

Student Employment Services – Biweekly Compensation

PROCESS OVERVIEW

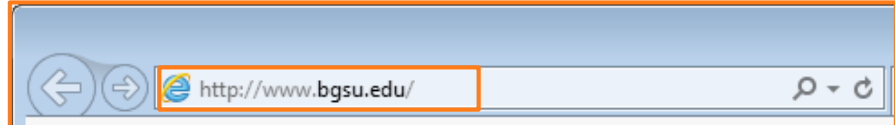
Note: Please use Internet Explorer

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.

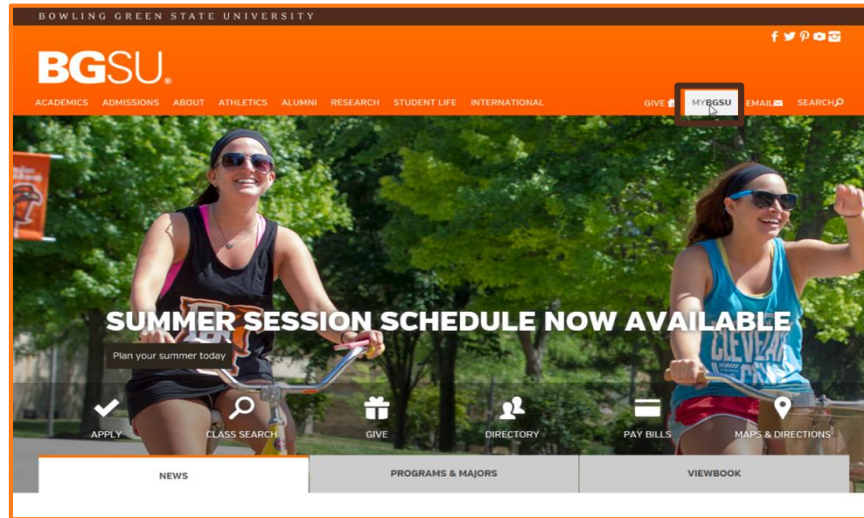
1. Begin at the **bgsu.edu** home page
2. Click **MyBGSU**
3. Enter **Username** and **Password**
4. Navigate: **Employees > Manager Information > Manager Dashboard**
5. **Under Quick Links**
6. **Click on Student E-Hire hyperlink**

SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.



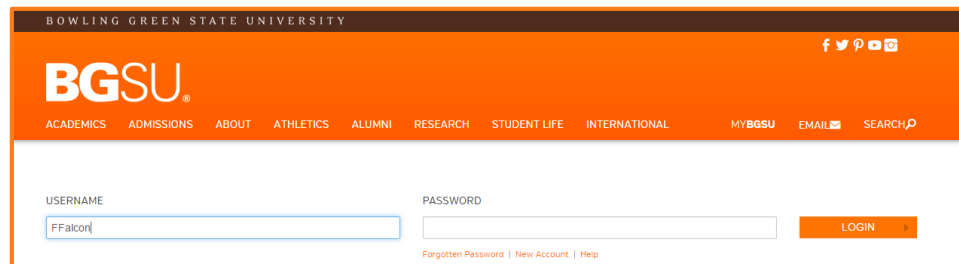
Step 1: Click MyBGSU



Step 2: Enter USERNAME and PASSWORD

Note: These will be your BGSU network credentials.

