

Student Employment Services – Hourly Compensation

PROCESS OVERVIEW

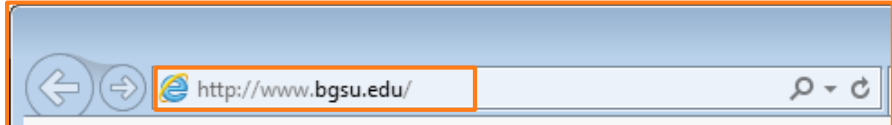
Note: Please use Internet Explorer

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.

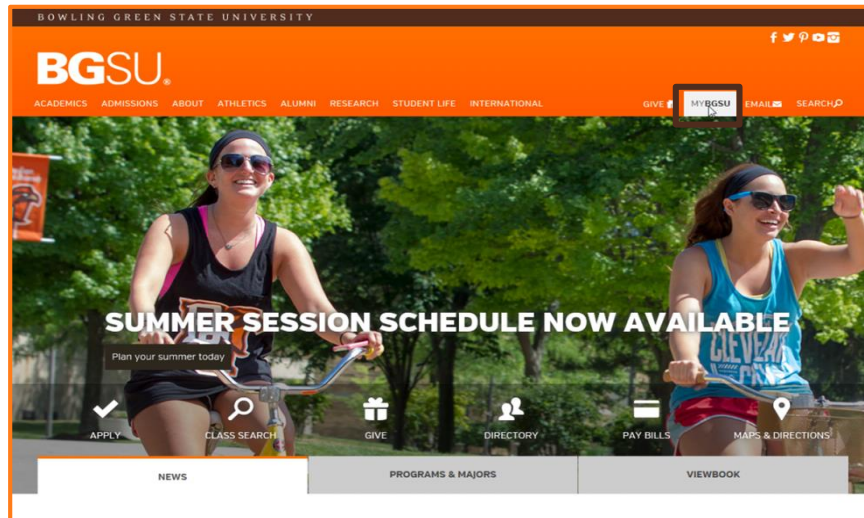
1. Begin at the **bgsu.edu** home page
2. Click **MyBGSU**
3. Enter **Username** and **Password**
4. Navigate: **Employees > Manager Information > Manager Dashboard**
5. Under Quick Links
6. **Click on Student E-Hire hyperlink**

SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.



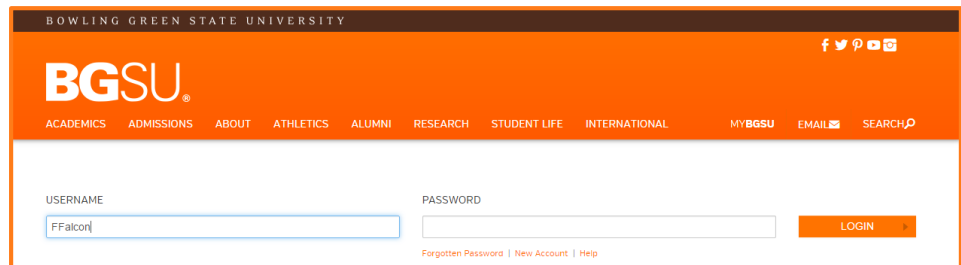
Step 1: Click MyBGSU



Step 2: Enter USERNAME and PASSWORD

Note: These will be your BGSU network credentials.

