

# Student Employment Services – Biweekly Compensation

## PROCESS OVERVIEW

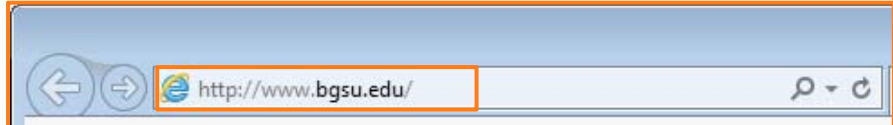
*Note: Please use Internet Explorer*

The purpose of this reference guide is to provide instructions on how to perform bi-weekly compensation hires-including re-hires. This document is set up according to the various tasks that may be performed when using Student E-Hire through Manager Self Service.

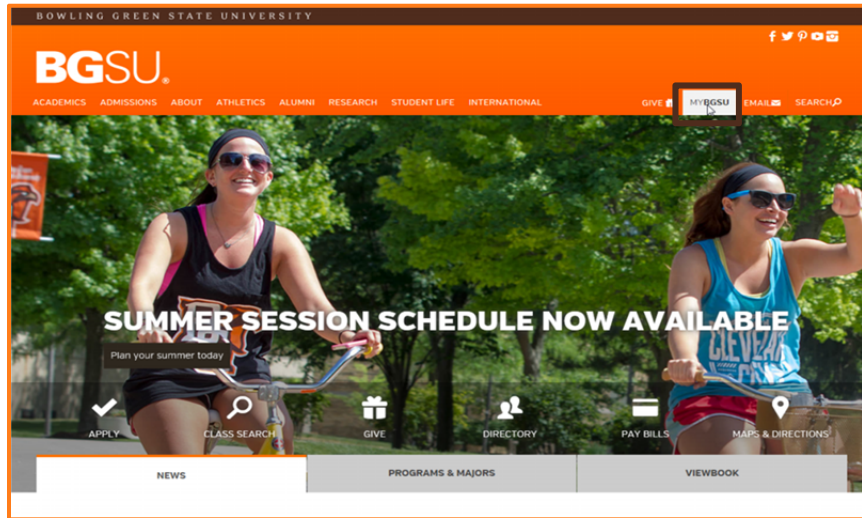
1. Begin at the **bgsu.edu** home page
2. Click **MyBGSU**
3. Enter **Username** and **Password**
4. Navigate: **Employees > Manager Information > Manager Dashboard**
5. **Under Quick Links**
6. **Click on Student E-Hire hyperlink**

## SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.



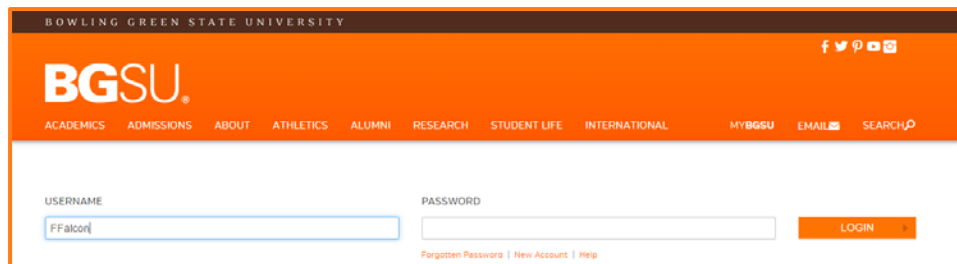
### Step 1: Click MyBGSU



### Step 2: Enter USERNAME and PASSWORD

*Note: These will be your BGSU network credentials.*

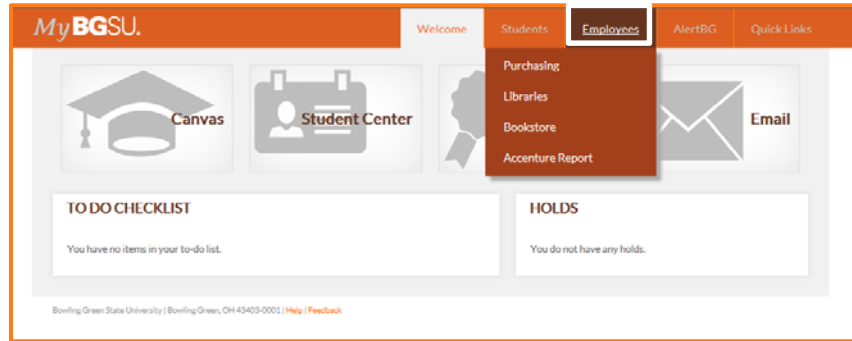
#### Step 2a: Click Login



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## Step 3: Click Employees Tab

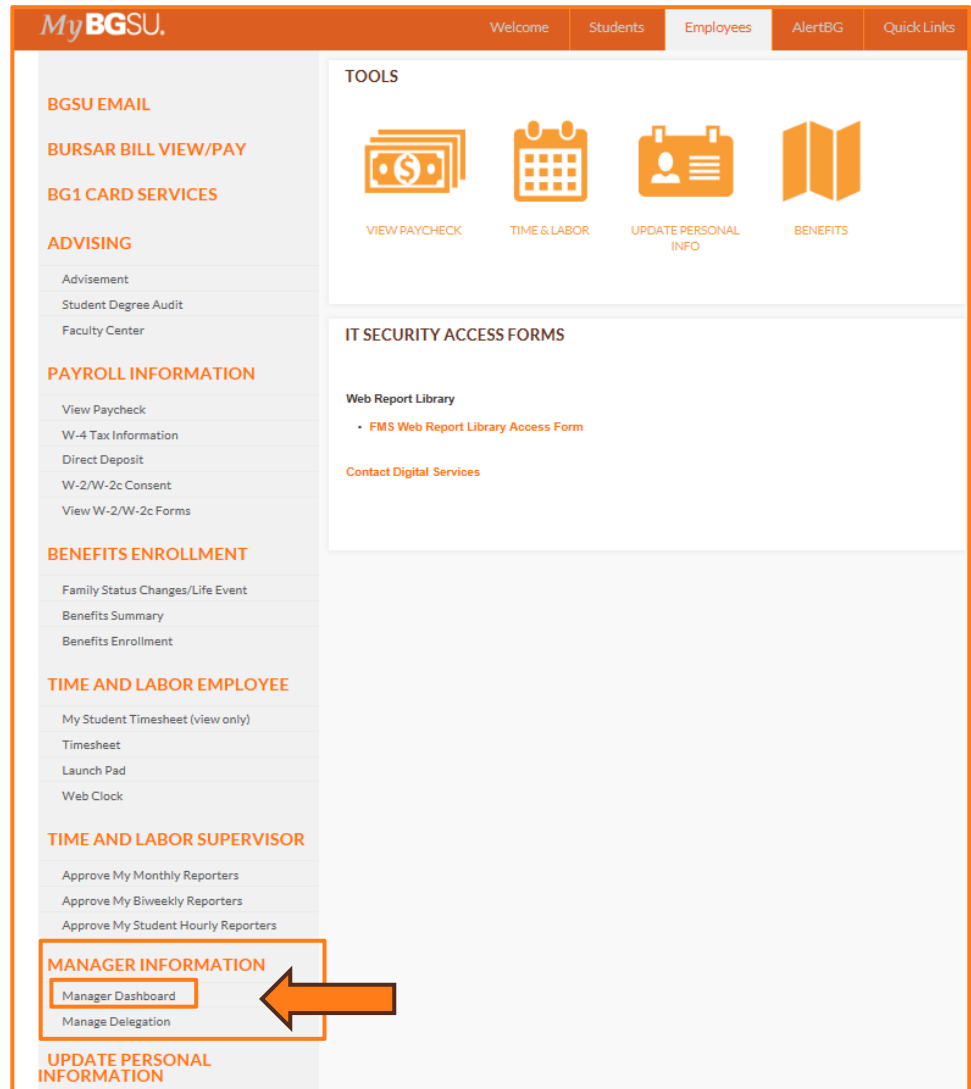
Refer to the left navigation.



