Student Employment Services – Hourly Compensation

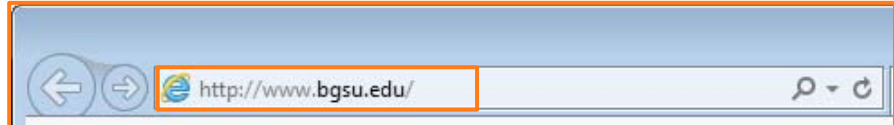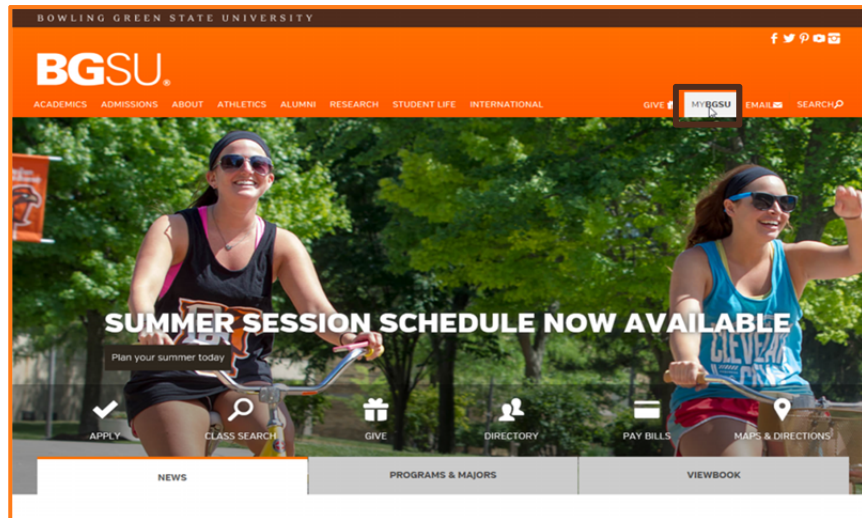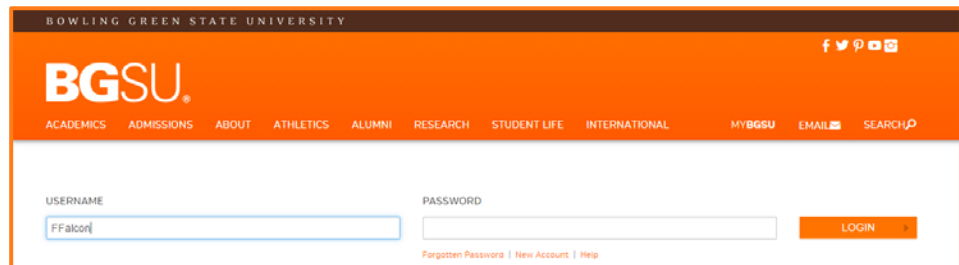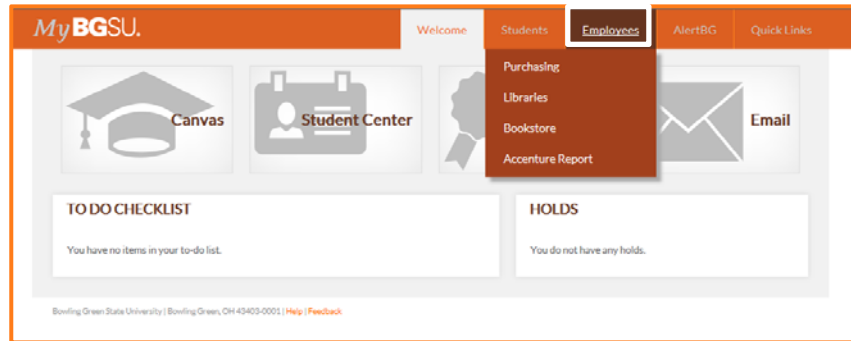|	
PROCESS OVERVIEW *Note: Please use Internet Explorer*	The purpose of this reference guide is to provide instructions on how to hire students with hourly compensation. This document is set up according to the various tasks that may be performed when using Student E-Hire through Manager Self Service. 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**	