Step 2a: Click Login



USERNAME:

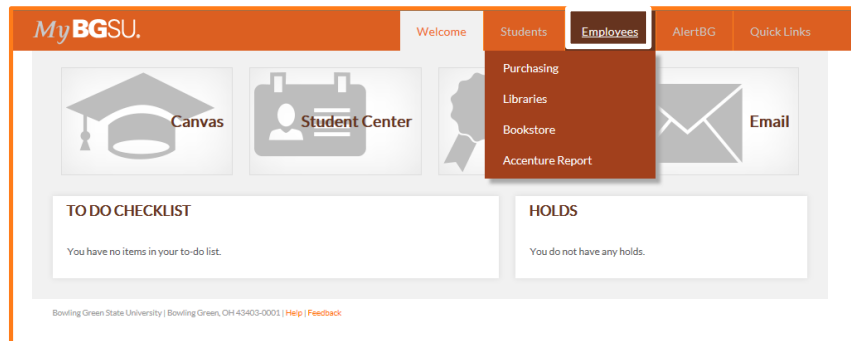
PASSWORD:

[Forgotten Password](#) | [New Account](#) | [Help](#)

Student Employment Services – Hourly Compensation

Step 3: Click Employees Tab

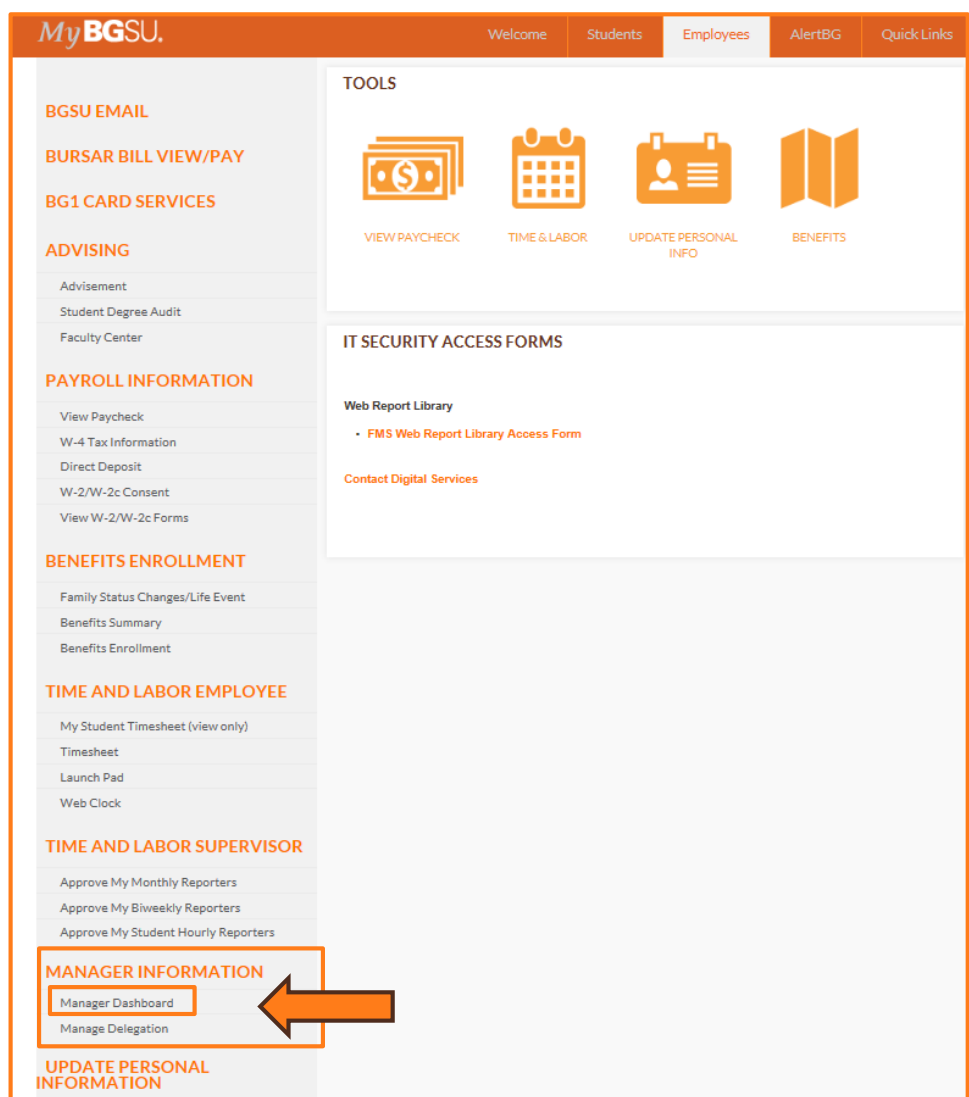
Refer to the left navigation



Step 4: Under Manager Information

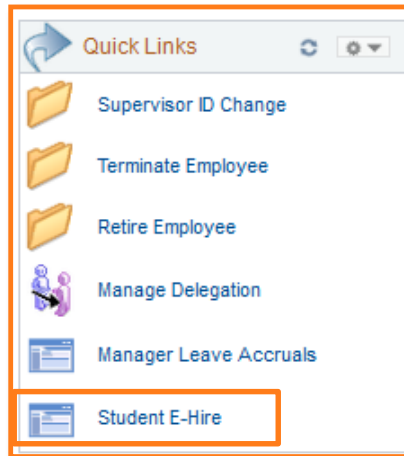