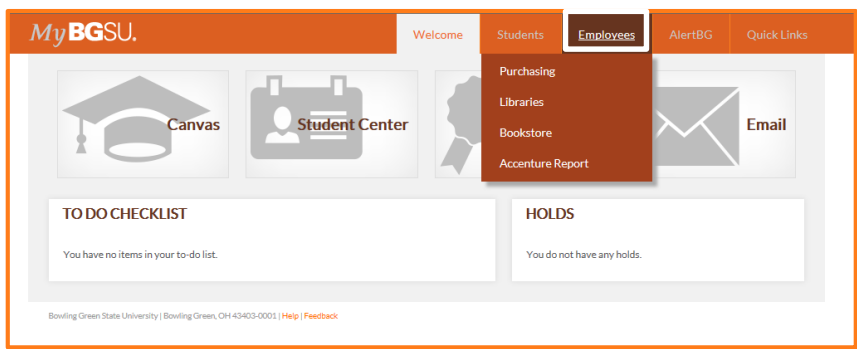
Step 2a: Click Login



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Step 3: Click Employees Tab

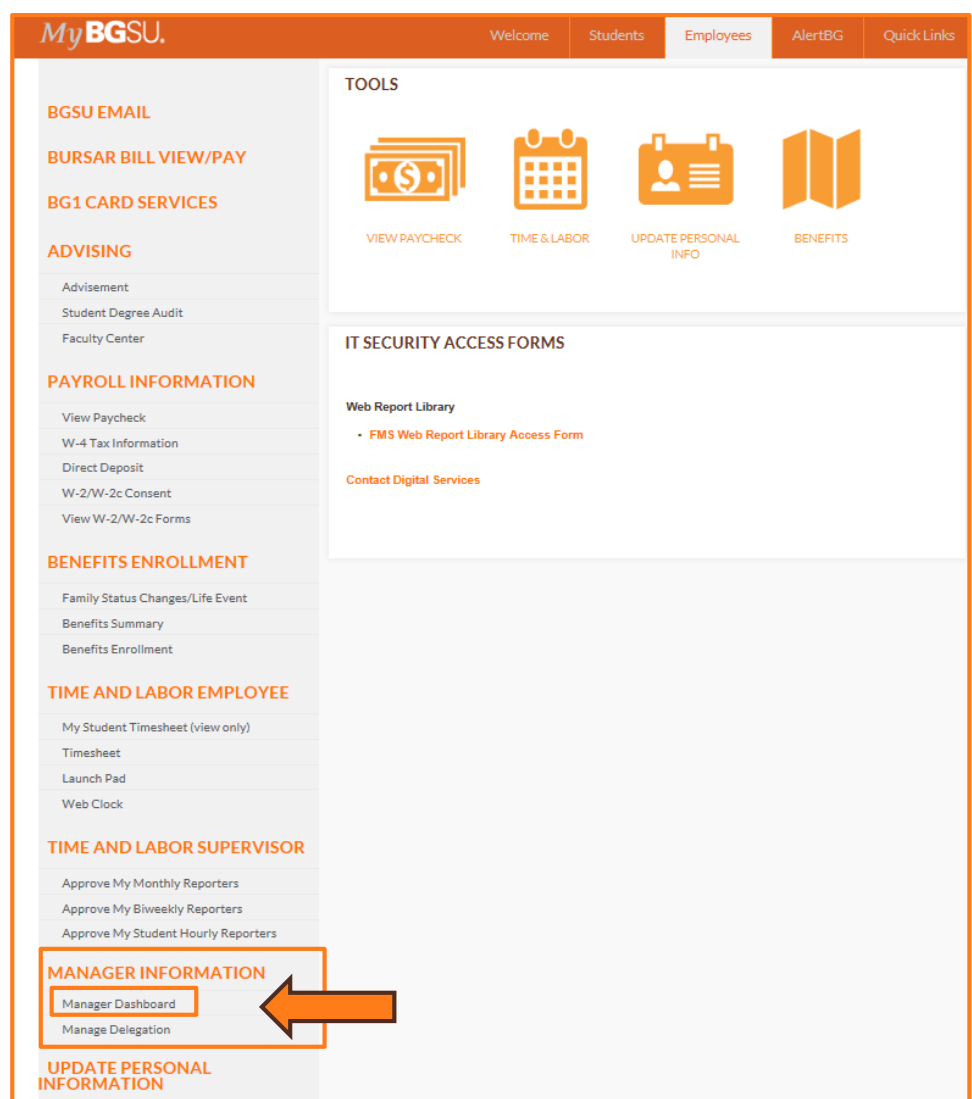
Refer to the left navigation.



