Т

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.	P - C
Step 1: Click MyBGSU	<text></text>
Step 2: Enter USERNAME and PASSWORD Note: These will be your BGSU network credentials.	BOWLING GREEN STATE UNIVERSITY F ♥♥™™ BGSU ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL MYBGSU EMAIL™ SEARCH.Ø
Step 2a: Click Login	USERNAME PASSWORD FFalcon Forgotten Passwora New Account Help

Г

Step 3: Click Employees Tab Refer to the left navigation.	My BGSU, Vecore Sudents Endorces AerBG Quick Links Funchasing District Center District Center District Center District Center District Center C DO CHECKLIST District Center District Center District Center District Center Varture no items in your to-do list. District Center District Center District Center
Step 4: Under Manager Information Click Manager Dashboard	MyBGSU. Welcome Students Employees AlertBG Quick Links BGSU EMAIL BURSAR BILL VIEW/PAY Image: Constraint of the second
Note: If Manager Dashboard is unavailable to you, please go to Step 6	BCI CARD SERVICES Avisament Avisament Student Degres Aults Student Composition Ver Paycheck Ver Avisament Direct Degresition

Step 5: Click Student E-Hire	Quick LinksImageImageSupervisor ID ChangeImageTerminate EmployeeImageRetire EmployeeImageManage DelegationImageManager Leave AccrualsImageStudent 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	+ The second sec
Step 6a : Navigate to: Main Menu > BGSU Menu > Human Resources > Student E-Hire.	Favorites Main Menu BGSU Benefits Benefits <t< th=""></t<>

SECTION II STUDENT E-HIRE Step 1: Enter in the student's EMPL ID (BGSU ID).	Student E-Hire Eind an Existing Value Add a New Value
Step 2: Click Add	Empl ID: 0020184606
Step 3: Messages	
Message lines will appear in the header below the student's name if:	Student E-Hire Contract Position Empl ID: 0020239979 Contract Position Status: NEW Student has accepted an Federal Workstudy Award for the Aid Year >2015< as of today
1. The student is an international student.	Figure 1: Example of message in header
 The student has accepted FWS funding for the current academic year. The student is already employed on campus. Message boxes may also appear. 	Message Student has accepted a FWS Award for the Aid Year 2015 as of today OK Cancel
Click	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	Student E-Hire Empl ID: 0020184006 Status: NEW The Student is already employed on campus Multiple Jobs Job Information Hire Date: 04/20/2015 (%) Hiring Department: Image: Student's Supervisor: Image: Student's Supervisor: Job Code: Image: Student's Supervisor: Image: Student's Supervisor: Job Title: Contract Start Date: Image: Contract End Date: Job Title: Contract Start Date: Image: Contract End Date: Work Location: Image: Funding Dept 1 Image: Funding Dept 1 Funding Dept 1: Image: Funding Dept 2 Image: Funding Dept 3 Funding Dept 2: Image: Funding Dept 3 Image: Funding Dept 3 Funding Dept 4: Image: Funding Dept 4 Image: Funding Dept 4

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.	Job Information 2 Hiring Department: 722000 Falcon Team Store Job Code: \$25002 Cashier Studer Hire Code: Number Of Weeks Pay: Pay-Rate: Job Title: Contra Work Location: Q
 Step 3: Enter Hire Date The Hire Date is the first day the student is to report for work, including training or job shadowing. Enter Termination Date This will be the date following the last day the student worked. 	Hire Date: 04/20/2015 Hire Date: 04/20/2015 Student's Supervisor: Image: Contract Start Date: Pay-Rate: FTE: Wkly Hours: Image: Contract End Date: Image: Contract Start Date: Image: Contract End Date: Image: 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. 	Job Information Hiring Department: 722000 Job Code: S25002 Job Code: S25002 Hire Code: Number Of Weeks Pay: Job Title: Contract St Work Location: Image: Contract St
Step 5: Enter Student Supervisor Note: You may use the (Magnifying Glass) to search via the Last Name of the supervisor.	Image: Student's Supervisor: 04/20/2015 Image: Student's Supervisor: 0000154547 Sidney Wingneck Pay-Rate: FTE: Wkly Hours: Image: Student's Student only if he/she is eligible for FWS

