Section 2b
Hiring into Different Job (Hourly/Lump) or Hiring a WS POI

1. In HRS, navigate to Add an Employment Instance
   *Workforce Administration>Job Information>Add Emplmnt Instance-Student*
2. Enter the student’s Empl ID.
3. Click ‘Add Relationship’.
   • This will automatically assign the next Empl Record Number.
4. Enter appropriate Effective Date.
   • The effective date will default to the date the instance is created. The effective date for a rehire should be the first day the student will work.
   • Upon entering the effective date a red box titled “Calculate Status and Dates” will appear if the effective date is pushed back. Click this button.
5. Action: Hire
6. Reason: Original/New Hire
7. Enter an Expected Job End Date.
   • An expected job end date needs to be entered, such as the end of the academic year.
8. Click the magnifying glass by the ‘Company’ box. Select UWS.
9. Click the magnifying glass by the ‘Business Unit’ box. Select UWRVF.
10. In ‘Department’, enter your major department code starting with ‘J’.
11. Click the magnifying glass by the ‘Location’ box. Type in ‘J’ in the Location Code. Click ‘Look Up’. Select the building in which the student will work.
   • To alphabetize the list, click on ‘Description’.
12. Go to the Job Information Tab.
13. Enter Job Code 94870. 94870 covers the entire student pay scale.
14. Select the appropriate pay type (hourly or lump) from drop down options under Pay Basis.

15. Advance to the Compensation Tab.
16. Verify default ‘H’ in both Frequency boxes.
17. Click ‘Default Pay Components’. If lump sum, skip step 18 and continue with step 19.
18. Enter the rate in the Comp Rate field.
19. Click ‘Calculate Compensation’ and double check that the comp rates match.

20. Go to the UW Custom Tab.
21. Select ‘N’ or ‘None’ from the drop down options for Continuity.
22. Select ‘Not Required’ from the drop down options for Probation Type.
23. Enter a Working Title.
   - The working title should be unique to this job and easily identifiable to the student. If you would like to change the working title, do so here. Remember to use all CAPS. Do NOT click on the ‘Reset’ button, which sets it back to the generic default.
24. Click ‘Save’.

25. Proceed to Section 4: Assign Time Approvers. If lump sum, advance to Section 6: Assign Funding.