

Supervisors of Student Employees

Hiring Students in PeopleSoft

Note: Before you start the process below, the position for which you are hiring must exist in PeopleSoft. If the position is new, you must **already** have submitted a student job description and posting request form (https://hws.formstack.com/forms/request_student_job_posting), and that position must be **approved** by Human Resources.

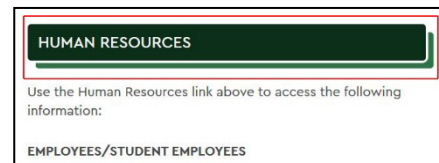
If your students are not currently enrolled (i.e., recently graduated, on Leave of Absence, etc.), then you must submit a Position Action Request form, requesting to hire them as a regular staff employee.

The process below replaces the Student Employment Authorization (SEA) Form and will provide notice to Human Resources to reach out to the selected student to complete new hire paperwork such as the I-9, W-4, direct deposit and instructions on how to submit their timesheet electronically via PeopleSoft.

Hiring a student in PeopleSoft is required to hire a student employee in any campus department and is to be completed by the hiring supervisor before the student's first day of work. For more information, please contact Human Resources at ext. 3312.

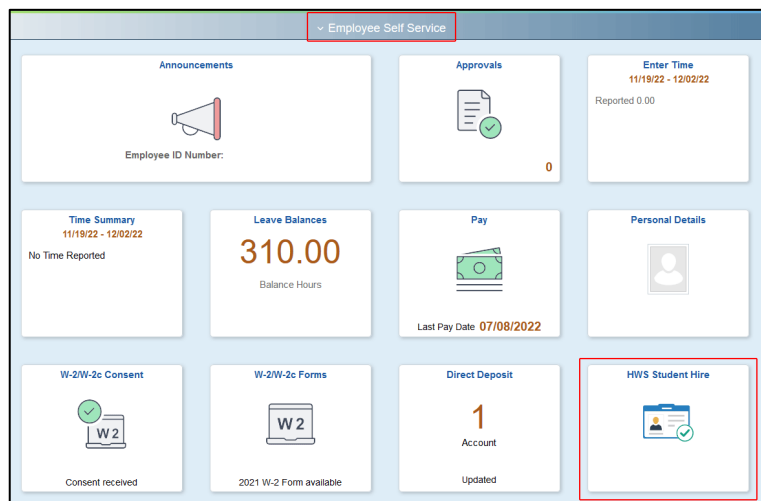
To hire a student in PeopleSoft:

1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password

A screenshot of the 'HWS PeopleSoft Login' page. It features the Hobart and William Smith Colleges logo at the top. Below the logo, it says 'HWS PeopleSoft Login' and 'Please enter your Username below.' There are two input fields: 'Username:' with a placeholder 'HWS Username' and 'Password:' with a placeholder 'Password'. A 'Submit' button is at the bottom right.

4. If necessary, from the menu at the top select Employee Self Service; on the Employee Self Service page, click the **HWS Student Hire** tile

Here you may see transactions that are already started, or begin a new one.



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- On the Smart HR Transactions page, under Transaction Template, from the Transaction Type dropdown select **Hire/Rehire**

Smart HR Transactions
Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: All

Select Template: All, Change Job Data, Change Job and Profile Data, Change Personal Data, Change Personal and Job Data, Change Personal and Profile Data, Change Personal, Job and Profile Data, Change Profile Data

Transactions in Progress ?

You do not have any transactions in progress

Hire/Rehire (highlighted)

Hire/Rehire and Profile Data
U. S. Federal Hire/Rehire

- In the Select Template field, enter or use the magnifying glass to select **HWS_STUDENT**

Transaction Template ?

Transaction Type: Hire/Rehire

Select Template: HWS_STUDENT (with magnifying glass icon)

- Under Transaction Template, at right, click **Create Transaction**

Transaction Template ?

Transaction Type: Hire/Rehire

Select Template: HWS_STUDENT (with magnifying glass icon)

HWS Student Hire

Create Transaction (highlighted)

- Enter or select the **EMPLID** of the student to hire (type in and tab; if valid you can avoid the lookup)

- Verify the correct **name** appears to the right

- Select **Start Date** for the student employee

- Click **Continue**

A message will appear: "Person ID already exists in the system. (1007,61) Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID."

- On the message, click **OK**

Smart HR Transactions
Enter Transaction Details

The following transaction details are required.

Template: HWS Student Hire

Organizational Relationship: Employee

Country: United States

Category Code: HWS Hire

*Empl ID: 000 (with magnifying glass icon)

*Start Date: 11/29/2022 (with calendar icon)

Action: Hire

Reason Code: Hire HWS Student

Continue (highlighted) **Cancel**

Person ID 000 already exists in the system for 000 (1007,61)

Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID.