## Step 4: Under Manager Information

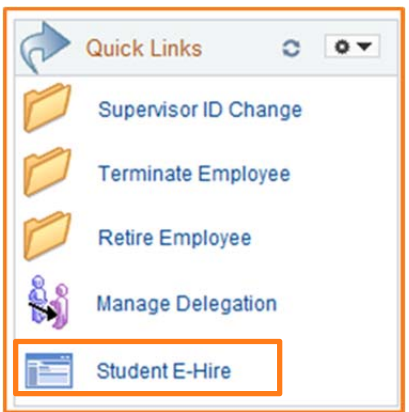
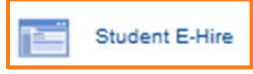
- **Click Manager Dashboard**

*Note: If Manager Dashboard is unavailable to you, please go to Step 6*



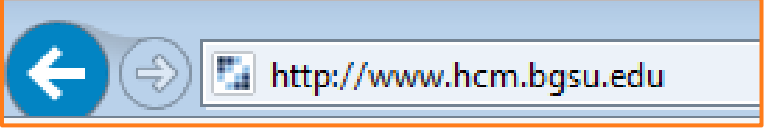
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**Step 5:** Click

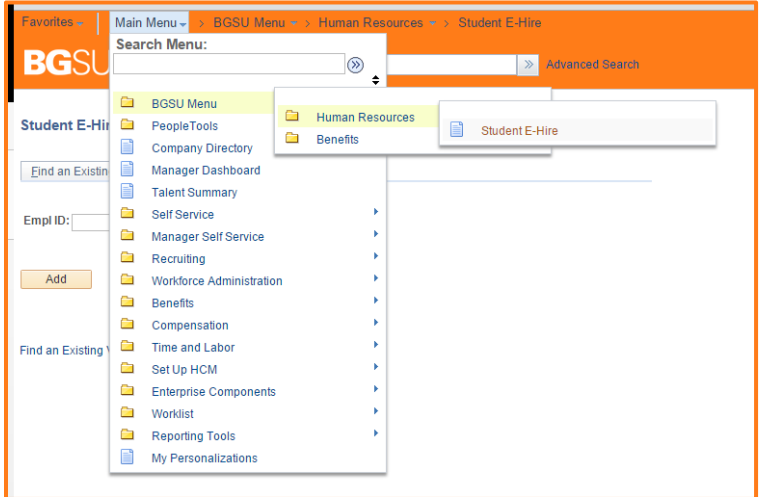


*Note: If you logged in via MyBGSU, proceed to Section II*

**Step 6:** Log into the Human Capital Management System at <http://www.hcm.bgsu.edu>



**Step 6a:** Navigate to: Main Menu > BGSU Menu > Human Resources > Student E-Hire.



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## SECTION II STUDENT E-HIRE

**Step 1: Enter in the student's EMPL ID (BGSU ID).**

**Step 2: Click** Add

### Step 3: Messages

Message lines will appear in the header below the student's name if:

1. The student is an international student.
2. The student has accepted FWS funding for the current academic year.
3. The student is already employed on campus.

Message boxes may also appear.

