

# Student Employment Services – Hourly Compensation

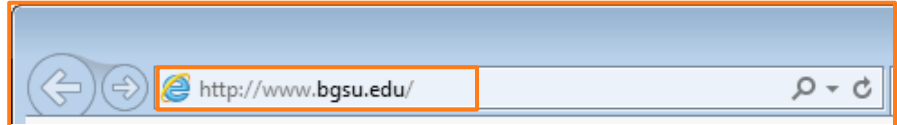
## PROCESS OVERVIEW

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.

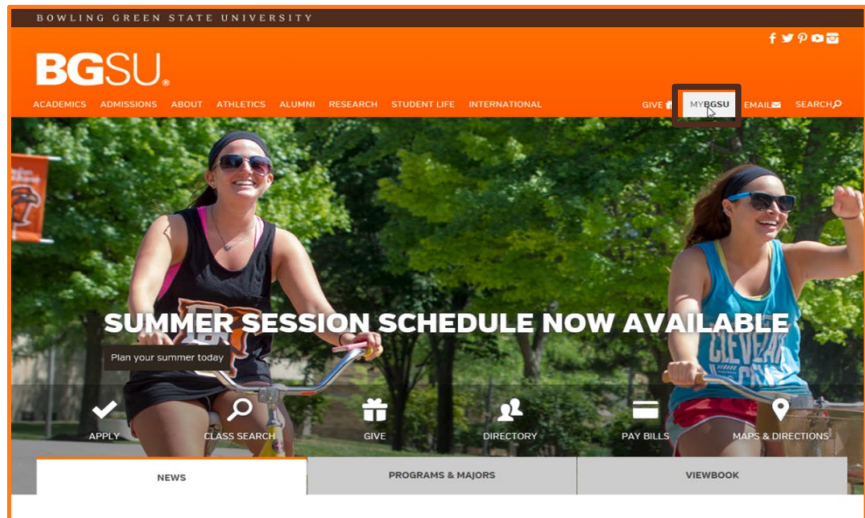
1. Begin at the **bgsu.edu** home page
2. Click **MyBGSU**
3. Enter **Username** and **Password**
4. Navigate: **Employees > Manager Information > Manager Dashboard**
5. Under Quick Links
6. **Click on Student E-Hire hyperlink**

## SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.



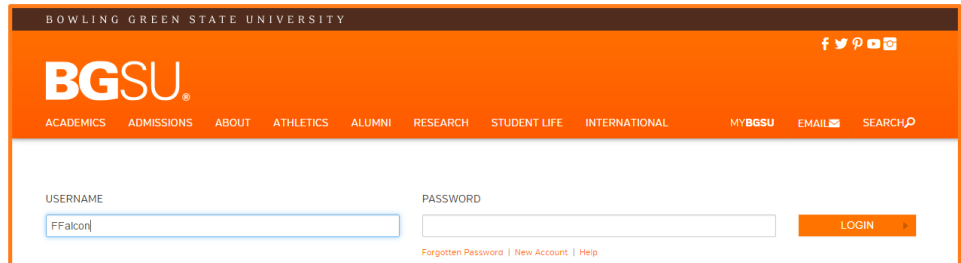
### Step 1: Click MyBGSU



### Step 2: Enter USERNAME and PASSWORD

*Note: These will be your BGSU credentials.*

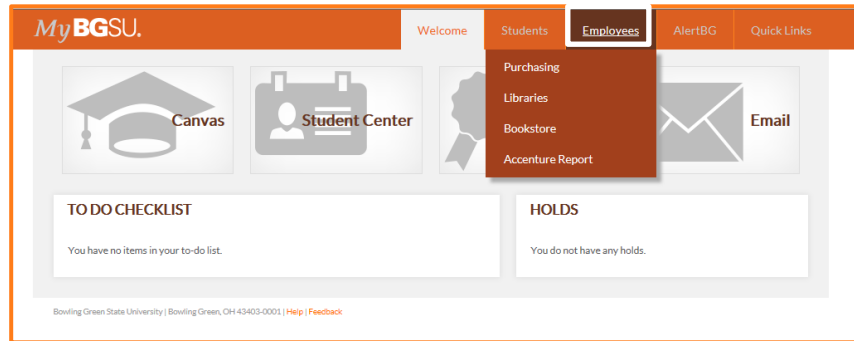
#### Step 2a: Click Login



# Student Employment Services – Hourly Compensation

## Step 3: Click Employees Tab

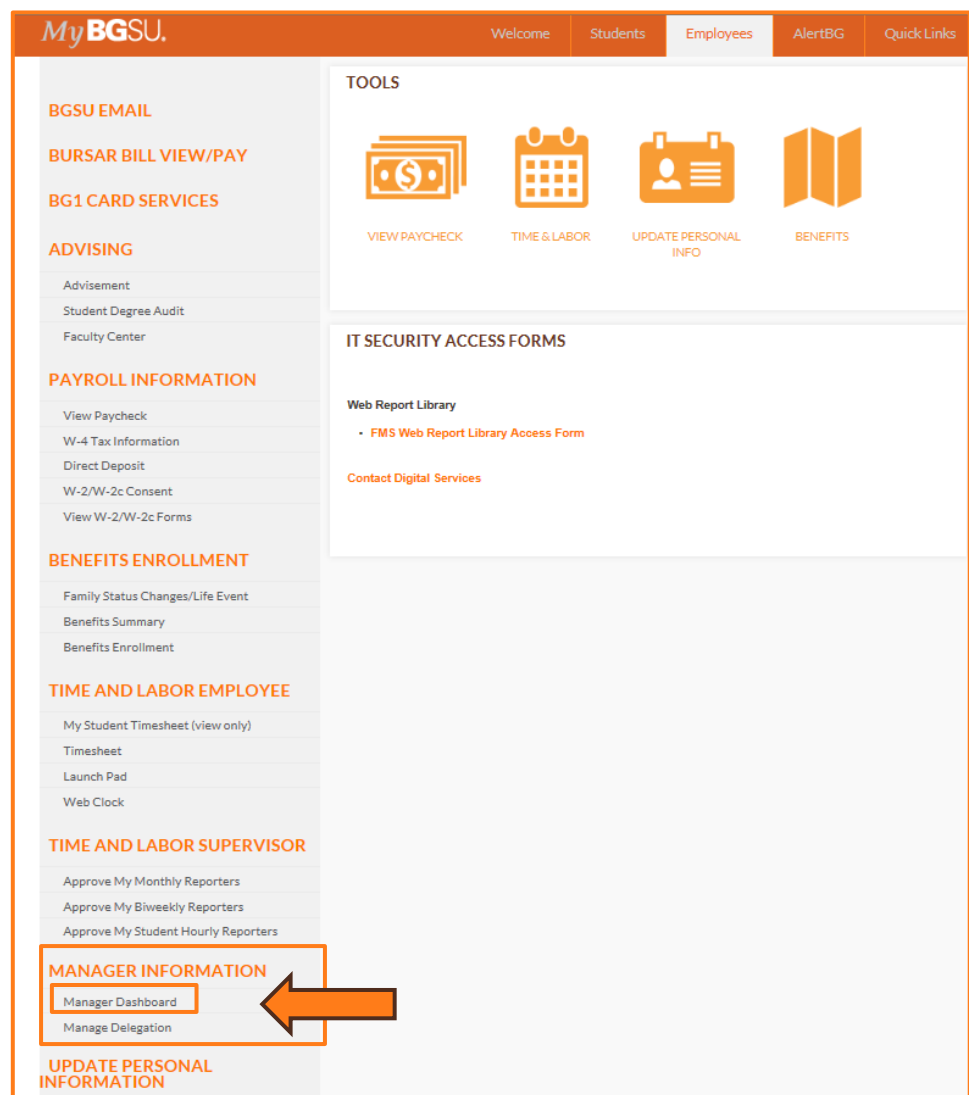
Refer to the left navigation



## Step 4: Under Manager Information

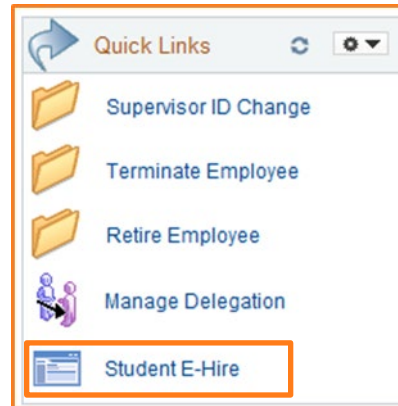
- **Click Manager Dashboard**

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



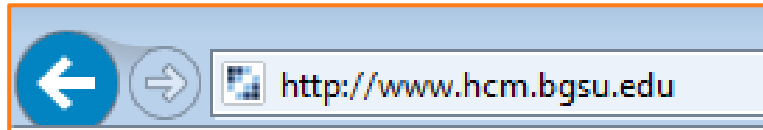
# Student Employment Services – Hourly Compensation

**Step 5:** Click

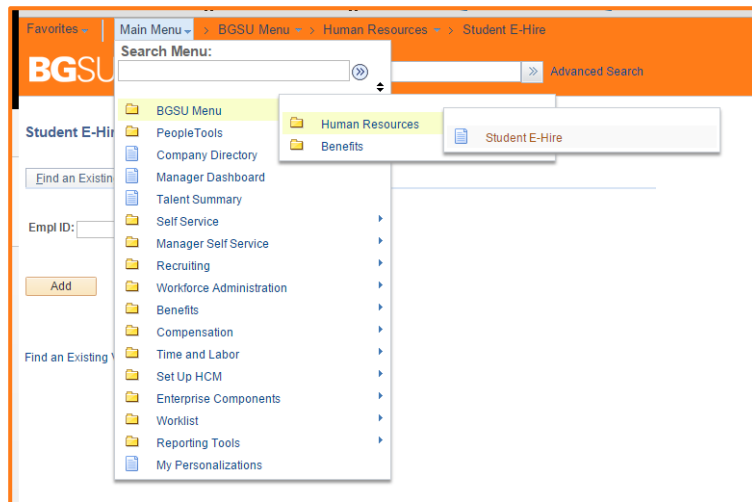


*Note: If you logged in via MyBGSU, proceed to Section II*

