

# Student Supervisor Hiring and Posting Responsibilities

This guide was created with the intention to assist student supervisors with understanding the process and steps to take from creating and/ or posting a student position to hiring a student. All student jobs must be posted as we must have their application on file. This allows for transparency as well as record of all positions, postings, and students who've submitted applications for hire.

## In this guide, you will find

- High level points of the HR process,
- High level Student Supervisor responsibilities,
- and the breakdown of Student Supervisor responsibilities.

# HR Process

## *Creating/ Posting of Student Positions and Hiring of Student employees*

- HR receives request via formstack to create/ post position.
- HR creates position in PeopleSoft and/ or posts open position in Handshake and gives the manager access to view student applications. If new position is created, Jaz Soto will email the hiring manager the newly created position number.
  - Link is added to student employment page on HR [Student Employment Opportunities](#) page if being posted.
- After interviewing, supervisor selects student candidate(s) to hire from candidate pool and submits a Smart Hire request in PeopleSoft.
- HR receives notification to hire student.
  - If the student has previously worked on campus, they will be hired in PeopleSoft immediately.
  - If the student has not previously worked on campus, they will need to go through the hiring process and **may not** begin working until this is complete. Students must complete new hire paperwork and present HR with acceptable identification documents.



# Student Supervisor Responsibilities

*Prior to hiring students, supervisors must ensure the department has enough funds in budget to pay student employee(s) for semester/ academic year- speak with your immediate supervisor regarding your department budget; students are non-exempt hourly employees and are paid the hourly minimum rate that is currently \$15.50.*

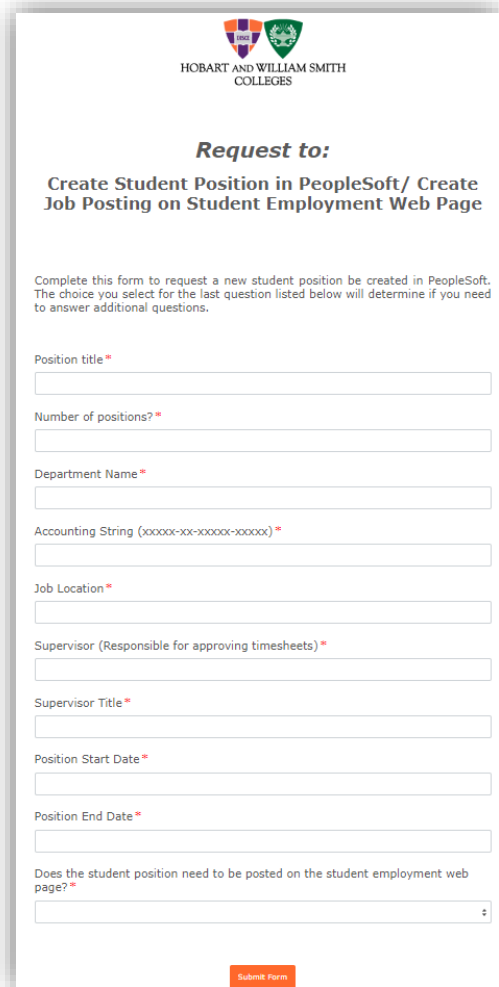
## High Level

*Breakdown of each bullet on following slides*

1. Submit formstack form request to create and/ or post open student position.
2. View/ select student candidate that applied from candidate pool via Handshake (student applicant tracking system).
  - a) Email Jaz Soto ([soto@hws.edu](mailto:soto@hws.edu)) request to remove student posting from student employment page.
3. Submit Smart Hire request via PeopleSoft.
  - a) If the student has not previously worked on campus, they can only be hired into PeopleSoft and be paid when they've completed their new hire paperwork and have presented their acceptable documents to a HR representative.
    - i. Student will receive an email from HR with the new hire packet as well as a [guide on how to complete their packet](#).
    - ii. When they've presented their documents and have completed their new hire packet, they will be hired in PeopleSoft, and they are then legally able to begin work.
    - iii. The supervisor and student employee will receive an automated message from PeopleSoft stating the student had been hired into their position.
  - b) If the student has previously worked on campus, they will be hired in PeopleSoft immediately.
4. When a student is hired in PeopleSoft and the student has entered time into their timesheet, the supervisor must approve student timesheets. **\*\*\*Students will not be paid unless they've entered time and supervisors approve their time by [payroll cutoff](#).\*\*\***

# 1. Submit formstack form request if looking to create and/ or post open student position

*Complete all fields with an asterisk*



**Request to:**  
Create Student Position in PeopleSoft/ Create Job Posting on Student Employment Web Page

Complete this form to request a new student position be created in PeopleSoft. The choice you select for the last question listed below will determine if you need to answer additional questions.