Step 6: Enter Hire Code	Job Information
 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. 	Hiring Department: 722000 Falcon Team Store Job Code: S25002 Cashier Student's Image: Transform the store Number Of Weeks Pay: Pay-Rate: Pay-Rate: Job Title: Contract Student's Work Location: Image: Transform the student's
Step 7: Enter Number of Weeks Pay • This will be the total number of weeks between Hire Date and Termination Date, and should include partial weeks as whole numbers	Job Information Hiring Department: 722000 Job Code: S25002 Cashier 7 Hire Code: 72200000 Number Of Weeks Pay: 7 Job Title:
 Step 8: Enter Pay Rate This will be the total amount paid to student. 	Hire Date: 04/20/2015 Termination Date: 05/31/2015 Image: Contract Start Date: 0000154547 Sidney Wingneck 8 Pay-Rate: \$700.000000 FTE: Wkly Hours: Image: Contract Start Date: 04/20/2015 Image: Contract End Date: 05/31/2015 Image: Contract End Date: 05/31/2015
Step 9: Enter FTE Note: If WKLY Hours are entered, FTE will automatically calculate.	
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 OR Enter WKLY Hours	Hire Date: 04/20/2015 Termination Date: 05/31/2015 Image: Constraint of the student's Supervisor: Student's Supervisor: 0000154547 Sidney Wingneck Pay-Rate: \$700.000000 FTE: 0.250000 Wkly Hours: 10.00 Contract Start Date: 04/20/2015 Contract End Date: 05/31/2015 Image: Contract End Date: 05/31/2015 Hire this student only if he/she is eligible for FWS Student FWS Student Start Pate: 05/31/2015 Student Start Pate:
This is the average hours the student will work per week. Maximum hours permitted is 28 hours per week for all jobs combined. <i>Note: If FTE is entered, WKLY</i> <i>Hours will automatically calculate.</i>	

Step 10: Enter Job Title The Job Title will match the position in the Job Index Listing and WorkNet posting.	Job Information Hiring Department: 722000 Falcon Team Store Job Code: S25002 Cashier Hire Code: 72200000 Number Of Weeks Pay: 7 Job Title: Cashier Work Location:
Step 11: Enter Contract Start Date	
This is the scheduled start date for the student to begin working.	Hire Date: 04/20/2015 J Termination Date: 05/31/2015 J
Should match the hire date.	Student's Supervisor: 0000154547 Sidney Wingneck Pav-Rate: \$700.000000 FTE: 0.250000 Wkly Hours: 10.00
Step 12: Enter Contract End Date	Pay-Rate: \$700.000000 FTE: 0.250000 Wkly Hours: 10.00 Contract Start Date: 04/20/2015 Image: Contract End Date: 05/31/2015 Image:
This is the date following the student's last day of work.	Hire this student only if he/she is eligible for FWS
Should match the termination date.	
Step 13: Enter Work Location where student will be working.	Job Information Hiring Department: 722000
 Use the (magnifying glass) to choose the numeric work location. Typing the building name in the "Description" field shortens the list. 	Job Code: S25002 Cashier Hire Code: 72200000 Number Of Weeks Pay: 7 Job Title: Cashier Work Location: 113000109A 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	*Work Program: Regular Department Funding *Work Program: FWS Community Service Funding Dept 1: Federal Workstudy Funding Funding Dept 2: Regular Department Funding Funding Dept 2: Regular Department Funding Funding Dept 3: Funding Dept 3 Percent: Funding Dept 4: Funding Dept 4 Percent:

 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: T220000P Funding Dept 1: 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: 722000OP Funding Dept 2: Funding Dept 2 Percent. Funding Dept 3: Funding Dept 3 Percent. Funding Dept 4: Funding Dept 4 Percent.