**Click** OK

Figure 1: Example of message in header

Figure 2: Example of message box

## SECTION III JOB INFORMATION

**Step 1: Click**


Contract Position

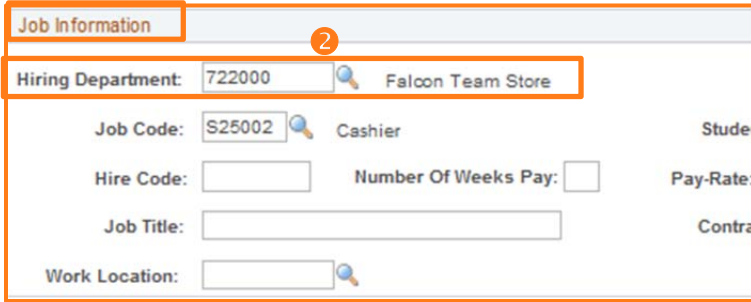
*Note: If the student is a Resident Advisor*

**Click**  Student Residence Advisor

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**Step 2:** Under the Job Information section, **select the Hiring Department**

*Note: You may use the  (Magnifying Glass) as a look up and search by description (department name) for the valid department number.*



The screenshot shows the 'Job Information' section of a form. The 'Hiring Department' field is highlighted with a red box and a circled '2'. The value '722000' is entered, and 'Falcon Team Store' is displayed next to it. Other fields include 'Job Code' (S25002), 'Cashier', 'Student', 'Hire Code', 'Number Of Weeks Pay', 'Pay-Rate', 'Job Title', and 'Contract', and 'Work Location'.

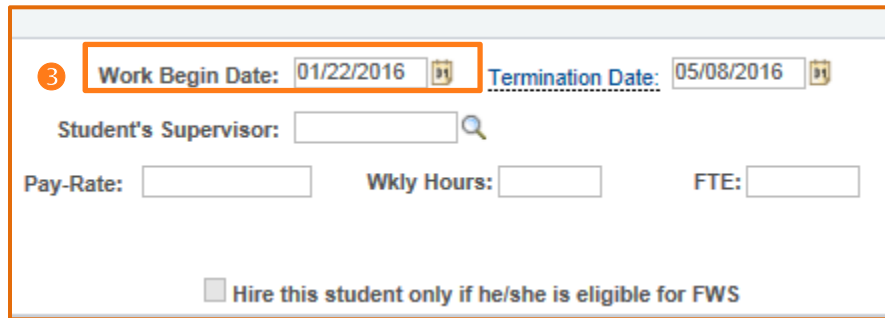
**Step 3: Enter Work Begin Date**

- The Work Begin Date is the first day the student is to report for work, including training or job shadowing.

*Note: Please use your student's actual start date, even if that date has already passed. The date will turn red and you will get a warning message, but the message will not prevent you from saving the hire.*

**Enter Termination Date**

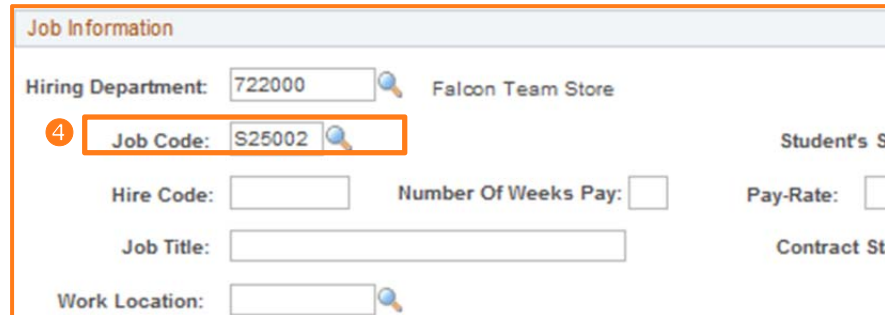
- This will be the date following the last day the student worked.



The screenshot shows the 'Work Begin Date' and 'Termination Date' fields highlighted with a red box and a circled '3'. The 'Work Begin Date' is '01/22/2016' and the 'Termination Date' is '05/08/2016'. Other fields include 'Student's Supervisor', 'Pay-Rate', 'Wkly Hours', 'FTE', and a checkbox for 'Hire this student only if he/she is eligible for FWS'.