Step 4: Under Manager Information

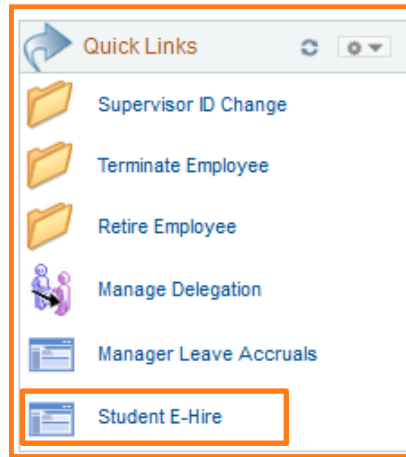
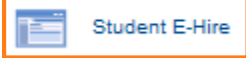
- **Click Manager Dashboard**

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



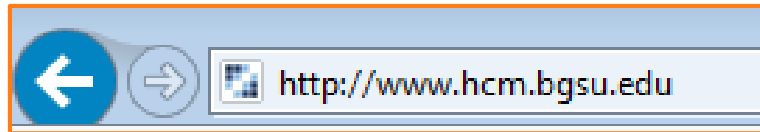
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Step 5: Click

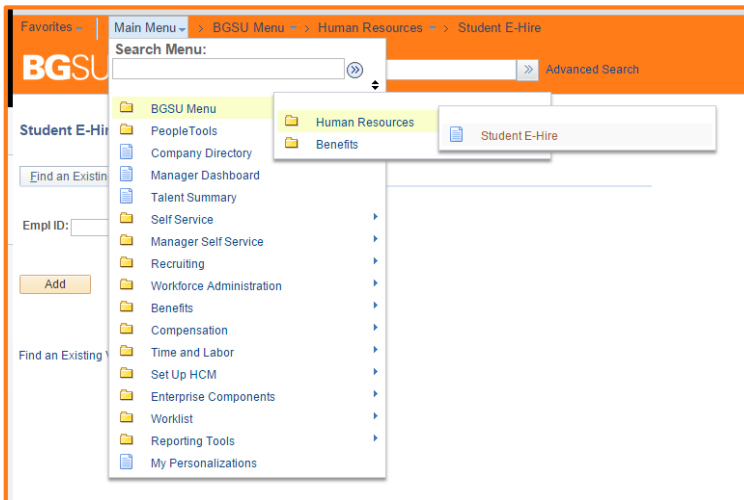


Note: If you logged in via MyBGSU, proceed to Section II

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.

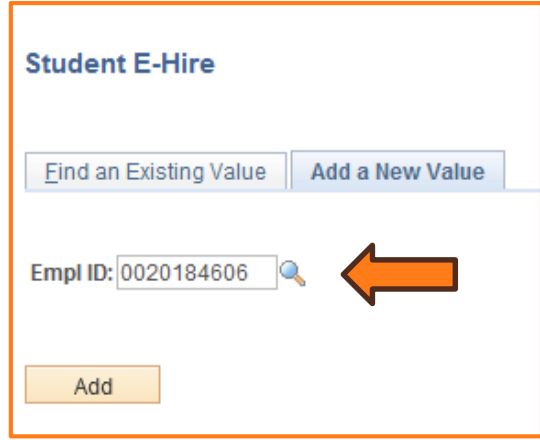


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SECTION II STUDENT E-HIRE

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

Step 2: Click 



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 

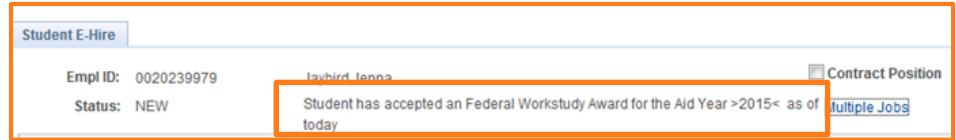


Figure 1: Example of message in header

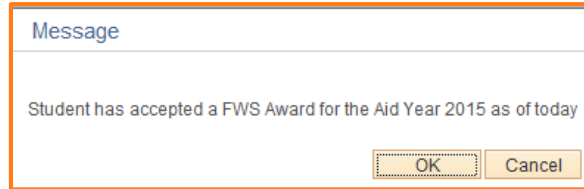
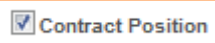


