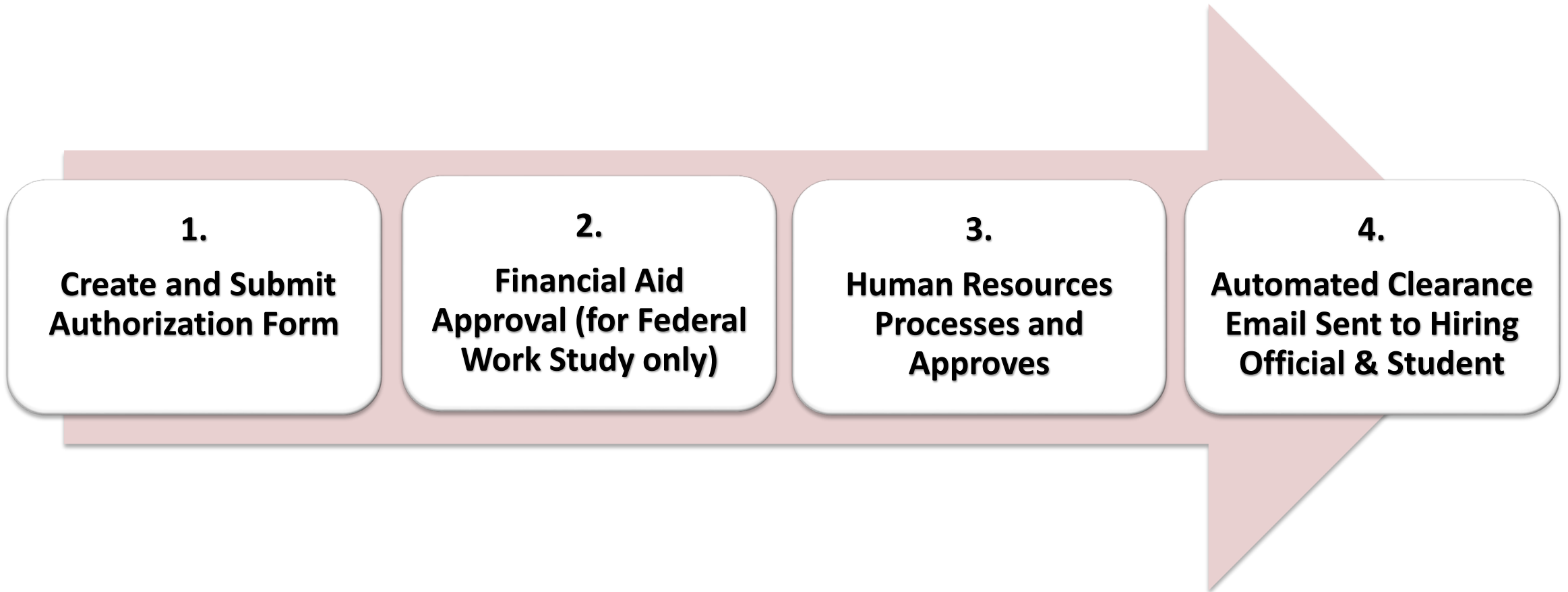
# Viewing Approved Nominations

- Click **View by Term**
- Select the semester and use the drop-down menu to select **View Approved**
- Carefully review ALL approved forms for start and end dates, hours per week, ORG code updates, and any notes made by HR.



The screenshot displays the 'Student Worker Authorization Form' interface. On the left, an 'Explore' sidebar lists various navigation options, with 'View by Term' highlighted in a red box and a red arrow pointing to it. The main content area is titled 'Resources for Hiring Managers' and includes instructions on using pull-down menus. Below the instructions, there are two dropdown menus: 'Select Term' (set to 'Fall' and '2018') and 'Select Appointment Status' (with 'View Approved' selected). A 'View All' button is also visible next to the status dropdown. In the top right corner, user information is displayed: 'User ID: [redacted]', 'Dept Cod', and 'Dept Org: 6'.

# Student Worker Authorization Workflow



# Renewing Authorization Form

# Renewing Authorization Form

- Click **Renew Application** and select the student you wish to renew.

**Explore**

- » Hiring Managers
  - » Log In
  - » Change Password
  - » New IWS Application
  - » New FWS Application
  - » Edit Application
  - » **Renew Application**
  - » Request Cancellation
  - » Search by EKU ID
  - » Search by Last Name
  - » Search by Position ID
  - » View Applications
  - » View by Term
  - » Logout
- » Human Resources Admin
- » Financial Aid Admin

## Student Worker Authorization Form Resources for Hiring Managers

User ID: [REDACTED]  
Dept Code: [REDACTED]  
Dept O: [REDACTED]

Current Student Worker Authorizations may be renewed by clicking on the appropriate Position Number from the list below.