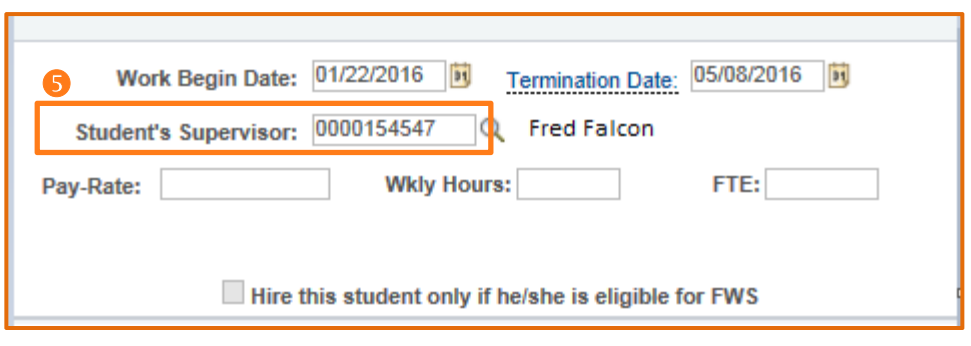
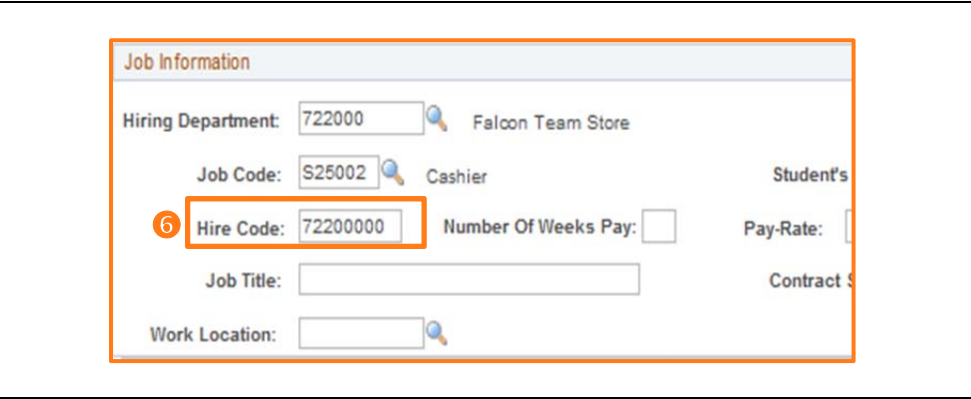
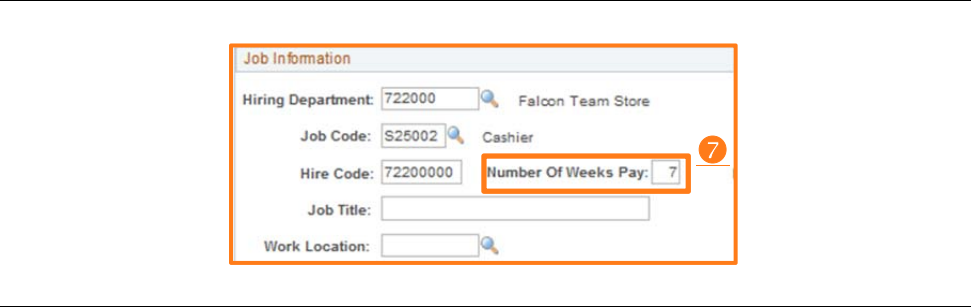
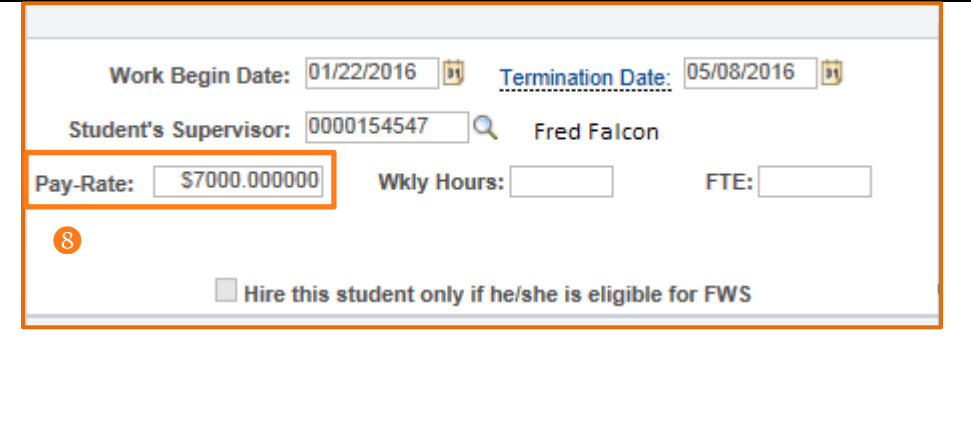
**Step 4: Enter a Job Code** for position being filled.