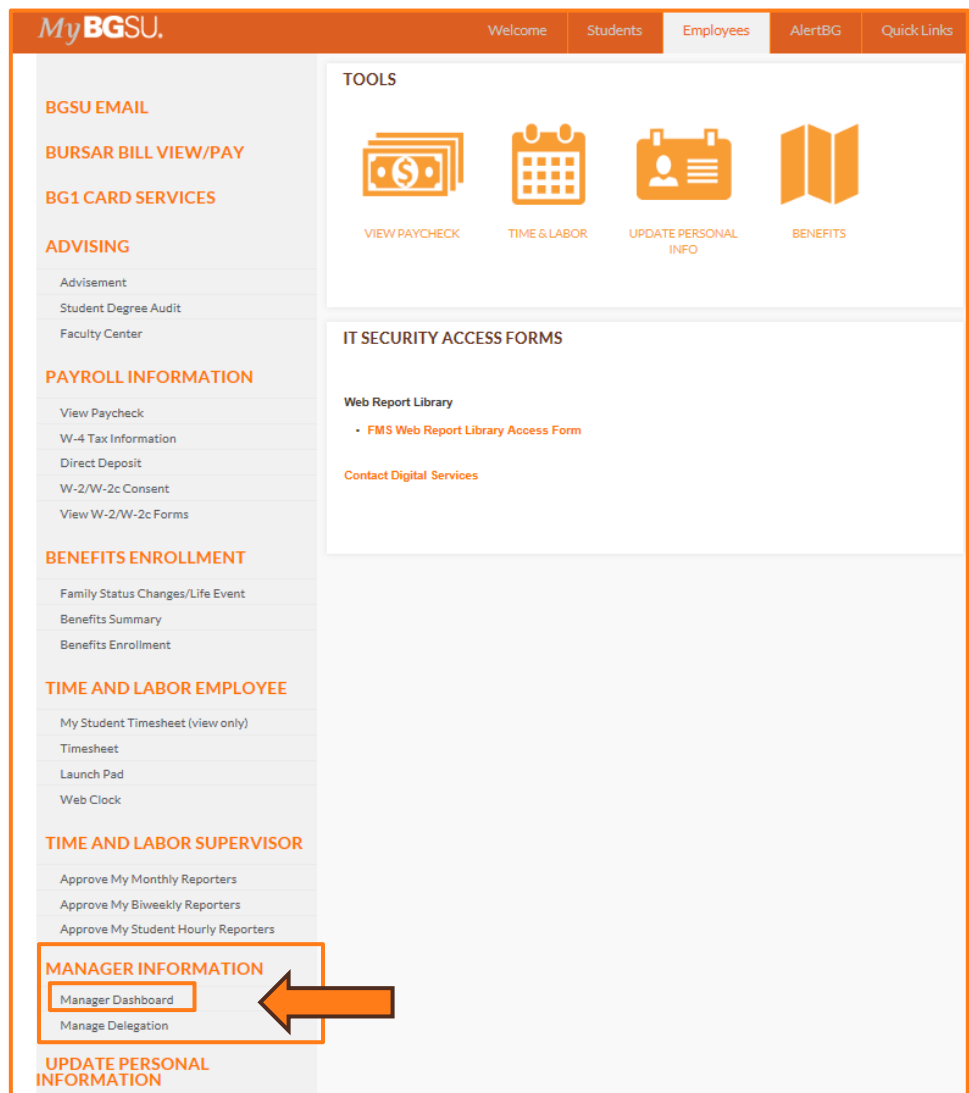|	
Step 3: Click Employees Tab Refer to the left navigation	
Step 4: Under Manager Information • **Click Manager Dashboard** *Note: If Manager Dashboard is unavailable to you, please go to Step 6*	

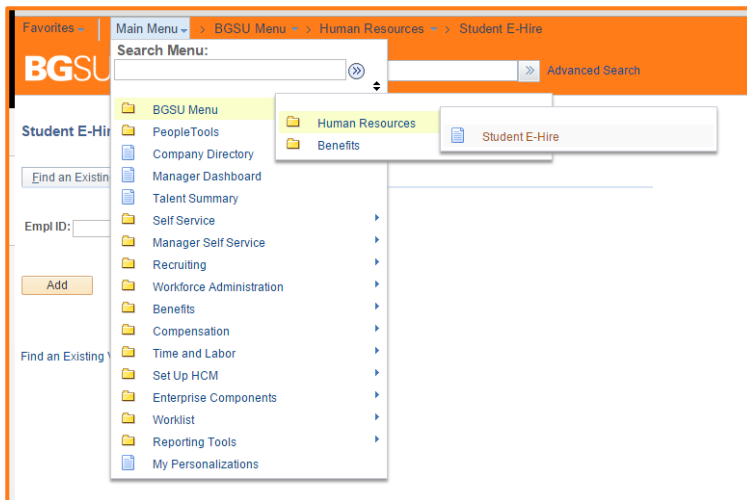|	
Step 5: Click Student E-Hire	
Note: If you logged in via MyBGSU, proceed to Section II **Step 6**: Log into the Human Capital Management System at http://www.hcm.bgsu.edu	
Step 6a: Navigate to: Main Menu > BGSU Menu > Human Resources > Student E-Hire**.**	
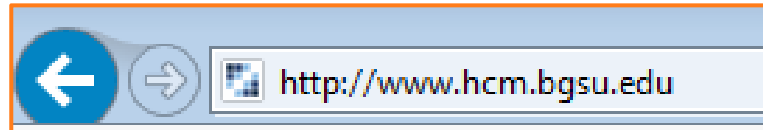
SECTION II
STUDENT E-HIRE