Figure 2: Example of message box

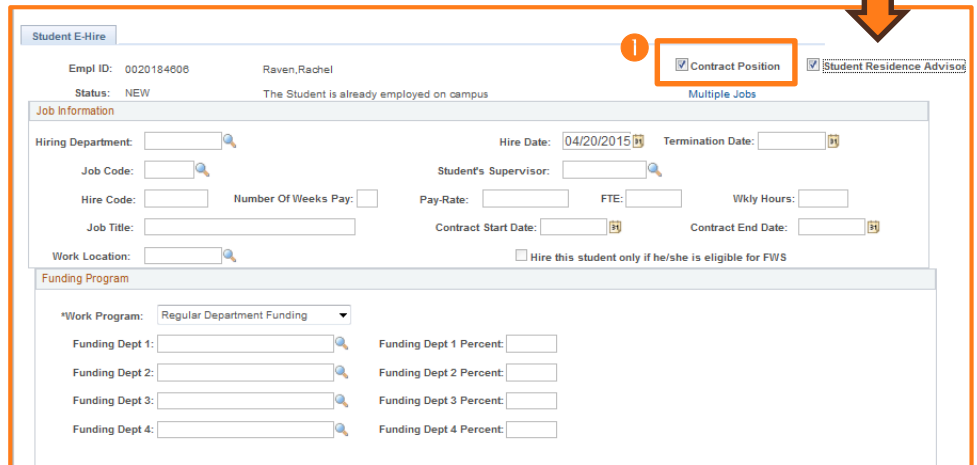
SECTION III JOB INFORMATION

Step 1: Click




Note: If the student is a Resident Advisor

Click 



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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.

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.

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.

Step 5: Enter Student Supervisor

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

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Step 6: 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: 722000 Falcon Team Store

Job Code: S25002 Cashier Student's

6 Hire Code: 72200000 Number Of Weeks Pay: Pay-Rate:

Job Title: Contract

Work Location:

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 Falcon Team Store

Job Code: S25002 Cashier

Hire Code: 72200000

7 Number Of Weeks Pay: 7

Job Title:

Work Location:

Step 8: Enter Pay Rate

- This will be the total amount paid to student.

Hire Date: 04/20/2015 Termination Date: 05/31/2015

Student's Supervisor: 0000154547 Sidney Wingneck

8 Pay-Rate: \$700.000000 FTE: Wkly Hours:

Contract Start Date: 04/20/2015 Contract End Date: 05/31/2015

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

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

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 FTE is entered, WKLY Hours will automatically calculate.

Hire Date: 04/20/2015 Termination Date: 05/31/2015

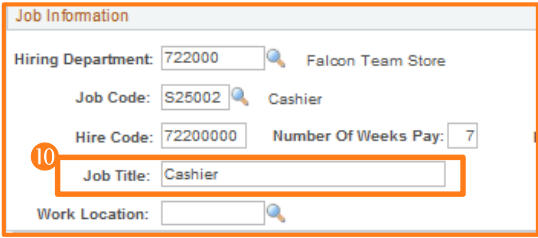

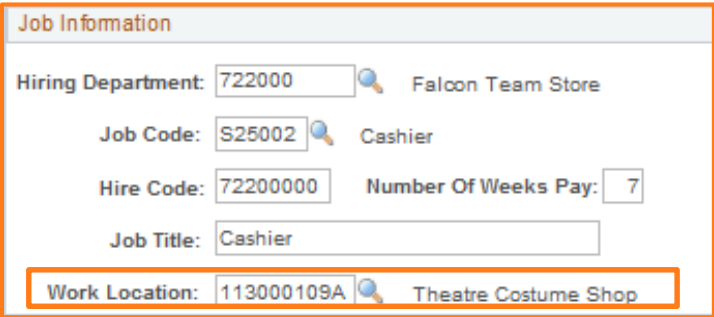
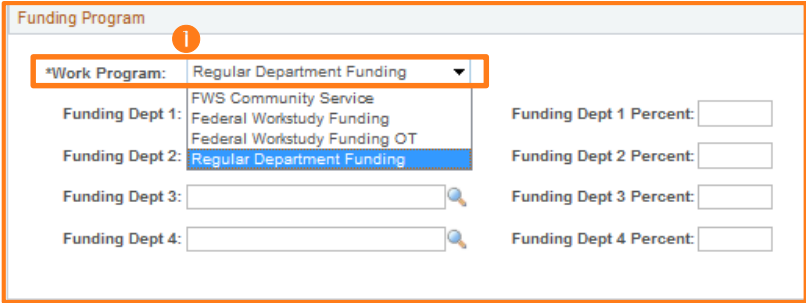
Student's Supervisor: 0000154547 Sidney Wingneck