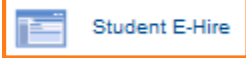
- **Click Manager Dashboard**

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



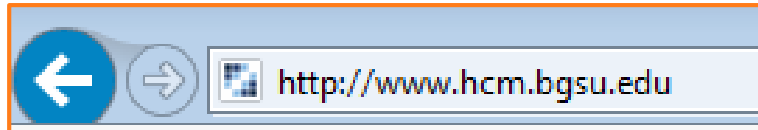
Student Employment Services – Hourly Compensation

Step 5: Click

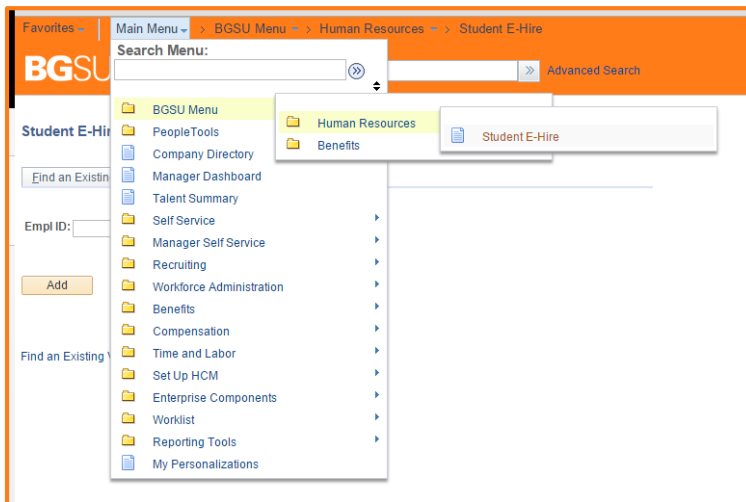


Note: If you logged in via MyBGSU, proceed to Section II

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.