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

Step 2: Click Add

Student E-Hire

Find an Existing Value   Add a New Value

Empl ID: 0020184606 ✕ 🔍

Add

Find an Existing Value | Add a New Value

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.
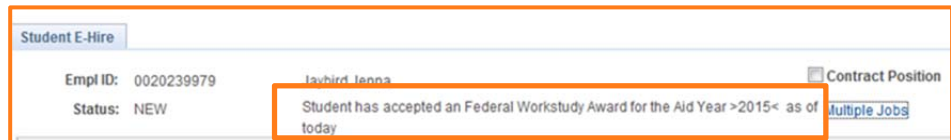
Message boxes may also appear.

Click OK

Student E-Hire

Empl ID: 0020239979   Jaybird, Jenna   ☐ Contract Position
Status: NEW   Student has accepted an Federal Workstudy Award for the Aid Year >2015< as of   Multiple Jobs
today

Figure 1: Example of message in header

Message

Student has accepted a FWS Award for the Aid Year 2015 as of today
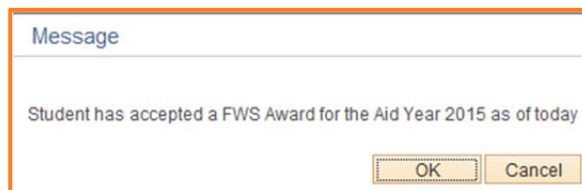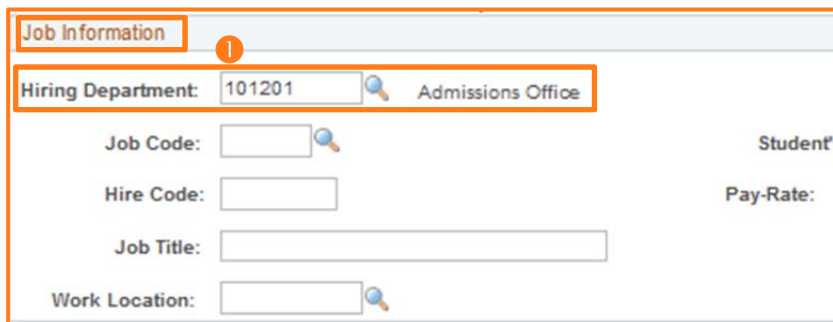
OK   Cancel

Figure 2: Example of message box

SECTION III
JOB INFORMATION

Step 1: 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.

Job Information   ①

Hiring Department: 101201 🔍 Admissions Office

Job Code: 🔍   Student'

Hire Code: Pay-Rate:

Job Title:

Work Location: 🔍

Step 2: 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.

② Work Begin Date: 01/22/2016

Student's Supervisor:

Pay-Rate: **Wkly Hours:**   **FTE:**

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

Step 3: 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.

Job Information

Hiring Department: 101201   Admissions Office

③ Job Code: S33002   Recruitment/Advising Asst

Hire Code:

Job Title:

Work Location:

Step 4: Enter Student Supervisor

Note: You may use the 🔍 (Magnifying Glass) to search via the Last Name of the supervisor.

④ Work Begin Date: 01/22/2016

Student's Supervisor: 0020219492   Fred Falcon

Pay-Rate: **Wkly Hours:**   **FTE:**

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

Step 5: Enter Hire Code

- The Hire Code field will match the corresponding job title on the Job Index Listing.

- Job Code & Hire codes are emailed to the defined contact in the WorkNet posting verification message.

