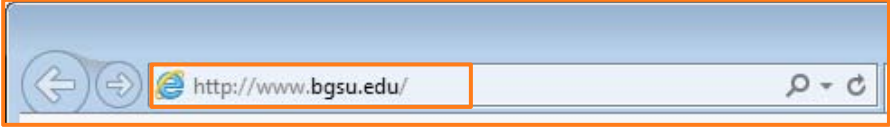
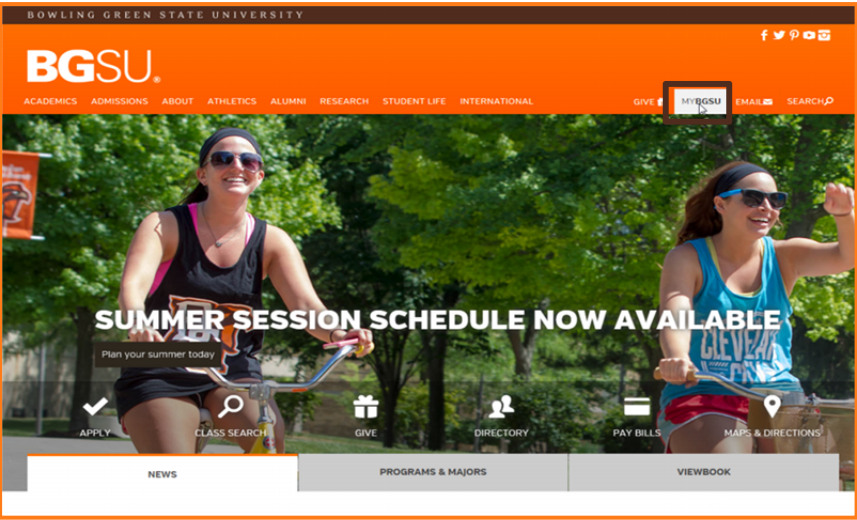
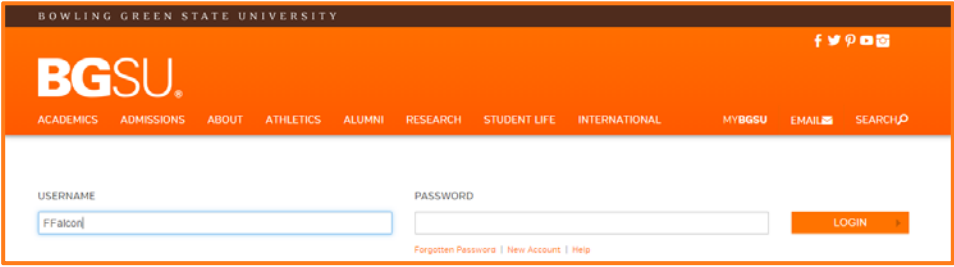


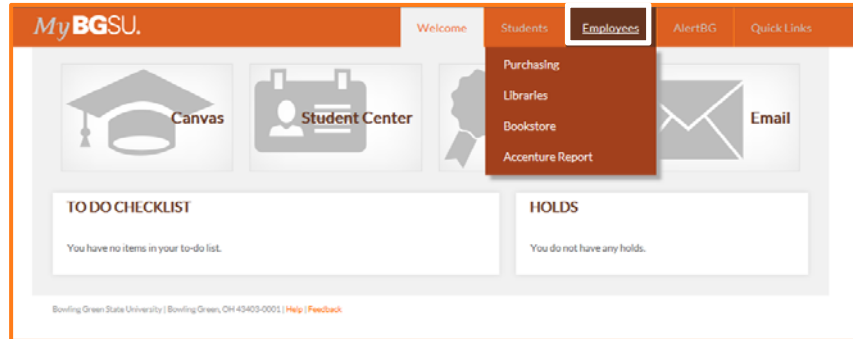
Student Employment Services – Updating and Reviewing Your Hires