**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**

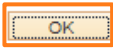



Figure 1: Example of message in header

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

## Step 2: Enter Work Begin Date


- The Work Begin Date is the first day the student is to report for work, including training or job shadowing.

*Note: Please use your student's actual start date, even if that date has already passed. The date will turn red and you will get a warning message, but the message will not prevent you from saving the hire.*

## Step 3: 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 Approved Job Index Listing.

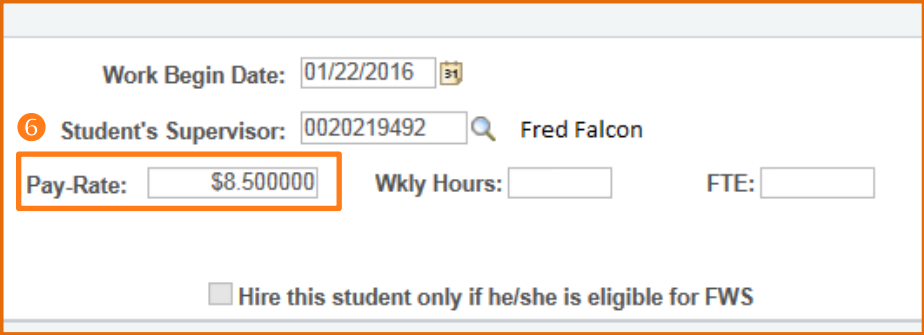
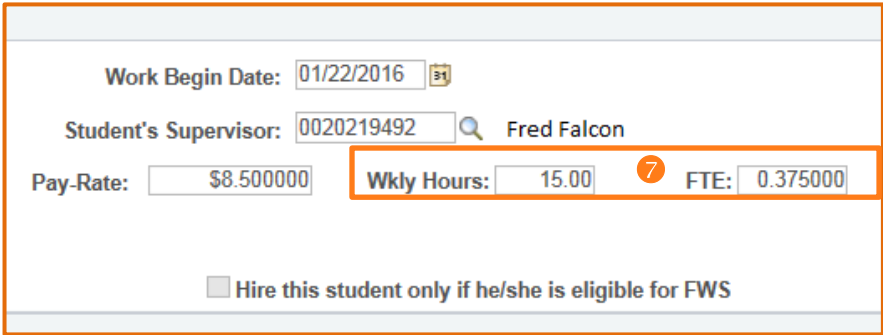
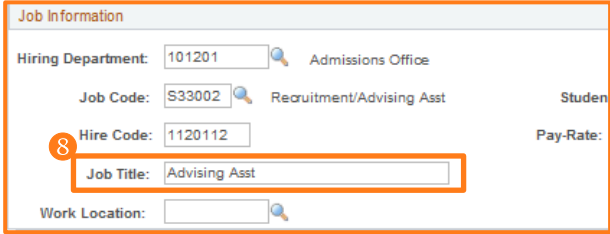