- Job Codes will begin with an "S" and will match the code corresponding with the job title on the Job Index Listing.
- Job Code & Hire codes are emailed to the defined contact in the WorkNet posting verification message.



The screenshot shows the 'Job Information' section of a form. The 'Job Code' field is highlighted with a red box and a circled '4'. The value 'S25002' is entered. Other fields include 'Hiring Department' (722000), 'Falcon Team Store', 'Student's S', 'Hire Code', 'Number Of Weeks Pay', 'Pay-Rate', 'Job Title', 'Contract St', and 'Work Location'.

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<p><b>Step 5: Enter Student Supervisor</b></p> <p><i>Note: You may use the  (Magnifying Glass) to search via the Last Name of the supervisor.</i></p>	
<p><b>Step 6: Enter Hire Code</b></p> <ul style="list-style-type: none"> <li>The Hire Code field will match the corresponding job title on the Job Index Listing.</li> <li>Job Code &amp; Hire codes are emailed to the defined contact in the WorkNet posting verification message.</li> </ul>	
<p><b>Step 7: Enter Number of Weeks Pay</b></p> <ul style="list-style-type: none"> <li>This will be the total number of weeks between Hire Date and Termination Date, and should include partial weeks as whole numbers</li> </ul>	
<p><b>Step 8: Enter Pay Rate</b></p> <ul style="list-style-type: none"> <li>This will be the total amount paid to student.</li> </ul>	

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## Step 9: Enter Wkly Hours

*Note: If WKLY Hours are entered, FTE will automatically calculate.*

Enter WKLY Hours  
This is the average hours the student will work per week. Maximum hours permitted is 28 hours per week for all jobs combined.

**OR**

This is the average number of hours/week in decimal relative to a 40 hour work week.

- 10 hours = .25
- 20 hours = .5
- 28 hours = .7

*Note: If FTE is entered, WKLY Hours will automatically calculate.*

Work Begin Date:  Termination Date:

Student's Supervisor:  Fred Falcon

Pay-Rate:  Wkly Hours:  FTE:

Hire this student only if he/she is eligible for FWS

## Step 10: Enter Job Title

The Job Title will match the position in the Job Index Listing and WorkNet posting.

**Job Information**

Hiring Department:  Falcon Team Store

Job Code:  Cashier

Hire Code:  Number Of Weeks Pay:

**Job Title:**

Work Location:

## Step 12: Enter Work Location where student will be working.

- Use the (magnifying glass) to choose the numeric work location. Typing the building name in the "Description" field shortens the list.