<p style="text-align: center; color: #e67e22; font-weight: bold;">PROCESS OVERVIEW</p> <p><i>Note: Please use Internet Explorer</i></p>	<p>The purpose of this reference guide is to provide instructions on how to review and update hires that you have entered into the E-Hire system. This document is set up according to the various tasks that may be performed when using Student E-Hire through Manager Self Service.</p> <ol style="list-style-type: none"> 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
<p style="text-align: center; color: #e67e22; font-weight: bold;">SECTION I NAVIGATION</p> <p>Begin the process at the bgsu.edu home page.</p>	
<p>Step 1: Click MyBGSU</p>	
<p>Step 2: Enter USERNAME and PASSWORD</p> <p><i>Note: These will be your BGSU network credentials.</i></p> <p>Step 2a: Click Login</p>	

Student Employment Services – Updating and Reviewing Your Hires

Step 3: Click Employees Tab

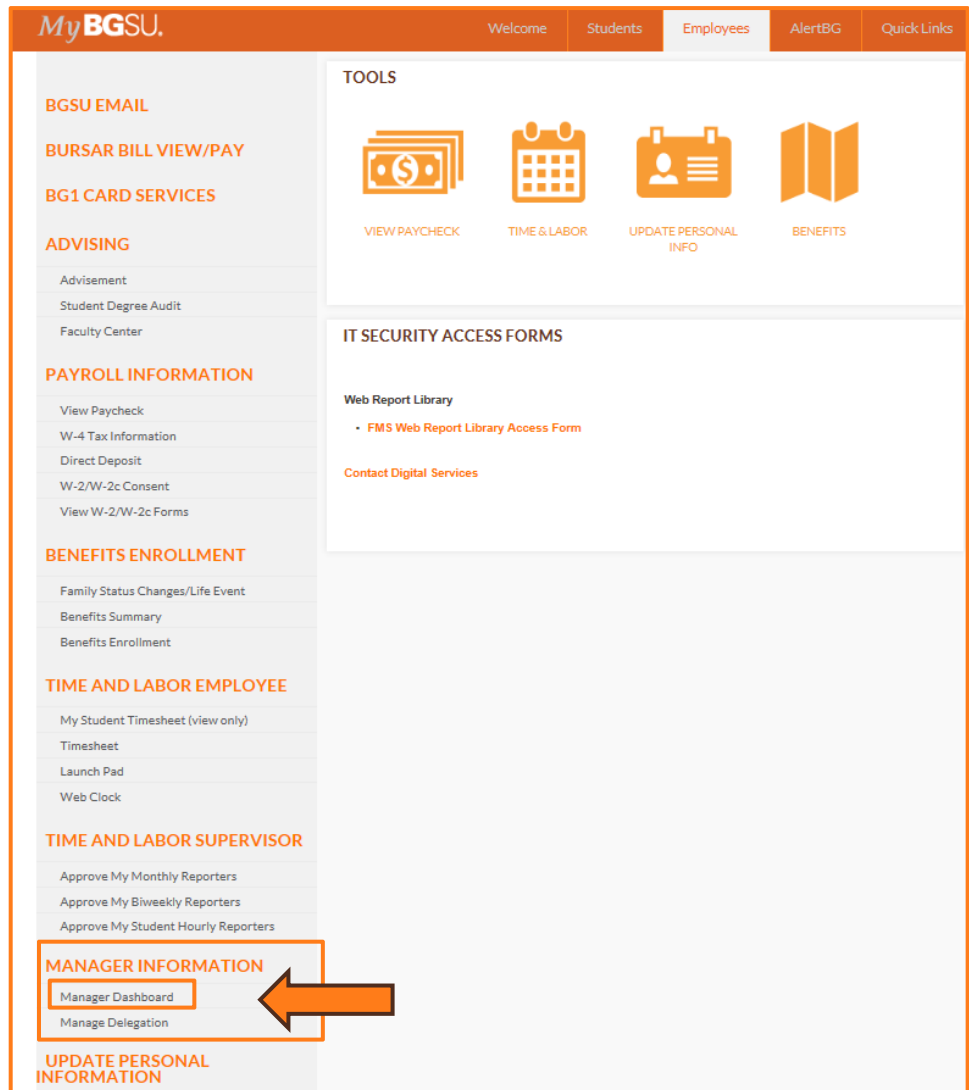
Refer to the left navigation




Step 4: Under Manager Information

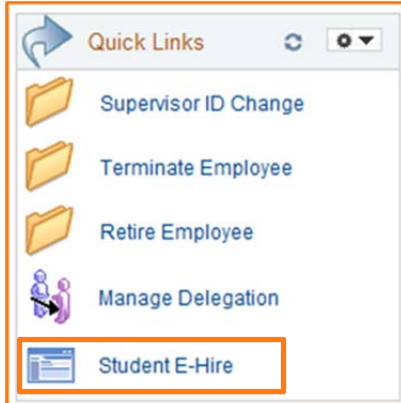
- **Click Manager Dashboard**

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



Student Employment Services – Updating and Reviewing Your Hires

Step 5: Click  Student E-Hire

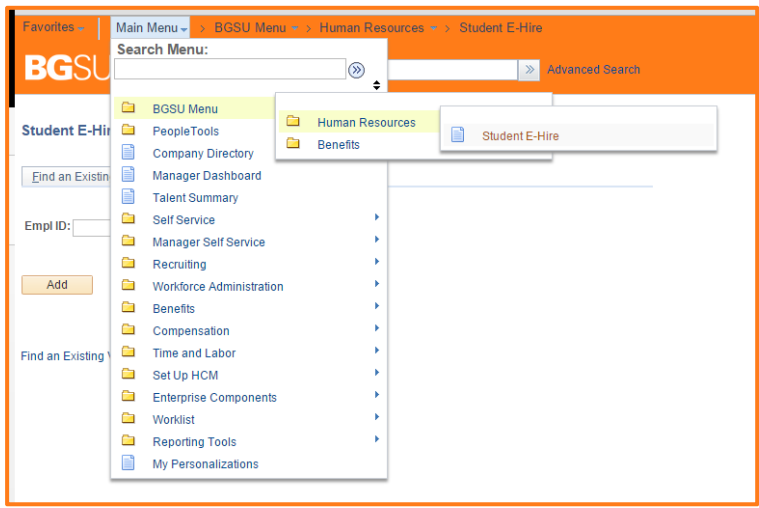


Note: If you logged in via MyBGSU, proceed to Section II

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.



Student Employment Services – Updating and Reviewing Your Hires

SECTION II FIND AN EXISTING VALUE

Step 1: Click the “Find an Existing Value” tab

Student E-Hire

Find an Existing Value | Add a New Value

Empl ID

Add

Find an Existing Value | Add a New Value

Step 2: Search for an existing hire

You can search for an existing student by entering student information (ID, First Name, and/or Last Name)

- If the information searched leads to only one record in E-Hire, you will be taken directly to that record.
- If the information results in multiple records, you will be shown a summary of the records. To view details of a specific record, you can click on that line.

Student E-Hire

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Empl ID begins with
 First Name begins with
 Last Name begins with
 Department begins with
 E-Hire Status =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Student E-Hire Approval

Empl ID: Contract Position

Status: PENDING

Job Information

Hiring Department: 101900 Learning Commons Hire Date: 12/30/2015

Job Code: S30000 Tutor 1 Student's Supervisor: 0002600811 Dick, Donna Mae

Hire Code: 101900111 Pay-Rate: \$8.100000 FTE: 0.375000 Wkly Hours: 15.00

Job Title: Learning Commons Tutor

Work Location: 16510 Jerome Library Hire this student only if he/she is eligible for FWS

Example of results for student that only has one record in E-Hire.