Job Information

Hiring Department: 101201   Admissions Office

Job Code: S33002   Recruitment/Advising Asst   Stude
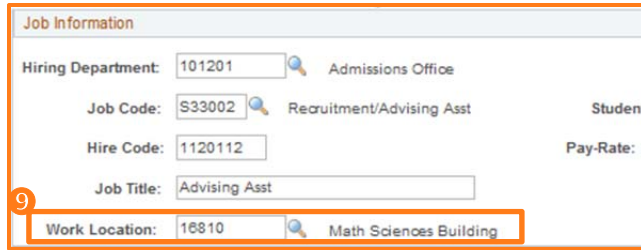
⑤ Hire Code: 1120112   Pay-Rate:

Job Title:

Work Location:

Step 6: Enter Pay Rate

- Hourly amount will equate to at least minimum wage, and **must match the base rate in the Job Index Listing.**

Note: If Re-hire:
- Merit and longevity will not automatically carry forward.
- Change form/PAF must be completed if department desires to continue merit/longevity.

Work Begin Date:	01/22/2016
⑥ Student's Supervisor:	0020219492 Fred Falcon
Pay-Rate:	$8.500000 Wkly Hours: FTE:

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

Step 7: 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.

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

OR

Enter FTE
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:	01/22/2016
Student's Supervisor:	0020219492 Fred Falcon
Pay-Rate:	$8.500000 Wkly Hours: 15.00 ⑦ FTE: 0.375000

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

Step 8: Enter Job Title

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

Job Information

Hiring Department:	101201 Admissions Office
Job Code:	S33002 Recruitment/Advising Asst Student
Hire Code:	1120112 Pay-Rate:
⑧ Job Title:	Advising Asst
Work Location:	

Step 9: 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.
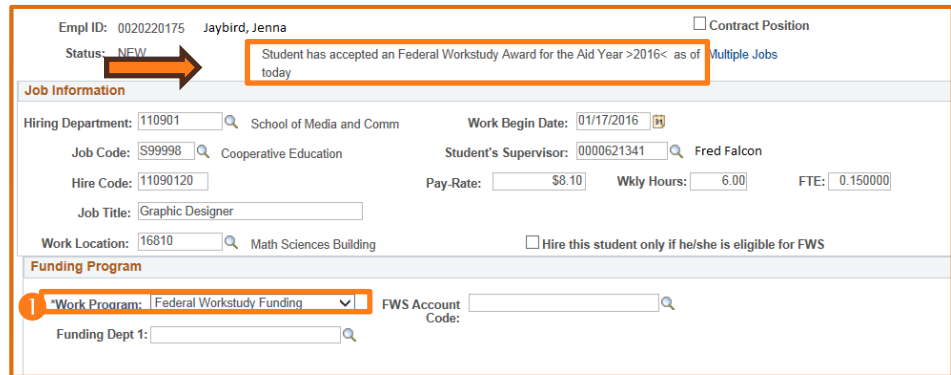

SECTION IV
FUNDING PROGRAM

Step 1: Select Work Program

- Regular Department Funding – go to step 5

- Federal Work Study – Only select if header message indicates accepted FWS award.

Note: FWS funding is only available during fall and spring terms.

Note: Community Service funding only eligible for Family Literacy department.

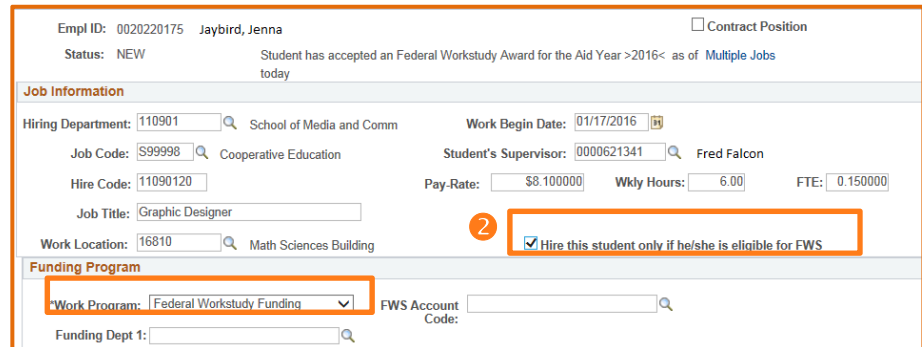**Step 2: FWS Work Program**

If FWS is the selected Work Program, and the department wishes to only hire student if **FWS eligible** then:

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

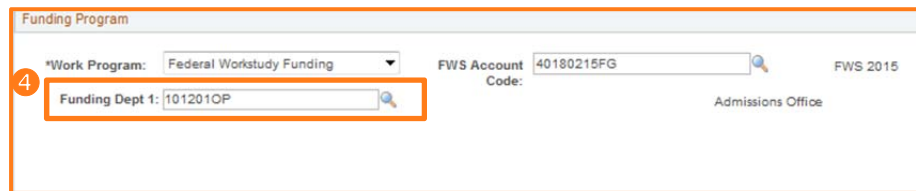|	
Step 3: Add FWS Account Code for appropriate Fiscal year (July 1 – June 30, i.e. 2015-2016 equals FY16.) If FWS is the selected Funding Program then: *Note: You may use the (Magnifying Glass) as a look up and search by description (FWS) or GL Combination Code beginning with **4018**.*	**Funding Program** *Work Program: Federal Workstudy Funding ▾ FWS Account Code: 40180215FG FWS 2015 Funding Dept 1:
Step 4: Add Department Funding portion for FWS 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. • FWS funded students may only have 1 funding source in addition to FWS. • **Proceed to Section V** *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: Federal Workstudy Funding ▾ FWS Account Code: 40180215FG FWS 2015 Funding Dept 1: 101201OP Admissions Office **Figure 3:Example of FWS Funding Department** Add program code

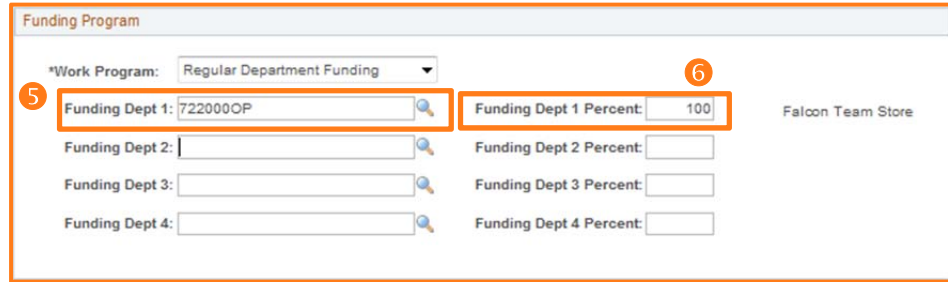**Step 5: Add Department Funding portion for Regular**

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.

Step 6: Add Funding Percentage for Regular Funded Students

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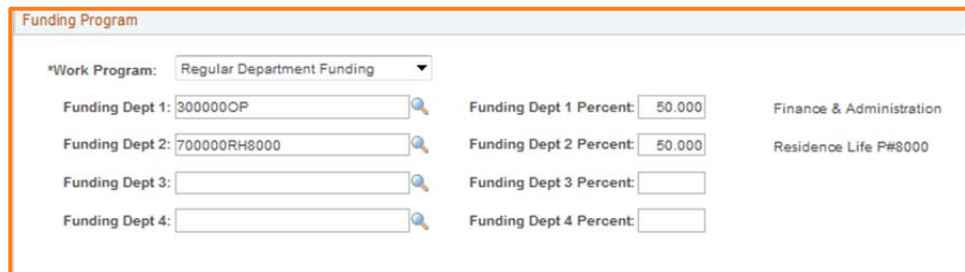

Figure 4: Example of Regular Funding Department

Step 7: Multiple Funding Sources

If there are multiple Funding Sources; student must be paid via Regular Funding.

Repeat Steps 5 and 6 until percentage of all sources equals 100%.

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 shadowing until cleared by SES and supervisor is notified.

Step 2: Click

Send to SES for Approval

Student E-Hire

Empl ID: 0020220175   Jaybird, Jenna   ☐ Contract Position

Status: NEW   Student has accepted an Federal Workstudy Award for the Aid Year >2016< as of Multiple Jobs
today

Job Information

Hiring Department: 110901 🔍 School of Media and Comm   Work Begin Date: 01/17/2016 📅

Job Code: S99998 🔍 Cooperative Education   Student's Supervisor: 0000621341 🔍 Fred Falcon

Hire Code: 11090120   Pay-Rate: $8.100000   Wkly Hours: 6.00   FTE: 0.150000

Job Title: Graphic Designer

Work Location: 16810 🔍 Math Sciences Building   ☐ Hire this student only if he/she is eligible for FWS

Funding Program

*Work Program: Federal Workstudy Funding ▼   FWS Account Code: 40180216FG 🔍   FWS 2016

Funding Dept 1: 110901OP 🔍   School of Media and Comm

▶ Chartfields

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

Comment: Employment Denied

                Employment Approved

Entered By: BGSU Federal EIN: 346402018

Reviewed By:

💾 Save   📄 Add   📄 Update/Display

Step 3: Review the Disclaimer

Click OK

- 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.

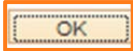*Note: Supervisor must Click **OK** for each message.*

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) ③

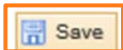OK   Cancel

Step 4: New students only - Review the Notification **Click** OK - 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.	
Step 5: Click Save - 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 Hourly Compensation employee.	