OK (highlighted) **Cancel**

- This step requires an active position**

Note: If the position does not yet exist, click **Save for Later**. Fill out the position request form (https://hws.formstack.com/forms/create_or_post_student_position).

When the position is active, follow instructions for resuming a student hire.

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If you know the position is active, use the **magnifying glass to search** for the position (all positions available will be listed).

The Reports To/Name is the person who will approve timesheets for this position.

Verify the position based on the **Name to whom it reports**, and the **accounting codes**, which are visible in the results.

Select the position: click on the **Position Number** link

The screenshot shows the 'Look Up Position Number' search results page. At the top, there is a search bar with 'Position Number' selected and a 'begins with' field. Below the search bar are buttons for 'Search', 'Cancel', and 'Advanced Lookup'. The search results are displayed in a table with the following columns: Position Number, Description, Reports To Position Number, Name, Fund Code, Department, and Program Code. The first three rows of results are visible, with the first row highlighted in red.

Position Number	Description	Reports To Position Number	Name	Fund Code	Department	Program Code
S0000002	Sports Medicine Student Worker	00001661	[REDACTED]	11	20625	00002
S0000003	Equipment Room Assistant	00001208	[REDACTED]	11	20605	00002
S0000004	Athletic Comm. Stu Worker	00001201	[REDACTED]	11	60100	00002

14. Under Job Information - Standard Hours, the value is defaulted to 10 hours: enter **Standard Hours** as necessary

15. Under Comments, enter **Comments** if desired (optional)

16. Click **Save and Submit**

A confirmation will appear.

The screenshot shows the 'HWS Student Hire' form. At the top, there is a message: 'If this is a new position please contact HR before entering a new hire'. Below this is a field for '*Position Number' with the value 'S0000001'. The 'Job Information - Standard Hours' section has a field for '*Standard Hours' with the value '10.000000'. The 'Comments' section has a text area for 'Comments'. At the bottom, there are buttons for 'Save and Submit', 'Save for Later', and 'Cancel'. A link 'Return to Enter Transaction Details Page' is also visible.

17. On the Confirmation, click **OK**

The screenshot shows the 'Submit Confirmation' message. It states: 'The submit was successful. The Human Resources department will review the person's data and update the HR system. Go to the Transaction Status page to review the status of this person.' There is an 'OK' button at the bottom.

To resume an incomplete student hire in Peoplesoft:

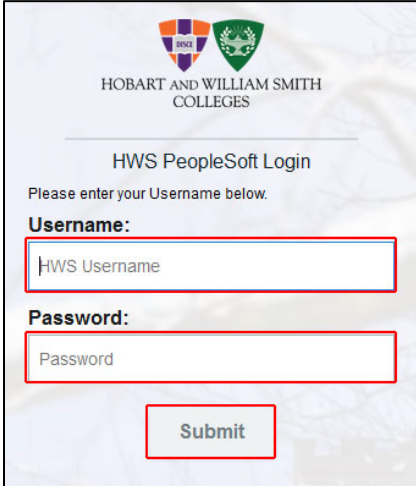
1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**

The screenshot shows the 'HUMAN RESOURCES' link in the PeopleSoft Portal. The link is highlighted with a red box. Below the link, there is text: 'Use the Human Resources link above to access the following information: EMPLOYEES/STUDENT EMPLOYEES'.

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3. Log in using your HWS username and password



HOBART AND WILLIAM SMITH COLLEGES

HWS PeopleSoft Login

Please enter your Username below.

Username:

HWS Username

Password:

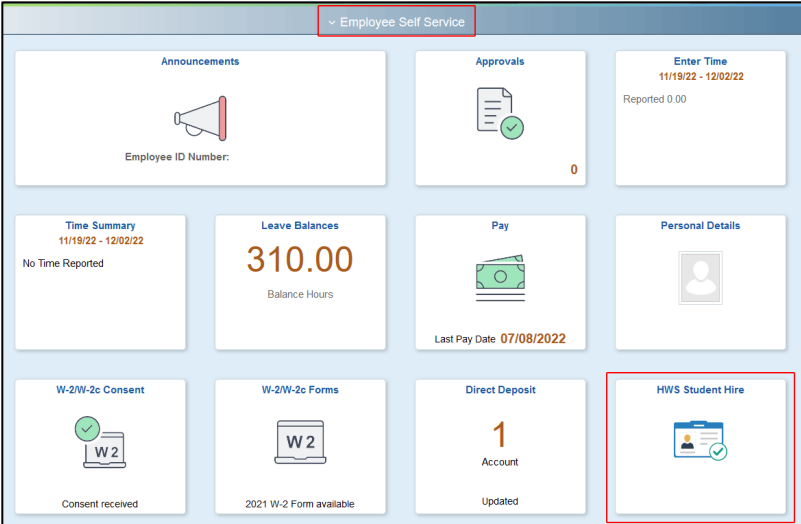
Password

Submit

4. If necessary, from the menu at the top select Employee Self Service; on the Employee Self Service page, click the **HWS Student Hire** tile

Incomplete hires will be listed under Transactions in Progress.