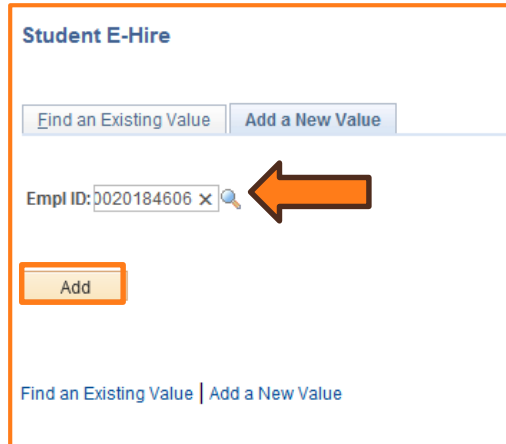


Student Employment Services – Hourly Compensation

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 

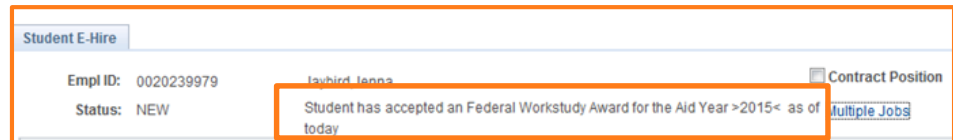


Figure 1: Example of message in header

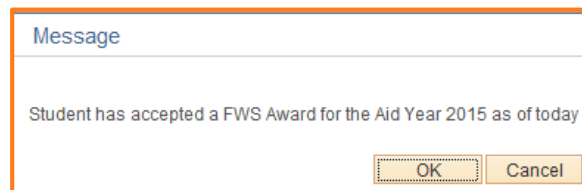

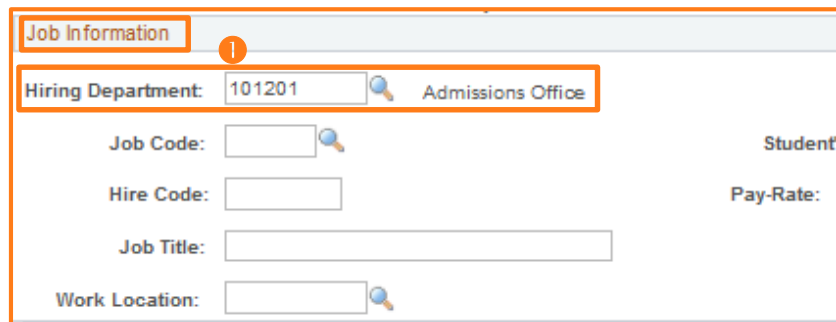


Figure 2: Example of message box

SECTION III JOB INFORMATION

Step 1: 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.



Student Employment Services – Hourly Compensation

| | |
|--|--|
| <p>Step 2: Enter Hire Date</p> <ul style="list-style-type: none"> The Hire Date is the first day the student is to report for work, including training or job shadowing. |  |
| <p>Step 3: Enter a Job Code for position being filled.</p> <ul style="list-style-type: none"> 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. |  |
| <p>Step 4: Enter Student Supervisor</p> <p><i>Note: You may use the  (Magnifying Glass) to search via the Last Name of the supervisor.</i></p> |  |
| <p>Step 5: Enter Hire Code</p> <ul style="list-style-type: none"> The Hire Code field will match the corresponding job title on the Job Index Listing. Job Code & Hire codes are emailed to the defined contract in the WorkNet posting verification message. |  |

Student Employment Services – Hourly Compensation

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.

Step 7: 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.

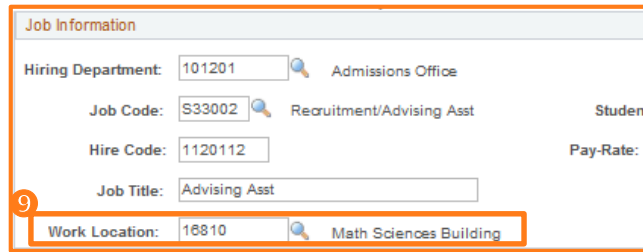
Step 8: Enter Job Title

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

Student Employment Services – Hourly Compensation

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.



Job Information

Hiring Department: 101201 Admissions Office

Job Code: S33002 Recruitment/Advising Asst Student

Hire Code: 1120112 Pay-Rate:

Job Title: Advising Asst

Work Location: 16810 Math Sciences Building

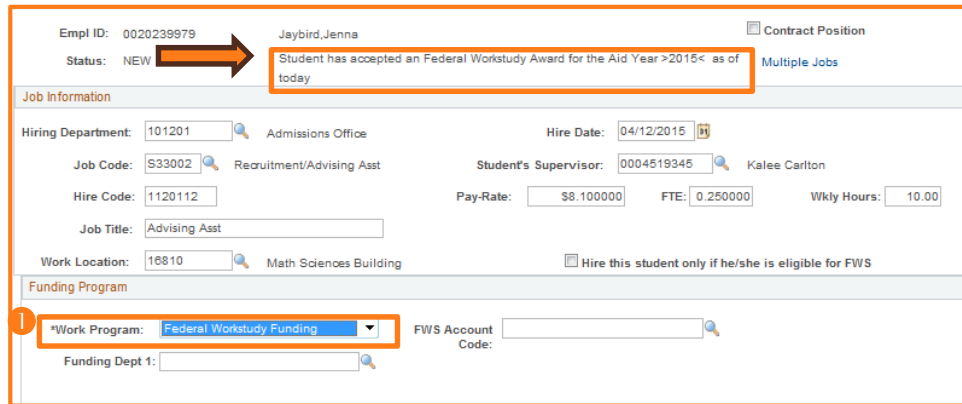
SECTION IV FUNDING PROGRAM

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.



Empl ID: 0020239979 Jaybird,Jenna Contract Position

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

Job Information

Hiring Department: 101201 Admissions Office Hire Date: 04/12/2015

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: 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:

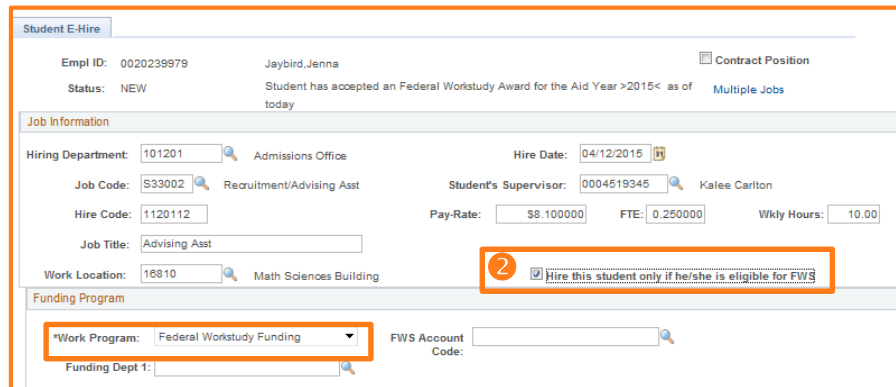
Funding Dept 1:

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



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 today Multiple Jobs

Job Information

Hiring Department: 101201 Admissions Office Hire Date: 04/12/2015

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: 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:

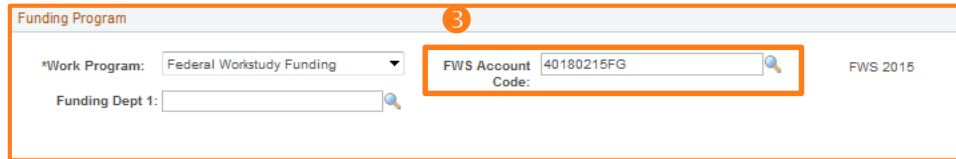
Funding Dept 1:

Student Employment Services – Hourly Compensation

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

Funding Dept 1:

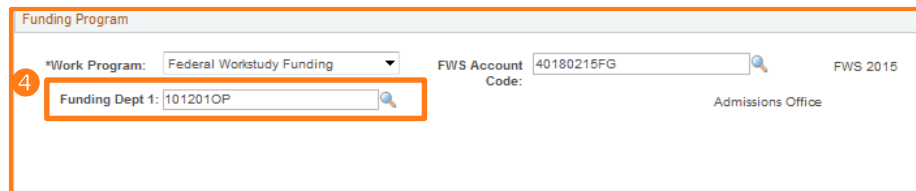
FWS 2015

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

Funding Dept 1: 101201OP

FWS 2015

Admissions Office


Figure 3: Example of FWS Funding Department

Add program code

Student Employment Services – Hourly Compensation

Step 5: Add Department Funding portion for Regular

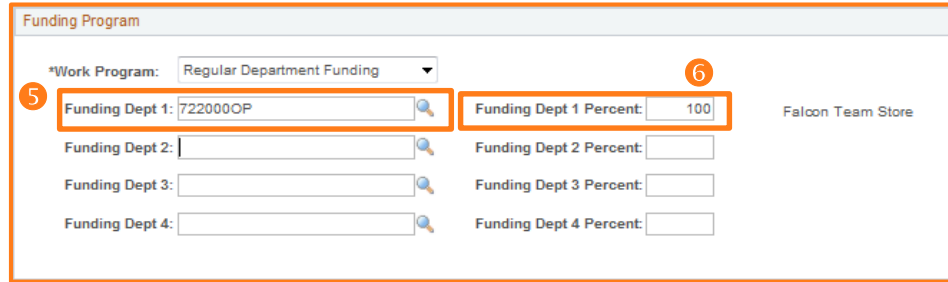
This is the GL Combination Code.

- 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%




Funding Program

*Work Program: Regular Department Funding

Funding Dept 1: 722000OP  Funding Dept 1 Percent: 100 Falcon Team Store

Funding Dept 2:  Funding Dept 2 Percent:

Funding Dept 3:  Funding Dept 3 Percent:


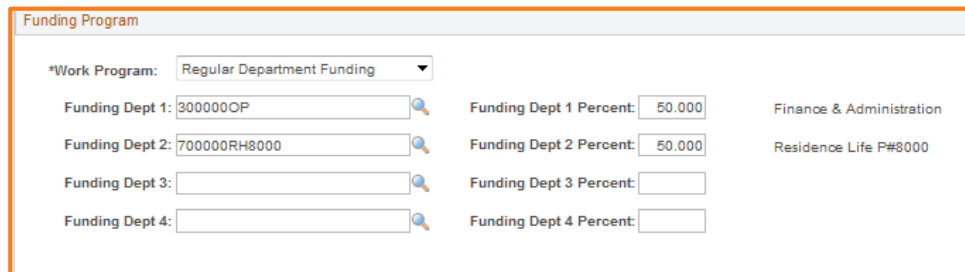
Funding Dept 4:  Funding Dept 4 Percent:

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%.





Funding Program

*Work Program: Regular Department Funding

Funding Dept 1: 300000OP  Funding Dept 1 Percent: 50.000 Finance & Administration

Funding Dept 2: 700000RH8000  Funding Dept 2 Percent: 50.000 Residence Life P#8000

Funding Dept 3:  Funding Dept 3 Percent:

Funding Dept 4:  Funding Dept 4 Percent:

Student Employment Services – Hourly Compensation

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 Jaybird, Jenna Contract Position

Status: NEW 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: 101201OP Admissions Office

Chartfields

Student Employment Office

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

Comment:

Entered By:

Reviewed By:

Send to SES for Approval

Employment Denied

Employment Approved

BGSU Federal EIN: 346402018

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.

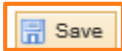
Message

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)

OK Cancel

Student Employment Services – Hourly Compensation

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 Hourly Compensation employee.

The screenshot displays the 'Student E-Hire' form with the following details:

- Empl ID:** 0020239979, **Job:** Jaybird, Jenna, **Status:** PENDING
- 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: 16810 Math Sciences Building
- Funding Program:** *Work Program: Federal Workstudy Funding, FWS Account Code: #0180215FG, FWS 2015, Funding Dept 1: 101201OP, Admissions Office, Residence Life P#8000
- Chartfields:** Student Employment Office, checkboxes for I-9 Complete, PERS Exempt, PERS Enroll, SSA-1945 FORM, Direct Deposit, buttons for Send to SES for Approval, Employment Denied, Employment Approved
- Entered By:** Heather Lyne Kowalski, 04/07/2015 8:42AM, BGSU Federal EIN: 346402018
- Reviewed By:** (field is empty)

An orange arrow points to the 'Save' button at the bottom left of the form.