PeopleSoft

Student Hiring System (SHS) 2.0
For Supervisors and Department Heads
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Introduction

This document describes the Student Employment process from the point of view of a student supervisor or department head.

Other documents in this series:

- Student Employment in myWWU for Students
- Student Employment in myWWU for Student Employment Administrator
- Student Hiring System (SHS) 2.0 Technical Guide

Eligibility to Work

Students must meet certain requirements in order to be hired as a student employee. Complete details can be found on the Student Employment web site.

www.wallawalla.edu/attend-wwu/student-financial-services/student-employment/

The most common issues that prevent a student from being hired are

1. Not taking enough credits. Undergraduates must be taking at least 12 credits; graduate students must be taking at least 6 credits.
2. International students must provide government approved work documents.

The Student Employment Office is responsible for maintaining the eligibility status of all potential student employees. You can check on the eligibility status of a student you are considering hiring.

Main Menu > Student Hiring System > Eligibility

Eligibility

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 600): 600
Emp ID: begins with 99999999
Last Name: begins with
First Name: begins with
Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the student ID number and click the search button.
As a department head or student supervisor you can use this screen to check on a student’s eligibility; however you cannot change anything on this screen as that is the responsibility of the Office of Student Employment.

In order for a student to be able to work, everything in the Requirements section must be checked except for Background Check\(^1\).

International students and minor students have additional checkboxes that are required, and will be displayed as necessary.

\(^1\) A background Check is not required currently, but may in the future, depending on university policy.
**Hiring a Student**
Once a student has met all the eligibility requirements, as a supervisor or department head you may hire the student.

Use this menu:

*Main Menu > Student Hiring System > Hiring*

Enter the ID number of the student you wish to hire. Or use the magnifying glass to search for a student by last name and first name.

Click the Add button.
If the student is not eligible to be hired, a notification will appear after you try to add the student informing you of what this student has left to complete in order to be eligible for employment.

Student Hiring Form

9999999       Oswaldo Dummy

**Student Ineligible**

This student is ineligible for the following reasons:
- I-9 not completed
- Student has dropped below the required number of credits

If the student is eligible for employment, you will see the following screen:

Student Hiring Form

9999999       Oswaldo Dummy

**Employment Dates**

The Start Date will be the day the student is actually hired by HR (the student will not receive “back pay”) or the date you specify, whichever is later. The End Date may be up to one year from the current date.

*Start Date  
04/29/2013

*End Date
05/15/2013

**Job Information**

*Position Number
91080020 - STU-IS-Developer

**Description & Qualifications**

D: Build/update/maintain camp enterprise software sys, create custom screens, write db queries, code special proc, manage dev proj Q. Exp w/ dev tech-

This position has been approved for the pay grade selected below. Select a pay rate from the range shown. We recommend starting at the lower rate within the range for a new hire. Give a pay raise when the student does one or more of the following: demonstrates increased knowledge about the job, is able to work independently with minimal supervision, assumes a supervisory/training roll or takes on duties requiring advanced skills. All hires for pay grade E will be reviewed by the Student Employment Manager.

*Pay Grade
Pay Grade B

*Hourly Rate
$9.19 - $9.91

Submit
The Start date is automatically set to the current date. This date cannot be set earlier than the current date, but can be set later than the current date. However, this date does not guarantee the student may start work on this date. If the Hiring Form must go through an approval process (Departmental and/or Student Employment), then the student’s start date will be the date on which he or she is approved to work.

Set the end date to the appropriate date when the student job will be terminated, such as the end date of the term, academic year or summer. It cannot be set later than one year from the current date.

Set the position number appropriate for the student’s job.

The position number can be selected using the magnifying glass icon.

**Look Up Position Number**

<table>
<thead>
<tr>
<th>User ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>michael.bell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>begins with</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>begins with</td>
</tr>
</tbody>
</table>

| Look Up | Clear | Cancel | Basic Lookup |

**Search Results**

<table>
<thead>
<tr>
<th>View 100</th>
<th>First</th>
<th>1-2 of 2</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number</strong></td>
<td><strong>Description</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91021000</td>
<td>STU-ACAD-Office Worker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91089000</td>
<td>STU-CPTR-Reader/Lab Assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The pop-up window displays only the position numbers for which you have been set up to hire. If the list is shorter than you expect, it may be because some students are only allowed to work in specific positions.

Set up the student’s pay information:

- Select the Pay Grade. There are 5 pay grades from which to choose. If the student has previously worked in this position, you may use the Recall Prev button to get the student’s previous pay grade and hourly rate, and may make adjustments from there.
- The pay grade determines the range for the hourly rate. A message will display the pay grade that has been approved for the position number chosen. Select the approved pay grade.
- Enter an hourly rate that is within the pay range.
- Click on the Submit button.
The following message appears if no approval process is necessary (you have departmental permissions for the position).

![Message]

This student has been hired successfully. (20003:40)

OK

At this point, the student is hired and may start working on the date specified.

If you only have basic approval rights for the position, a message will be displayed alerting you to this fact, and someone with departmental approval rights will need to approve the hire. If the Pay Grade is E an email will be sent for approval to Student Employment.

After a hire has been completed, please allow for up to an hour for the time clock system to recognize the new hire for clocking in.

**Students with Multiple Jobs**

It is quite common for a student to hold more than one job. In these cases it is important to let the student know that they must select the appropriate job when clocking in on the time clock system. The description that they see on the time clock is the same description that you see above for the position number.

**STU-CPTR-Reader/Lab Assistant**

The position that the student clocks in on will be the one their work hours are logged to.
Checking the Job Information

For a student with an existing job, you can check on his or her job information using this menu.