Pay-Rate: \$700.000000 **9** FTE: 0.250000 Wkly Hours: 10.00

Contract Start Date: 04/20/2015 Contract End Date: 05/31/2015

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


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<p>Step 10: Enter Job Title</p> <p>The Job Title will match the position in the Job Index Listing and WorkNet posting.</p>	
<p>Step 11: Enter Contract Start Date</p> <p>This is the scheduled start date for the student to begin working.</p> <ul style="list-style-type: none"> Should match the hire date. <p>Step 12: Enter Contract End Date</p> <p>This is the date following the student's last day of work.</p> <ul style="list-style-type: none"> Should match the termination date. 	
<p>Step 13: Enter Work Location where student will be working.</p> <ul style="list-style-type: none"> Use the (magnifying glass) to choose the numeric work location. Typing the building name in the "Description" field shortens the list. 	
<p style="text-align: center;">SECTION IV FUNDING PROGRAM</p> <p><i>Note: Positions hired via Bi Weekly Compensation may not be paid via FWS.</i></p> <p>Step 1: Select Work Program</p> <ul style="list-style-type: none"> Regular Department Funding 	

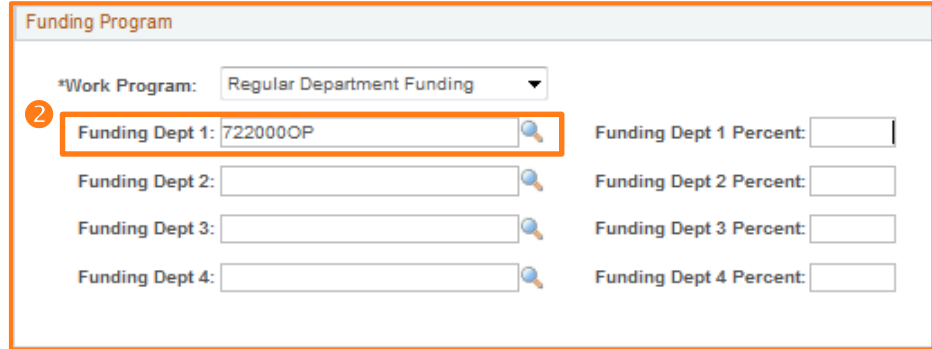
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Step 2: Add Department Funding

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:

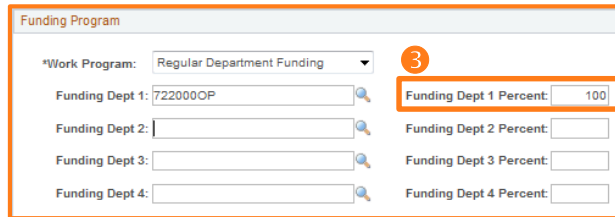
Funding Dept 2:  Funding Dept 2 Percent:

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.

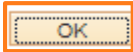
Note: Regardless of hire date entered, student may not begin working, training or job shadowing until cleared by SES and supervisor is notified.

Step 2: Click

Send to SES for Approval

Step 3: Review the Disclaimer

Click

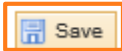


- If new employee to BGSU, additional messages will appear.
- Student will not be cleared for work until onboarding forms are completed.
- Students that are or were previously BGSU employed may have a Direct Deposit message appear.

Note: Supervisor must Click OK for each message.

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Step 4: 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.

Note: Effective July 2015, the student will receive an email indicating the hire has been initiated.

- 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 completion of onboarding paperwork, a clearance will be sent to the supervisor, and the student may begin working, training, or job shadowing.

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

Student E-Hire Approval

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 Hire Date: 04/20/2015 Termination Date: 05/31/2015

Job Code: S25002 Cashier Student's Supervisor: 0000154547 Sidney Wingneck

Hire Code: 72200000 Number Of Weeks Pay: 7 Pay-Rate: \$14.290000 FTE: 0.250000 Wkly Hours: 10.00

Job Title: Cashier Contract Start Date: 04/20/2015 Contract End Date: 05/31/2015

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

Student Employment Office

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

Comment:

Entered By: Heath, Lyne Kowalski 04/27/2015 11:30AM

Reviewed By:

BGSU Federal EIN: 348402018