Previously submitted hires may be viewed in Transaction Status.



Employee Self Service

Announcements

Employee ID Number:

Approvals

Enter Time

11/19/22 - 12/02/22

Reported 0.00

Time Summary

11/19/22 - 12/02/22

No Time Reported

Leave Balances

310.00

Balance Hours

Pay

Last Pay Date 07/08/2022

Personal Details

W-2/W-2c Consent

Consent received

W-2/W-2c Forms

2021 W-2 Form available

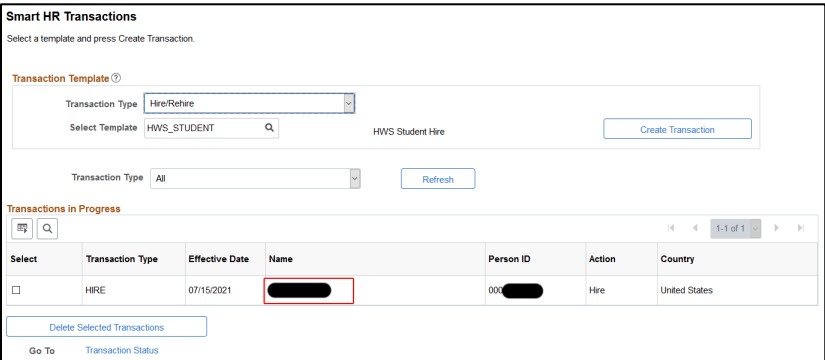
Direct Deposit

1 Account

Updated

HWS Student Hire

5. Under Transactions in Progress, click on the **name** of the student to resume hiring



Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template

Transaction Type Hire/Rehire

Select Template HWS_STUDENT

HWS Student Hire

Create Transaction

Transaction Type All

Refresh

Transactions in Progress

Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	HIRE	07/15/2021	[REDACTED]	000 [REDACTED]	Hire	United States

Delete Selected Transactions

Go To Transaction Status

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6. On the Enter Transaction Details page, verify the entered information:

- Name
- EMPLID
- Start Date

7. Click **Continue**

A message will appear: "Person ID already exists in the system. (1007,61) Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID."

Smart HR Transactions
Enter Transaction Details

The following transaction details are required.

Template	HWS Student Hire
Organizational Relationship	Employee
Country	United States
Category Code	HWS Hire
*Empl ID	p00
*Start Date	07/15/2021
Action	Hire
Reason Code	Hire HWS Student

Continue Cancel

8. On the message, click **OK**

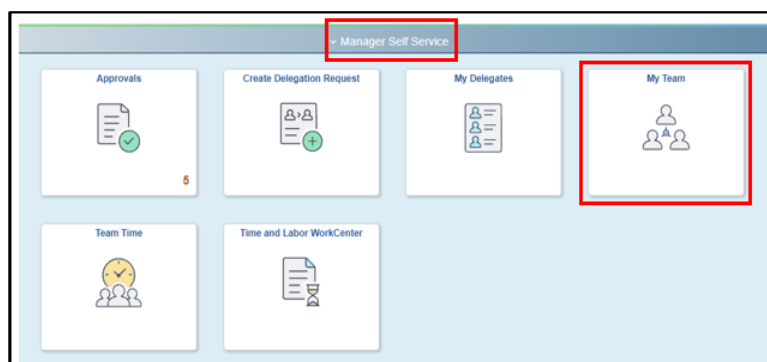
9. **Resume the instructions above at step 13 (page 2, entering a position number)**

Person ID [redacted] already exists in the system for [redacted] (1007,61)
Select OK to continue the hire process with this Person ID. Select Cancel to enter a new Person ID.

OK Cancel

To view your current team

1. Log in to Human Resources as instructed above
2. When on your dashboard and looking at the top bar, select **Manager Self Service** from the drop-down menu
3. Click the **My Team** tile. You will then be taken to a page listing all on your team.



If you have questions, please contact Human Resources at ext. 3312.