SECTION V	Student E-Hire Approval
SAVE & SUBMIT	Empl ID: 0020184606 Raven, Rachel
	Status: PEX ING The Student is already employed on campus Multiple Jobs
Step 1: Verify Data Entered	Job Information
Deview all date that has been	Hiring Department: 722000 🧠 Falcon Team Store Hire Date: 04/20/2015 🕅 Termination Date: 05/31/2015 🕅
Review all data that has been entered into the E-Hire page.	Job Code: S25002 Cashier Student's Supervisor: 0000154547 Student's Sidney Wingneck
entered into the E-rine page.	Hire Code: 72200000 Number Of Weeks Pay: 7 Pay-Rate: \$700.000000 FTE: 0.250000 Wkly Hours: 10.00 Job Title: Coshier Contract Start Date: 04/20/2015 E Contract End Date: 06/31/2015 E
Note: Regardless of hire date	Work Location: 2000109A Cheatre Costume Shop
entered, student may not begin	Funding Program
working, training or job shadowing	*Work Program: Regular Department Funding
until cleared by SES and	Funding Dept 1: 722000OP G. Funding Dept 1 Percent 100.000 Falcon Team Store
supervisor is notified.	Funding Dept 2: Funding Dept 2 Percent
	Funding Dept 3: Q Funding Dept 3 Percent
Step 2: Click	Funding Dept 4: Grand Control of
Send to SES for Approval	Chartfields
	Student Employment Office
	I-9 Compelete PERS Exempt PERS Enroll SSA-1945 FORM Direct Deposit Send to SES for Approval Comment
	Comment: Employment Denied Employment Approved
	Entered By: Heather Lyne Kowalski 04/27/2015 11:30AM BGSU Federal EIN: 346402018 Reviewed By:
	reasoned op.
	🔚 Save 💽 Return to Search 👔 Previous in List 4 Next in List
	🔝 Save 🔯 Return to Search T Previous in List 4 Next in List
	🔚 Save 🔯 Return to Search Tervicus in List 🚛 Next in List
Sten 3: Review the	🔀 Save 🖉 Return to Search Tervipos in List 4 Next in List
Step 3: Review the Disclaimer	🕅 Save 🕅 Return to Search T Previous in List 4 Next in List
Step 3: Review the Disclaimer	🕅 Save 🕅 Return to Search T Previous in List 4 Next in List
Disclaimer	Save 💽 Return to Search T Previous in List 🚛 Next in List
Disclaimer	🔀 Save 🕼 Return to Search Tervicus in List <table-cell-columns> Next in List</table-cell-columns>
Click	🔀 Save 🖉 Return to Search Tervicus in List 4 Next in List
Disclaimer Click If new employee to BGSU,	Return to Search Previous in List Next in List
Disclaimer Click OK • If new employee to BGSU, additional messages will	
Disclaimer Click OK If new employee to BGSU, additional messages will appear.	Return to Search Previous in List Next in List
Disclaimer Click OK If new employee to BGSU, additional messages will appear. Student will not be cleared	Message Duckaimer for employer. By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when interviewing, hiring, and supervising
 Disclaimer Click OK If new employee to BGSU, additional messages will appear. Student will not be cleared for work until onboarding 	Message
 Disclaimer Click OK If new employee to BGSU, additional messages will appear. Student will not be cleared for work until onboarding forms are completed. 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 Disclaimer Click OK If new employee to BGSU, additional messages will appear. Student will not be cleared for work until onboarding forms are completed. 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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. 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)
 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. 	Message Disidaimer for employer: - By hiring this student, I attest that all BOSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepolism were, and will be, observed when Interviewing, hiring, and supervising this student. I also agree to ablie by all BOSU student employment policies. (0.)

Step 4: Click Save	
 appear as "Pending". User who entered the F- 	
Hire will have a name/date/time stamp in the "Entered by" field.	Student E-Hire Approval Empl ID: 0020184606 Raven,Rachel Status: PENDING The Student is already employed on campus Job Information Hiring Department. 722000 Falcon Team Store Hire Date: 04/20/2015 Termination Date:
<i>Note:</i> Effective July 2015, the student will receive an email indicating the hire has been initiated.	Job Code: S25002 Cashier Student's Supervisor: 0000154547 Sidney Wingneck Hire Code: 7220000 Number Of Weeks Pay: 7 Pay-Rate: S14.29000 FTE: 0.250000 Wkly Hours: 10.00 Job Title: Cashier Contract Start Date: 04/20/2015 B Contract End Date: 05/31/2015 B Work Location: 113000109A C Theatre Costume Shop Hire this student only if he/she is eligible for FWS Funding Program
 If student has previous employment at BGSU, SES will verify onboarding paperwork and supervisor will receive cleared to work notification. Supervisor should direct new employees to BGSU to complete onboarding paperwork in SES. Following successful 	*Work Program: Regular Department Funding Funding Dept 1: ?220000P Funding Dept 2: Funding Dept 2 Percent Funding Dept 3: Funding Dept 3 Percent Funding Dept 4: Funding Dept 4 Percent Funding Dept 4: Funding Dept 4 Percent Chartfields Student Employment Office I +9 Compelete PERS Exempt PERS Enroll Student Employment Office Employment Deprice Employment Deficed Employment Depriced
completion of onboarding paperwork, a clearance will be sent to the supervisor, and the student may begin working, training, or job shadowing.	Entered By: Heath Lyne Kowalski 04/27/2015 11:30AM BGSU Federal EIN: 348402018 Reviewed By:
You have successfully entered an E-Hire Bi Weekly Compensation employee.	