Section 2c

Hourly New Hire Template-Based Process

_This template is to be used ONLY for employees that are not in HRS OR EPM_

1. In HRS, navigate to the Template-Based Hire
   *Workforce Administration* > *Template-Based Hire* > *Template-Based Hire*
2. Click on the magnifying glass next to ‘Select Template’. Choose the UW_SH_NEW template.
3. Click ‘Go’.
4. Leave Empl ID field as NEW.
5. Enter appropriate Job Effective Date.
   - The effective date will default to the date the template was created. The effective date should be the first day the student will work.
6. Click ‘Next’.

Template-Based Hire

Choose a template and select Go to enter a new person. The Hires to Process section lists people you have previously started to enter who are in draft status. Select a name to continue the hire process. You have the option to delete people you do not intend to hire.

**Template-Based Hire Details**

The following information is required before hiring, rehiring, adding, or renewing a Person.

**Template:** UW Student New Hire

**Organizational Relationship:** Employee

**Action:** Hire

**Reason Code:** Original/New Hire

4. *EmplID:* NEW

5. *Job Effective Date:* 11/18/2011

6. *Required Fields*

   Next  Cancel
Note: Use all CAPS when filling out the template.

7. Enter the First and Last name fields.
8. Enter the student’s National ID (Social Security Number).
9. Enter Date of Birth.
10. Enter Gender.
11. Enter Selective Service information.
   • For female students, ‘Registered’ box is N/A and the ‘Reason’ box is Female.
   • For male students, in the ‘Signature Date’, use the date that the certification form was filled out.
12. Enter Home Address.
13. In the Additional Personal Information section, in the ‘Citizenship (Proof 1)’ box enter the date the student’s Form I-9 was verified.
14. In the Work Location-Job Data section, click the magnifying glass next to Business Unit. Select UWRVF for UW-River Falls.
15. In the Work Location-Job Data section, enter your major department code starting with ‘J’ in the Department field.
16. In the Work Location-Job Data section, 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’.
17. Enter an Expected Job End Date.
   • An expected job end date needs to be entered, such as the end of the academic year.
18. Enter the rate of pay in Compensation Rate.
19. Enter a Working Title.
   • The working title for this job should be unique easily identifiable.
20. Enter a Job Code 94870. This code covers the entire student pay scale.
21. Click ‘Send to HR for Completion’.
22. Send New Hire paperwork to HR.
23. Monitor Template-Based Hire Status for template to be processed by HR.
   Workforce Administration>Template-Based Hire>Template-Based Hire Status
24. Upon the student being processed, proceed to Section 4 to setup time approvers.