STUDENT HIRING PROCESS – HRS

Section references identify location of step-by-step instructions in the Student Payroll Training Manual and Website (HRS Steps)

Start

Receive approved Student Help Hiring Form (new hire) or Student Rehire and Change form

Verify eligibility and Work Study Award

Login to HRS

EPM Search for Person

EPM Person Match?

Go back to HRS window - HRS Search for Person

HRS Person Match

Yes

Review Job Information

Go back into HRS and review employment instances

In your dept, did you find the job you want to hire them into? (including same pay basis)

Yes

Add Job Row
Action: Rehire - Change title if needed

Yes

Add Job Row to extend end date
Action: Data Change Reason: Change expected Job End date

No

Is the last job row ‘terminated’?

Add Job Row
Action: Pay Rate Change

Section 2a

Section 2a

Section 2b

Section 3

Set-up/Modify Time Approvers
Train if necessary

Section 4

Verify Work Study check box

Section 5

Set up Funding

Section 6

Submit any necessary forms to HR

File/retain internal forms in department payroll files

Stop

EPM Person Match?

Yes

Hourly or Lump Sum?

Hourly

Lump Sum

Enter Lump Sum Hire Template

Section 2d

Section 2c

Section 2d

Send a New Hire Paperwork to HR, using a copy of the Student Help Hiring Form as a coversheet

HR Approves Template and enters W-4 & Direct Deposit and lump sum pymt if applicable*

Watch for ‘Processed’

* If Lump Sum payment information not provided on original Student Help Hiring Form, or in the case of a rehire, a Lump Sum Payment Request will need to be authorized and submitted to Human Resources in order to initiate payment.

No

Submit any necessary forms to HR

File/retain internal forms in department payroll files

Yes

Rate Change?

No

Yes

Add Job Row

Add Employment Instance Hourly with specific Pay Basis of ‘Lump Sum’ or ‘Hourly’

Section 2a

Section 2b

Lump Sum or Hourly?

Lump Sum

Lump Sum*