Procedures for Using the Check Destination Change Function

Once you have hired a student, it may be necessary at some time to change the Check Destination Mail Code for the student employee. The purpose of the Check Destination Change function is to allow you to do so when appropriate.

1. Log onto the Business Link.

2. Select Student Employment option.

3. From the Job Maintenance Functions, select Check Destination Change.
   (You may also access the check destination mail code change option by using the Student Employees by Mail Code function. By selecting the current Check Destination for a student from the list of students identified, you will be brought directly to the Check Destination Change option for that student/job. Then proceed to step 5 in this procedure and continue.)

4. Enter Student ID number and press submit.

5. Enter the new check destination mail code in the New Check Destination Mail Code field. (See note below if a check destination is STEMO.)

6. Double check to be sure you have entered the information correctly. If you wish to make a screen print of your change, this is the time to do it.

7. Press update. You should receive a message telling the CHECK DESTINATION MAIL CODE WAS UPDATED. The student’s record should now reflect this change.

8. You can then either enter another student or go back to the Employees by Mail Code list and choose another student. If you have no other activity, you may exit at this point.

Note: You will not be allowed to change the check destination mail code for anyone with STEMO for a check destination mail code. Only Student Payroll Office personnel are authorized to change the STEMO check destination mail code. The STEMO check destination is used for those student employees who are in the process of obtaining a Social Security number. The STEMO check destination mail code will be updated by the Student Payroll Office only when the student employee provides a Social Security number to the Student Payroll Office.
Selecting Using Student Employees By Mail Code

**STUDENT EMPLOYEES BY MAIL CODE**

**PLEASE ENTER MAIL CODE, YEAR AND SEMESTER.**

Mail Code: [Enter] Semester: [SELECT] Year: [SELECT]

[Submit] [Clear]
<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Job Number</th>
<th>Job Type</th>
<th>Estimated Hrs per Week</th>
<th>Pay Rate</th>
<th>Total Amount Paid</th>
<th>Termination Date</th>
<th>Check Dest Mail Cd</th>
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**STUDENT EMPLOYMENT CHECK DESTINATION MAIL CODE CHANGE**

**PLEASE ENTER NEW CHECK DESTINATION MAIL CODE**

Student Id: [ ]

Student Name: [ ]

Current Check Destination Mail Code: LIB99

New Check Destination Mail Code: [ ]

Submit  Update
Or Selecting Through the Business Link

**Student Employment**

**HIRING PROCESS FUNCTIONS:**
- New Hire/Rehire
- Review/Delete Prior To Approval
- Approve To Hire

**GENERAL FUNCTIONS:**
- Student Employment by Mail Code
- Student Employee Information

**STUDENT PAYROLL FUNCTIONS:**
- Time Entry
- Supervisor Weekly Time Entry (SSEQ, SESI)

**TIME ENTRY (STEP 1):**
- Supervisor Approval of Student(s) Time Entry
- PC Approval/Change of Student(s) Time Entry

**STUDENT JOB SERVICE FUNCTIONS:**
- Post SE Job
- Remove/Rerpost SE Job

**WORK-STUDY JOB FUNCTIONS:**
- Create a New Work-Study Job
- Maintain Existing Work-Study Jobs (formerly View/Post)

**JOB MAINTENANCE FUNCTIONS:**
- Add/Change Supervisor(s) For Departmental Jobs
- Change Supervisor(s) For Work-Study Jobs
- Check Destination Change
- Pay Rate Change
- Terminations

**MAIL CODE APPROVAL:**
- Mail Code Approve To Pay (SES2)

**STUDENT EMPLOYMENT CHECK DESTINATION MAIL CODE CHANGE**

**PLEASE ENTER STUDENT ID AND PRESS 'SUBMIT'**

- Student Id: 
- Student Name: 

- Current Check Destination Mail Code: 
- New Check Destination Mail Code: 

**Submit**

**Update**

**Back To List**
**Please enter student ID and press 'submit'**

**Student Employment Check Destination Mail Code Change**

**Please enter student ID and press 'submit'**

Student ID: [Student ID]
Student Name: [Student Name]

Current Check Destination Mail Code: [Current Code]
New Check Destination Mail Code: [New Code]

Submit  Update

**Please enter new check destination mail code**

Student ID: [Student ID]
Student Name: [Student Name]

Current Check Destination Mail Code: LIB99
New Check Destination Mail Code: [New Code]

Submit  Update

Back To List
MAKING THE CHANGE

Student Employment Office - Windows Internet Explorer

STUDENT EMPLOYMENT CHECK DESTINATION MAIL CODE CHANGE

** PLEASE ENTER NEW CHECK DESTINATION MAIL CODE **

Student Id: [REDACTED]  Student Name: [REDACTED]

Current Check Destination Mail Code: LIB99
New Check Destination Mail Code: sem01

Submit  Update

Back To List

Student Employment Office - Windows Internet Explorer

STUDENT EMPLOYMENT CHECK DESTINATION MAIL CODE CHANGE

** CHECK DESTINATION MAIL CODE WAS UPDATED **

Student Id: [REDACTED]  Student Name: [REDACTED]

Current Check Destination Mail Code: SEM01
New Check Destination Mail Code: SEM01

Submit  Update

Back To List

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