**Job Information**

Hiring Department:  Falcon Team Store

Job Code:  Cashier

Hire Code:  Number Of Weeks Pay:

Job Title:

**Work Location:**  Theatre Costume Shop

## SECTION IV FUNDING PROGRAM

*Note: Positions hired via Bi Weekly Compensation may not be paid via FWS.*

### Step 1: Select Work Program

- Regular Department Funding

**Funding Program**


**\*Work Program:**

Funding Dept 1: <input type="text" value="FWS Community Service"/>	Funding Dept 1 Percent: <input type="text"/>
Funding Dept 2: <input type="text" value="Federal Workstudy Funding"/>	Funding Dept 2 Percent: <input type="text"/>
Funding Dept 3: <input type="text" value="Federal Workstudy Funding OT"/>	Funding Dept 3 Percent: <input type="text"/>
Funding Dept 4: <input type="text" value="Regular Department Funding"/>	Funding Dept 4 Percent: <input type="text"/>

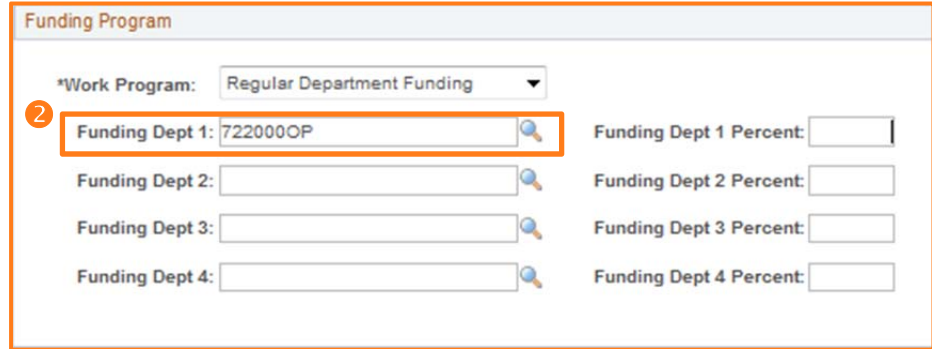
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## Step 2: Add Department Funding

This is the GL Combination Code.

- Use the  (Magnifying Glass) to search for the correct GL Combo Code by typing in the six digit department number (or the eight digit Project ID). Select the correct speed type and program code, if applicable, that will fund the student.
- It is possible that the hiring department and the funding department are different.

*Note: Only valid Combo Codes to pay employees are available in the search list. If a desired Combo Code is not listed, please contact Payroll to establish.*



**Funding Program**

\*Work Program: Regular Department Funding

Funding Dept 1: 722000OP  Funding Dept 1 Percent:

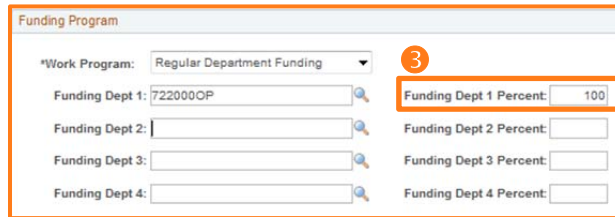
Funding Dept 2:  Funding Dept 2 Percent:

Funding Dept 3:  Funding Dept 3 Percent:

Funding Dept 4:  Funding Dept 4 Percent:

## Step 3: Add Funding Percentage

- Total percentage(s) **must** equal 100%.



**Funding Program**

\*Work Program: Regular Department Funding

Funding Dept 1: 722000OP  Funding Dept 1 Percent: 100

Funding Dept 2:  Funding Dept 2 Percent:

Funding Dept 3:  Funding Dept 3 Percent:

Funding Dept 4:  Funding Dept 4 Percent:



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## SECTION V SAVE & SUBMIT

### Step 1: Verify Data Entered

Review all data that has been entered into the E-Hire page.