Position title \*

Number of positions? \*

Department Name \*

Accounting String (xxxxx-xx-xxxxx-xxxxx) \*

Job Location \*

Supervisor (Responsible for approving timesheets) \*

Supervisor Title \*

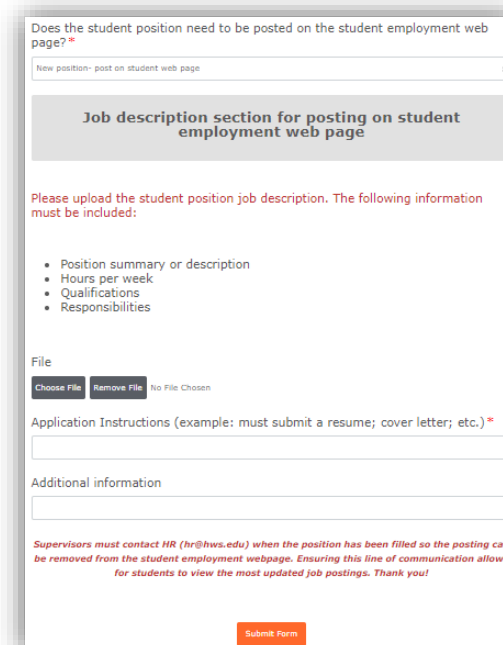
Position Start Date \*

Position End Date \*

Does the student position need to be posted on the student employment web page? \*

Submit Form

- If only creating a new student position and not currently hiring, select in the last field from the drop-down menu “New position- DO NOT post on student web page”.
- Click Submit



Does the student position need to be posted on the student employment web page? \*

New position- post on student web page

**Job description section for posting on student employment web page**

Please upload the student position job description. The following information must be included:

- Position summary or description
- Hours per week
- Qualifications
- Responsibilities

File

Choose File Remove File No File Chosen

Application Instructions (example: must submit a resume; cover letter; etc.) \*

Additional information

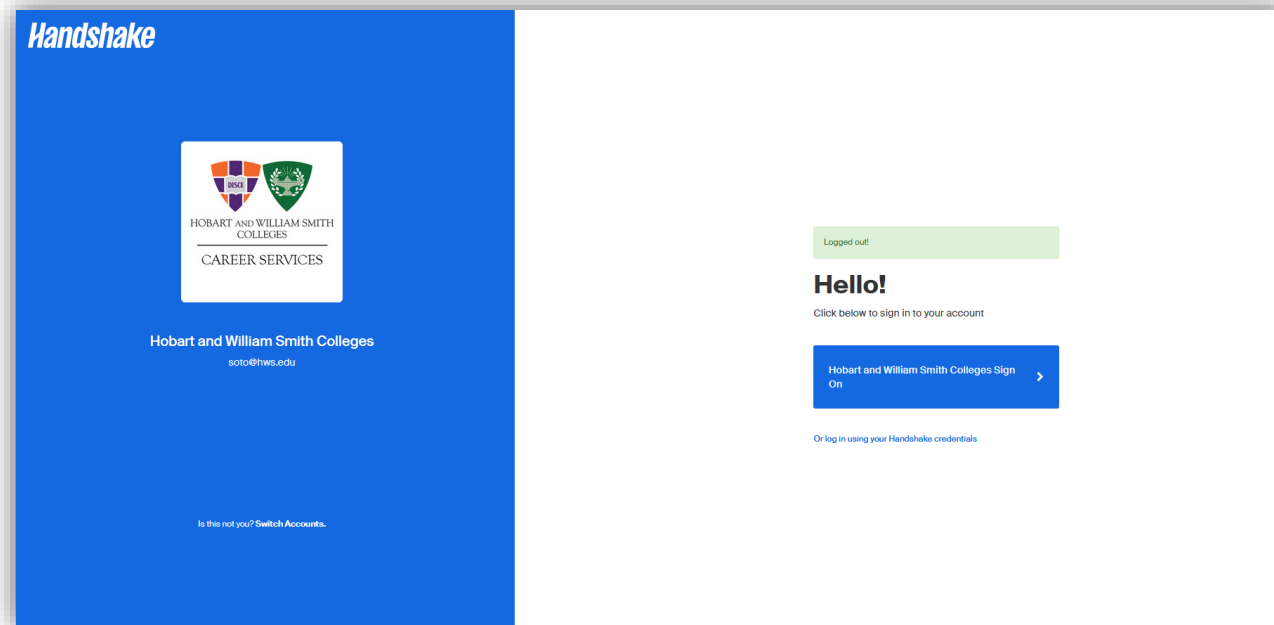
Supervisors must contact HR (hr@hws.edu) when the position has been filled so the posting can be removed from the student employment webpage. Ensuring this line of communication allows for students to view the most updated job postings. Thank you!

Submit Form

*The remaining two options in the last field's drop-down menu will require more information:*

- If creating a new position and posting, select in the last field from the drop-down menu “New position- post on student web page”; If there's an existing position that needs to be posted, select “Existing position- post on student web page”.
- Click Submit

## 2. View/ select student candidate that applied from candidate pool via [Handshake](#) (student applicant tracking system).



- Applications of students who've applied to open positions can be viewed by the hiring supervisor in Handshake.
- Any questions regarding concerns or how to navigate Handshake should be forwarded to *Brandi Ferrara* in the department of Career Services .
  - [Guide on Accessing Student Applications on Handshake](#)

### 3. Submit a student Smart Hire request via [PeopleSoft](#).

**HUMAN RESOURCES**

Use the Human Resources link above to access the following information:

**EMPLOYEES/STUDENT EMPLOYEES**

- Review Employee Data
- View Paycheck Information
- View W2 Information
- Enter/Approve Timesheet Information

- On the portal landing page, click on the *Human Resources* green band located in the middle of the page.