Main Menu > Student Hiring System > Job Info

You can look up a student by ID number, name, or several other fields.

**Student Job Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Find an Existing Value](image)

A student may have more than one job. From the search results, select the desired job.

**A Note about Permissions**

If you only have basic approval, you may only submit one change per student per position at a time. For example, if you have basic approval and you want to change a student’s pay rate and end date, you may only submit one at a time and must wait for someone with departmental permissions to approve or deny the change.
Changing the Pay Rate

A student’s pay rate can be changed by entering the pay grade and the new hourly rate. Click Save Pay Rate. The new pay rate will apply for the entire week of the date specified.
**Changing the End Date**

You can change the ending date for a job by using the same screen. Enter the new date and click the Change End Date button. The ending date should be for the term, academic year or summer.

**Terminate a Job**

You can terminate a student’s employment in a job by selecting one of the reasons from the drop down list and clicking Terminate.

Terminate only affects the one job. Other jobs for the student will require a separate terminate if desired.
Departmental Approval

Some departments are organized such that some supervisors can hire a student, but final approval is required by a department head. When this occurs, an email will be delivered to the department head notifying him or her that there are hires waiting to be approved.

The department head must use this menu to approve the hire.

Main Menu > Student Hiring System > Departmental Approval

<table>
<thead>
<tr>
<th>Approve</th>
<th>Deny</th>
<th>Empl ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the Approve button to approve the hire or the Deny button to deny the hire.

When you approve the hire, the student will be automatically hired, unless they are in Pay Grade E, in which case it goes to Student Employment for approval. An email will be automatically sent to the student when they are hired.

If you click on Deny, then the hiring row is automatically deleted from the database. It will have to be resubmitted if desired. When denied, an email will go to the person who submitted the request. The student will not be notified.
Frequently Asked Questions

How do I hire a student?
Use the Hiring page and see the instructions above.

How do I terminate a student?
Use the Job Info page.

How do I change the pay grade or pay rate of a student?
Use the Job Info page. Note that if you change the pay rate in the middle of a week, it will be effective for the entire week.

I just changed the pay rate, why don’t I see it?
When you submit a pay rate change, it may require approval from Student Employment or your department. You can see the pay change by going to the Job History tab of the Job Info page, or it may be displayed as “Awaiting Approval” on the Current Job Info tab.

What happens when I select pay grade E?
When a pay grade E is selected, an email is automatically sent to the Student Employment Office for approval. The student will not be notified of the hire until the SEO has given approval.

What is Temporary Employment Authorization?
Under some circumstances, the Student Employment Office will grant a student a temporary employment authorization. This is generally used so that the student can start working before some employment issue has been resolved. These temporary employment authorizations have an expiration date on them and will expire automatically unless the underlying issue has been resolved. In those cases, the student becomes ineligible to work and all of their active employment records will be suspended by the overnight processor.

What is a Parent Authorization and why is it needed?
Students who are minors require a parent to grant approval in order to work on campus. These authorizations expire and must be renewed periodically.

What automatic emails will a student get?
Students can receive several different emails from the system.

1. You have been hired.
2. Campus Employment Suspended
3. Campus Employment Ended
4. Parent/School Authorization Expiring in 2 weeks
5. Temporary Employment Authorization Expires in 3 days
6. DHS Documents expire in 7 days
7. DHS Documents expire in 30 days
8. DHS Documents expire in 90 days

**What if my student worker cannot clock in?**
Check to see if the student has been suspended or terminated. Use the Job Info page for that.

Remember it can take up to an hour after hiring (or approving a hire) before the time clock system will see the new hire.

**Why would a student be suspended from employment?**
The system will send the supervisor an email explaining why the student has been suspended.

The most common causes are:

1. Dropped below “full-time” credit load for the academic career (12 for undergrad, 6 for grad)
2. Employment documentation expired (I-9, etc.)
   a. This can either be for an international student whose documents have expired, or for a US citizen who has not worked for/been paid by Walla Walla University in the last 6 months.
3. Student Employment Office has placed an employment hold
4. Parental work permit expired (for under 18)

**Why would a student be automatically terminated from employment?**
The most common cause is that the employment end date has been reached. The system will send an email to the supervisor when this happens. The system will also send an email to the supervisor prior to the ending of the employment. It is easier to extend the employment date before the student is terminated than perform a rehire after a termination.

**What do I do if my student worker has been terminated and I still want them to work?**
Assuming they are still eligible to work, go to the hiring page and treat them as a new hire. To make things easier, there is a way to retrieve the previous grade category and pay rate.

Once you have selected the appropriate position number, and if the student has previously worked in that position, then a new button will appear.

![Recall Prev](button.png)

Click this button to recall the previous grade category and hourly rate.

**Can a student be hired for more than one job within the same department?**
Yes. This is the reason the system was changed to use Position Numbers instead of Department Numbers. A department can have any number of position numbers defined.
**What do I do if I need a new position number?**
You may wish to have a new position number created. This is useful if you need to have different student positions charged to different budgets or if you want different people to be responsible for approving the time cards.

To request a new position number, use the page called New Student Position Number Request Form. If you have permission to use the Student Position Request Form, then go to: Main Menu > Student Hiring System > Student Position Request Form. If you need this form and do not have it on your menu, contact the Student Employment Office.

**What access control levels are available for supervisors?**
Access control is by supervisor and by position number. Each position number (per supervisor) has the following access control items:

1) Hire Students: No Access, Read Only, Basic Level, Department Level
2) Manage Student User accounts
3) Receive Emails
4) Time Card Approval: No Access, Read-Only, Approve

Hires performed by a person with Basic Level permission must be approved by a person in the same department who has the Department Level permission.