*Note: Regardless of hire date entered, student may not begin working, training or job shadowing until cleared by SES and supervisor is notified.*

### Step 2: Click

**Send to SES for Approval**

Student E-Hire

Empl ID: 0020184606 Raven, Rachel  Contract Position  Student Residence Advisor

Status: NEW The Student is already employed on campus  Multiple Jobs

**Job Information**

Hiring Department: 722000 Falcon Team Store Work Begin Date: 01/22/2016 Termination Date: 05/08/2016

Job Code: S25002 Cashier Student's Supervisor: 0000154547 Fred Falcon

Hire Code: 72200000 Number Of Weeks Pay: 16 Pay-Rate: \$7000.000000 Wkly Hours: 10.00 FTE: 0.250000

Job Title: Cashier

Work Location: 113000109A Theatre Costume Shop  Hire this student only if he/she is eligible for FWS

**Funding Program**

\*Work Program: Regular Department Funding

Funding Dept 1: 722000OP Funding Dept 1 Percent: 100 Falcon Team Store

Funding Dept 2: Funding Dept 2 Percent:

Funding Dept 3: Funding Dept 3 Percent:

Funding Dept 4: Funding Dept 4 Percent:

**Chartfields**

I-9 Complete  PERS Exempt  PERS Enroll  SSA-1945 FORM  Direct Deposit **Send to SES for Approval** 2

Employment Denied

Employment Approved

Entered By:

Reviewed By:

BGSU Federal EIN: 346402018

Save Add Update/Display

### Step 3: Review the Disclaimer

Click



- If new employee to BGSU, additional messages will appear.
- Student will not be cleared for work until onboarding forms are completed.
- Students that are or were previously BGSU employed may have a Direct Deposit message appear.

*Note: Supervisor must Click **OK** for each message.*

Message

Disclaimer for employer: By hiring this student, I attest that all BGSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepotism were, and will be, observed when interviewing, hiring, and supervising this student. I also agree to abide by all BGSU student employment policies. (0.0)

OK Cancel 3

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## Step 4: New students only - Review the Notification

Click



- Notification will default to: the student, cc: the supervisor.
- If you would like to be included on the notification, you will need to add your email to the cc: or bcc: fields.
- Student and supervisor will receive an email indicating the hire has been initiated and direct students to complete the onboarding paperwork in SES.

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: cshiple@bgsu.edu

CC: millectm@bgsu.edu

BCC:

Priority: 2-Med

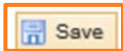
Subject: Request to Hire Student

Template: Dear Casey,  
A request to hire you in Student Employment, effective 2015-07-16, has been submitted by Miller, Colleen Marie as of today.

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.

## Step 5: Click



- Status of the employee will appear as "Pending".
- User who entered the E-Hire will have a name/date/time stamp in the "Entered by" field.
- Following successful completion of onboarding paperwork, a clearance will be sent via email to the student, the supervisor, and the submitter. The student may begin working, training, or job shadowing.

You have successfully entered an E-Hire Bi Weekly Compensation employee.

Student E-Hire

Empl ID: 0020184606 Raven, Rachel  Contract Position  Student Residence Advisor

Status: PENDING The Student is already employed on campus Multiple Jobs

Job Information

Hiring Department: 722000 Falcon Team Store Work Begin Date: 01/22/2016 Termination Date: 05/08/2016

Job Code: S25002 Cashier Student's Supervisor: 0000154547 Fred Falcon

Hire Code: 72200000 Number Of Weeks Pay: 16 Pay-Rate: \$7000.000000 Wkly Hours: 10.00 FTE: 0.250000

Job Title: Cashier

Work Location: 113000109A Theatre Costume Shop  Hire this student only if he/she is eligible for FWS

Funding Program

\*Work Program: Regular Department Funding

Funding Dept 1: 722000OP Funding Dept 1 Percent: 100.000 Falcon Team Store

Funding Dept 2: Funding Dept 2 Percent:

Funding Dept 3: Funding Dept 3 Percent:

Funding Dept 4: Funding Dept 4 Percent:

Chartfields

I-9 Complete  PERS Exempt  PERS Enroll  SSA-1945 FORM  Direct Deposit

Comment:

Entered By: Colleen Marie Miller 01/22/2016 9:55AM BGSU Federal EIN: 346402018

Save Add Update/Display