

**Employer Guide to PeopleSoft Implementation  
Student Employment Services**

Date	Item	Notes
6/16	Existing “eHire” function disabled in MyBGSU.	PeopleSoft version of eHire will be available 6/27. Employers must complete Security Request Form and Statement of Ethical Practices to gain access to PS eHire.
6/16	After this date, any updates to the payroll system (AHRs) will not be drawn over in the Kronos until 6/27.	Any <i>new hires</i> made from 6/17 through 6/21 will not be processed through to Kronos until 6/27. All <i>students active</i> in Kronos as of the close of business on 6/16 will be available in Kronos again on Tuesday June 21 <sup>st</sup> .
6/17	At close of business on Friday or Saturday 6/18/05, eTime managers should <b>approve</b> time cards for all student employees. Sandy White in Payroll will sign off on ALL student time cards on Sunday prior to conversion. Kronos is unavailable effective Saturday night (Sunday 12:01 AM) until 8:00AM Tuesday morning 6/21.	<ul style="list-style-type: none"> <li>• Employers can run IS summaries in Kronos for a reference to compare Pre- and Post-conversion data.</li> <li>• Kronos employers record in and out “punches” on paper or other means until after Kronos is back up Tuesday, 6/21. During this period, employers can use the eTime Interim time card located at <a href="http://www.bgsu.edu/downloads/bgsu/file866.pdf">http://www.bgsu.edu/downloads/bgsu/file866.pdf</a> to record students’ time.</li> <li>• Students will not be able to record punches, and the system will not be available at the Kronos web site.</li> </ul>
6/17	Pre-conversion deadline for receipt of hiring documents.	To guarantee updating prior to conversion, hiring documents (changes, terminations, paper hire forms, etc.) must be received in SES by 6/17. eHires in process must be completed by close of business to be included in the conversion.
6/19	All active student employee records will be terminated in AHRs to prepare for conversion.	Student employee records will <b>reappear</b> in PeopleSoft on June 27.
6/21	Kronos available again at 8 AM.	<ul style="list-style-type: none"> <li>• As soon as Kronos available, <b>run IS summary report to determine login process for student employees</b>. Student login, key-in or card swiping access may change based on the number of previous jobs and current status. Students (and supervisors) should not assume that they follow the same process for card swiping, keying in, or logging in to Kronos. See document “How to Access Kronos (eTime) Beginning June 21, 2005 for instructions.”</li> <li>• Supervisors should update students’ eTime cards with time worked during Kronos conversion. Note: In Kronos, you will continue to report time worked in <b>hours and minutes</b>.</li> <li>• Passwords will now be the same in Kronos as in BGNet accounts.</li> </ul>
6/27	New PeopleSoft version of eHire available to hire students who are paid by the hour.	Employers using eHire must first gain access by completing <i>Statement of Ethical Use</i> and <i>PeopleSoft Security Request Form</i> .
6/27	New (PS) versions of Hire forms, Contract Forms, and change forms available from Student Employment Services.	PeopleSoft-compatible forms and instructions will replace existing Student Employment Services forms on the Student Employment Services web site.