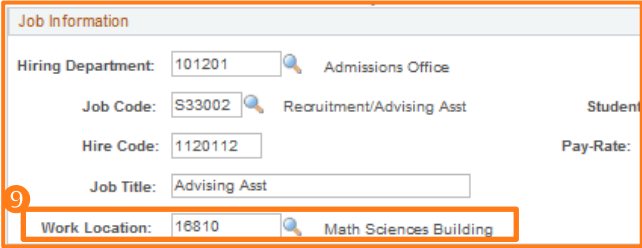
## Step 4: Enter Student Supervisor

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

## Step 5: Enter Hire Code

- The Hire Code field will match the corresponding job title on the Job Index Listing.

# Student Employment Services – Hourly Compensation

<p><b>Step 6: Enter Pay Rate</b></p> <ul style="list-style-type: none"> <li>Hourly amount will equate to at least minimum wage, and <b>must match the base rate in the Job Index Listing.</b></li> </ul> <p><b>Note: If Re-hire:</b></p> <ul style="list-style-type: none"> <li>Merit and longevity will not automatically carry forward.</li> <li>Change form must be completed if department desires to continue merit/longevity.</li> </ul>	
<p><b>Step 7: Enter Wkly Hours</b></p> <p>This is the average hours the student will work per week. Maximum hours permitted is 28 hours per week for domestic students and 20 hours per week for international students for all jobs combined.</p> <p><i>Note: If WKLY Hours are entered, FTE will automatically calculate.</i></p>	
<p><b>Step 8: Enter Job Title</b></p> <p>The Job Title will match the position in the Job Index Listing and On-campus posting request.</p>	
<p><b>Step 9: Enter Work Location</b> where student will be working.</p> <ul style="list-style-type: none"> <li>Use the  (magnifying glass) to choose the numeric work location. Typing the building name in the "Description" field shortens the list.</li> </ul>	

# Student Employment Services – Hourly Compensation

## SECTION IV FUNDING PROGRAM

### Step 1: Select Work Program

- Always select Regular Department Funding – Federal Work Study funding is set up automatically through backend processes.

*Note: FWS funding is only available during fall and spring terms.*

*Note: Community Service funding only eligible for Family Literacy department.*

### Step 2: Add Department Funding portion for Regular Employment

This is the GL Combination Code.

*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 3: Add Funding Percentage for Regular Funded Students

Total percentage(s) must equal 100%

- 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.

Figure 4: Example of Regular Funding Department

### Step 4: Multiple Funding Sources

If there are multiple Funding Sources; student must be paid via Regular Funding.

Repeat Steps 2 and 3 until percentage of all sources equals 100%.

# 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.

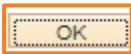
*Note: Regardless of hire date entered, student may not begin working, training, or shadowing until cleared by SES and supervisor is notified.*

### Step 2: Click

**Send to SES for Approval**

### 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.

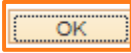
*Note: Supervisor must Click **OK** for each message.*



# Student Employment Services – Hourly Compensation

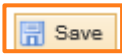
## Step 4: New students only - Review the Notification

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 on-line via the SES New Hire Paperwork link.

## 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 entered an E-Hire Hourly Compensation employee.