### Student Worker Authorizations

Position Num	Student ID	Name	Employment Term
<a href="#">HR-18-0104</a>	[REDACTED]	[REDACTED]	Summer 2018

- All fields will be filled with previously used information.
- Update all information and submit.

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# **Editing Authorization Forms**



# Returned Nominations

- HR & Financial Aid may return a nomination to the hiring manager for correction.
- The hiring manager will receive an automated email if this happens.
- Log in to SWAN to edit and resubmit the nomination.

From: [eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu) [mailto:[eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu)]

Sent: Wednesday, June 20, 2018 9:33 AM

To: [REDACTED]@eku.edu>

Subject: [SWA] Student Worker Posting Position Number HR-18-0199

A Student Worker Nomination has been RETURNED from [REDACTED] for position number HR-18-0199 Please log in to the Student Worker site at <http://gsapp.eku.edu/swan/managers/login.php> and make the following EDITS to this nomination:

# Edit Application

- Click **Edit Application**, make changes, and re-submit
- Only applications that have been returned to the hiring official by HR or Financial Aid may be edited.

**Explore**

- » Hiring Managers
  - » Log In
  - » Change Password
  - » New IWS Application
  - » New FWS Application
  - » **Edit Application**
  - » Renew Application
  - » Request Cancellation
  - » Search by EKU ID
  - » Search by Last Name
  - » Search by Position ID
  - » View Applications
  - » View by Term
  - » Logout
- » Human Resources Admin
- » Financial Aid Admin

**Student Worker Authorization Resources for Hiring Managers**

User ID: [REDACTED]  
Dept Code: H  
Dept Org

[REDACTED] returned for correction can be edited by clicking on the appropriate Position Number from the list below. Edited auhtorizations will be routed again for approvals. Authorizations that already have been approved through the system will not appear on this list. To change an approved authorization, please contact Human Resources.

**Nominations Returned by Financial Aid for Correction:**

No Nominations Returned by Financial Aid.

**Authorizations Returned by Human Resources for Correction:**

No Authorizations Returned by Human Resources.

# Terminations & Resignations

- Cancellations are used for:

- Resignations
- Terminations
- Major Changes

- Click **Request a Cancellation**

- Select the position/employee, fill out the applicable fields and click **Request Cancellation** at the bottom of the screen



- Explore
  - » Hiring Managers
    - » Log In
    - » Change Password
    - » New IWS Application
    - » New FWS Application
    - » Edit Application
    - » Renew Application
    - » Request Cancellation
    - » Search by EKU ID
    - » Search by Last Name
    - » Search by Position ID
    - » View Applications
    - » View by Term
    - » Logout
  - » Human Resources Admin
  - » Financial Aid Admin

## Student Worker Authorization Form Resources for Hiring Managers

User ID: [redacted]  
Dept Code: HR  
Dept Org: 600400

[Request Student Worker Cancellation](#)

POSTING NUMBER: HR-18-1131

Please review all information before submitting the cancellation request.  
Provide a brief rationale for the cancellation request along with an effective termination date.

### STUDENT INFORMATION:

Student ID#:	900000000	Email Addr:	eku.human.resources@eku.edu
First Name:	Human	Last Name:	Resources
Campus Addr:	(Bldg name then Room Number)		

### POSITION INFORMATION:

Employment Term:	Fall	Contract Year:	2018
Start Date:	09/29/2018	End Date:	12/15/2018
Job Title:	Job Titler	OES Number:	GSTP00000P
Web Time Approver:	Web T. Approver	Approver Pos #:	999999
Hourly Rate:	100.00	Hrs per Week:	20
Rate Justification:			

### FUNDING SOURCE

Funding Source:	Dept	ORG Code:	600400	Activity Code:	
Use Federal WS?	<input checked="" type="radio"/> YES <input type="radio"/> NO	If Yes, Please indicate number of hours:			
Use Institutional WS?	<input checked="" type="radio"/> YES <input type="radio"/> NO	If Yes, Please indicate number of hours:			

### REASON FOR CANCELLATION:

Briefly describe the reason for the requested cancellation.

### TERMINATION DATE:

Last Date of Assignment:



# Human Resources Specialist Team

(859) 622-5094

[eku.human.resources@eku.edu](mailto:eku.human.resources@eku.edu)

[www.hr.eku.edu/student-employment-services](http://www.hr.eku.edu/student-employment-services)

Thank you!