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-7 of 7 Last

Date/Time Stamp	Empl ID	First Name Last Name	Department	E-Hire Status	First Start Date	Sequence Number
01/19/2016 4:03PM			207000	HIRED	01/20/2016	7
11/24/2015 3:14PM			714000	DENIED	11/30/2015	6
11/24/2015 2:45PM			714000	HIRED	11/30/2015	5
02/19/2015 3:59PM			101201	HIRED	02/15/2015	4
01/12/2015 3:34PM			700000	HIRED	01/04/2015	3
01/12/2015 12:14PM			700000	HIRED	01/04/2015	2
08/25/2014 10:26AM			303000	HIRED	08/17/2014	1

Example of results for student that only has multiple records in E-Hire.

Student Employment Services – Updating and Reviewing Your Hires

Step 3: Find Pending hires for your department

Enter your department number and select “pending” from the “E-Hire Status” drop-down.

Note: As with above, a single result will take you directly into the detail page; multiple results will return a list of applicable records.

Hint: By changing your selection in the E-Hire Status drop-down, you can also use this method to find students that are hired or have been left in NEW status.

Student E-Hire

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID begins with

First Name begins with

Last Name begins with

Department begins with 700000

E-Hire Status = PENDING

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Empl ID	First Name	Last Name	Department	E-Hire Status	Date/Time Stamp	First Start Date
			700000	PENDING	01/04/2016 11:40AM	01/04/2016
			700000	PENDING	01/19/2016 12:12PM	01/19/2016

SECTION III MAKING CHANGES

E-Hire records that are in NEW status can be updated and sent to SES for Approval.

Step 1: Find New hires for your department

Enter your department number and select “new” from the “E-Hire Status” drop-down.

Note: As with above, a single result will take you directly into the detail page; multiple results will return a list of applicable records

Student E-Hire

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID begins with

First Name begins with

Last Name begins with

Department begins with 746000

E-Hire Status = NEW

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-6 of 6 Last

Empl ID	First Name	Last Name	Department	E-Hire Status	Date/Time Stamp	First Start Date
			746000	NEW	07/19/2014 10:49AM	07/20/2014
			746000	NEW	09/09/2013 12:36PM	09/09/2013
			746000	NEW	08/30/2013 8:13AM	08/30/2013
			746000	NEW	06/15/2012 3:12PM	06/15/2012
			746000	NEW	08/16/2013 8:52AM	08/04/2013
			746000	NEW	07/22/2011 9:51AM	07/22/2011

Student Employment Services – Updating and Reviewing Your Hires

Step 2: If multiple records are returned, **select the record** you want to review/change to be taken to the detail page.

Step 3: Make changes.

You can update any part of the student's hire from here.

Note: You can only make changes to records that were saved in NEW status without being sent to SES for Approval. Once an E-Hire has been submitted, changes can no longer be made.

Student E-Hire

Empl ID: [redacted] Contract Position

Status: NEW

Job Information

Hiring Department: 746000 Sport Camps Work Begin Date: 09/09/2013

Job Code: [redacted] Student's Supervisor: [redacted]

Hire Code: [redacted] Pay-Rate: [redacted] Wkly Hours: [redacted] FTE: [redacted]

Job Title: [redacted]

Work Location: [redacted] Hire this student only if he/she is eligible for FWS

Funding Program

*Work Program: Regular Department Funding

Funding Dept 1: [redacted] Funding Dept 1 Percent: [redacted]

Funding Dept 2: [redacted] Funding Dept 2 Percent: [redacted]

Funding Dept 3: [redacted] Funding Dept 3 Percent: [redacted]

Funding Dept 4: [redacted] Funding Dept 4 Percent: [redacted]

Chartfields

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

Comment: [text area]

Entered By: Stephanie Crooks 09/09/2013 12:36PM BGSU Federal EIN: 346402018

Reviewed By: [redacted]

**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: 0020239979 Contract Position

Status: NEW Jaybird, Jenna

Student has accepted an Federal Workstudy Award for the Aid Year >2015< as of Multiple Jobs today

Job Information ←

Hiring Department: 101201 Admissions Office Hire Date: 04/07/2015

Job Code: S33002 Recruitment/Advising Asst Student's Supervisor: 0004519345 Kalee Carlton