Employee Self Service

Leave Balances  
299.61  
Balance Hours

Enter Time  
07/01/23 - 07/14/23  
Reported 0.00

Pay  
Last Pay Date 07/07/2023

W-2/W-2s Consent  
Consent received

W-2/W-2s Forms  
2022 W-2 Form available

Announcements  
Employee ID Number: 10219525

HWS Additional Pay  
Health Insurance Expense

Time Summary  
07/01/23 - 07/14/23  
No Time Reported

Personal Details

Direct Deposit  
1 Account  
Updated 09/27/2021

Approvals  
0

**HWS Student Hire**

Report Time

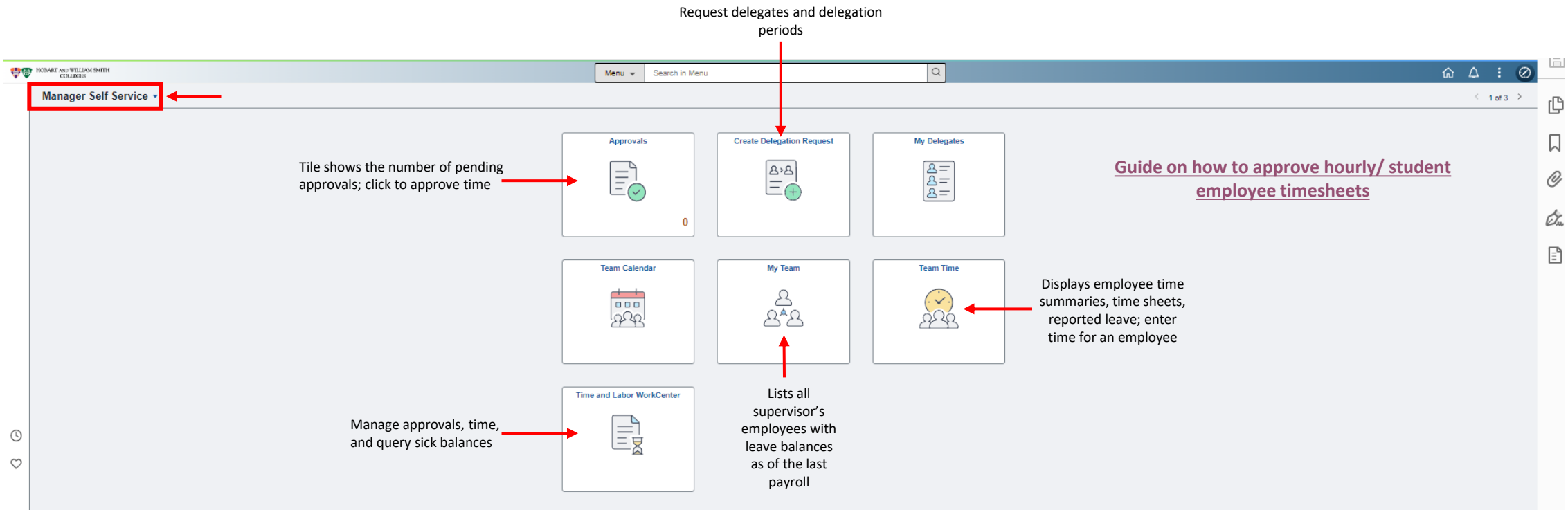
- In the PeopleSoft landing page, select “*Employee Self Service*” and click on the HWS Student Hire tile.

[Instructions on how to submit a Smart Hire request](#)

## 4. When a student is hired in PeopleSoft by a HR representative and student has entered time into their timesheet, the supervisor must approve student timesheets.

In the PeopleSoft landing page, select “*Manager Self Service*”

Request delegates and delegation periods



The screenshot shows the PeopleSoft Manager Self Service landing page. The top navigation bar includes the Hobart and William Smith Colleges logo, a 'Menu' dropdown, a search bar, and user profile icons. The main content area features several tiles: 'Approvals' (showing 0 pending approvals), 'Create Delegation Request', 'My Delegates', 'Team Calendar', 'My Team', 'Team Time', and 'Time and Labor WorkCenter'. Red arrows point from text annotations to specific elements: 'Manager Self Service' in the top bar, the 'Approvals' tile, the 'Create Delegation Request' tile, the 'My Team' tile, the 'Team Time' tile, and the 'Time and Labor WorkCenter' tile. A purple link is also present on the right side of the page.

Manager Self Service

Tile shows the number of pending approvals; click to approve time

Approvals

Create Delegation Request

My Delegates

[Guide on how to approve hourly/ student employee timesheets](#)

Team Calendar

My Team

Team Time

Displays employee time summaries, time sheets, reported leave; enter time for an employee

Manage approvals, time, and query sick balances

Time and Labor WorkCenter

Lists all supervisor's employees with leave balances as of the last payroll