Hire Code: 1120112 Pay-Rate: \$8.100000 FTE: 0.250000 Wkly Hours: 10.00

Job Title: Advising Asst

Work Location: 18810 Math Sciences Building Hire this student only if he/she is eligible for FWS

Funding Program ←

*Work Program: Federal Workstudy Funding FWS Account Code: 40180215FG FWS 2015

Funding Dept 1: 101201QP Admissions Office

Chartfields

Student Employment Office

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

Comment: [text area]

Entered By: [redacted] BGSU Federal EIN: 346402018

Reviewed By: [redacted]

Student Employment Services – Updating and Reviewing Your Hires

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.*

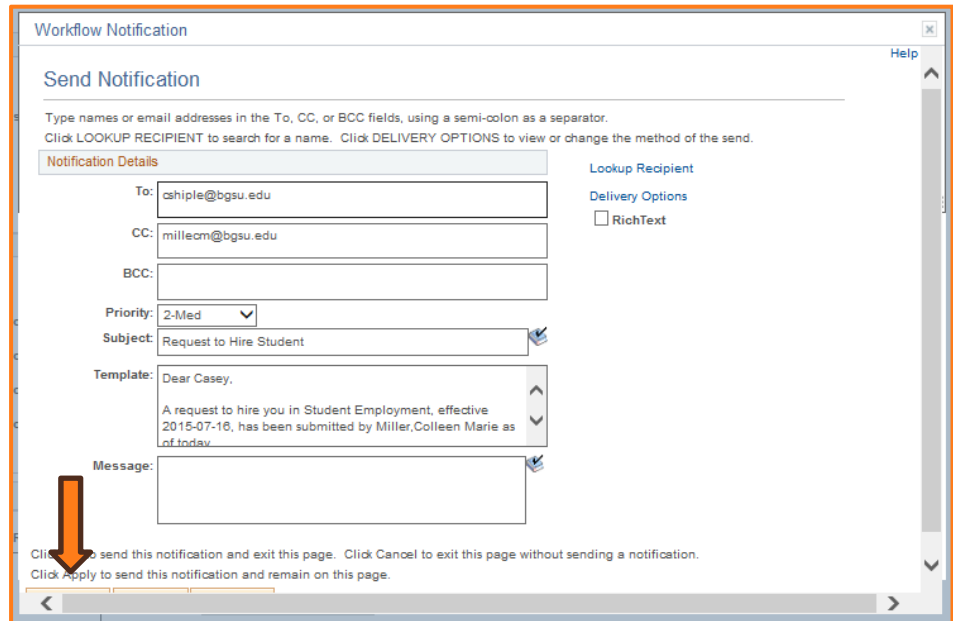


Step 4: New students only - Review the Notification

Click

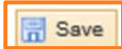


- Notification will default to: the student, cc: the supervisor.
- If you would like to be included on the notification, you will need to add your email to the cc: or bcc: fields.
- Student and supervisor will receive an email indicating the hire has been initiated and direct students to complete the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



Student Employment Services – Updating and Reviewing Your Hires

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 updated an E-Hire employee.

The screenshot displays the 'Student E-Hire' system interface. At the top, it shows the employee ID (0020239979) and name (Jaybird, Jenna), with a status of 'PENDING'. A note indicates the student has accepted a Federal Workstudy Award for the Aid Year >2015<. The 'Job Information' section includes the hiring department (Admissions Office), job code (S33002), hire date (04/07/2015), and supervisor (Kalee Carlton). The 'Funding Program' section shows the work program as 'Federal Workstudy Funding' and the FWS account code as 40180215FG. The 'Student Employment Office' section includes checkboxes for 'I-9 Complete', 'PERS Exempt', 'PERS Enroll', 'SSA-1945 FORM', and 'Direct Deposit', along with buttons for 'Send to SES for Approval', 'Employment Denied', and 'Employment Approved'. The 'Entered By' field is populated with 'Heather Lyne Kowalski' and the date/time '04/07/2015 8:42AM'. A red circle with the number '4' and a red arrow points to the 'Save' button at the bottom left of the form.