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.

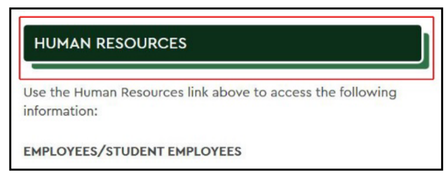
If your students are not currently enrolled (i.e., recently graduated, on Leave of Absence, etc.), then you must submit a Position Action Request form, requesting to hire them as a regular staff employee.

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.

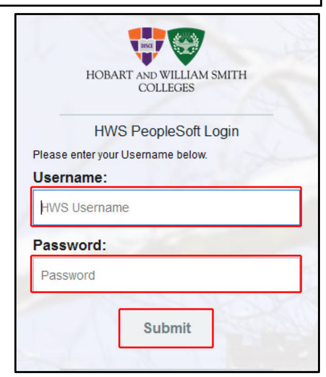
Hiring a student in PeopleSoft is required to hire a student employee in any campus department and is to be completed by the hiring supervisor before the student's first day of work. For more information, please contact Human Resources at ext. 3312.

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**

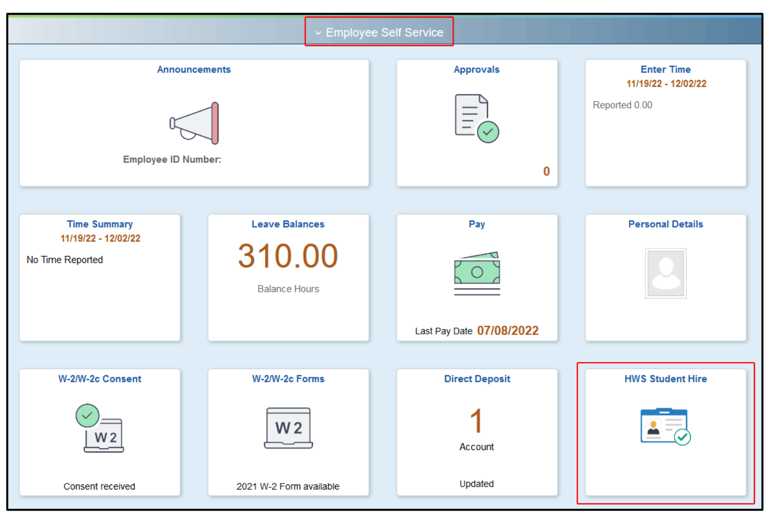


3. Log in using your HWS username and password

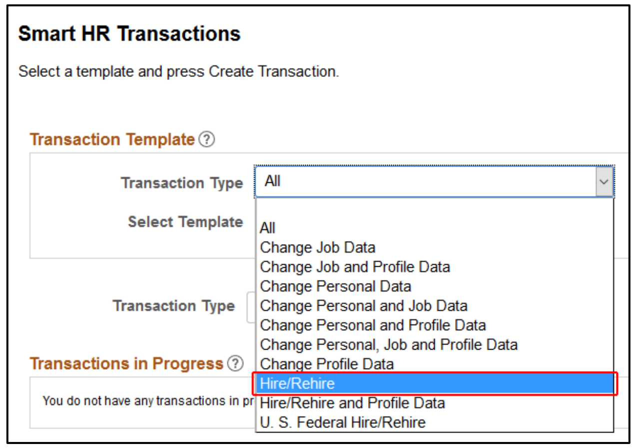


4. If necessary, from the menu at the top select Employee Self Service; on the Employee Self Service page, click the **HWS Student Hire** tile

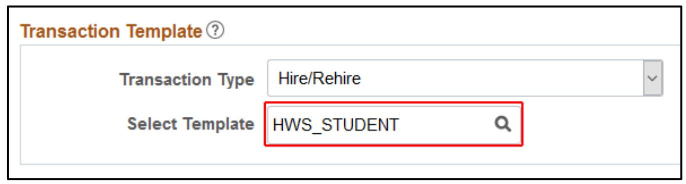
   Here you may see transactions that are already started, or begin a new one.



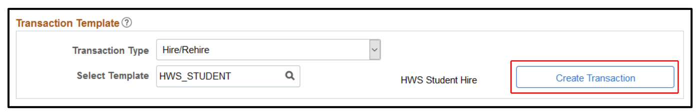
5. On the Smart HR Transactions page, under Transaction Template, from the Transaction Type dropdown select **Hire/Rehire**



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

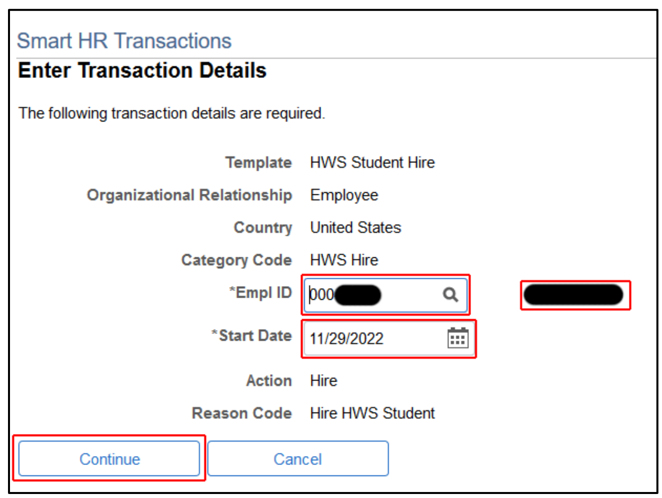


7. Under Transaction Template, at right, click **Create Transaction**

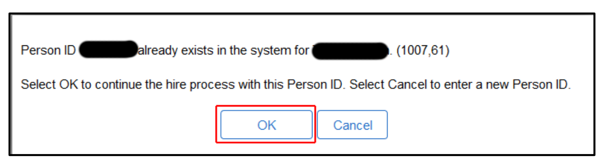


8. Enter or select the **EMPLID** of the student to hire (type in and tab; if valid you can avoid the lookup)
9. Verify the correct **name** appears to the right
10. Select **Start Date** for the student employee
11. Click **Continue**

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."



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



13. **This step requires an active position**

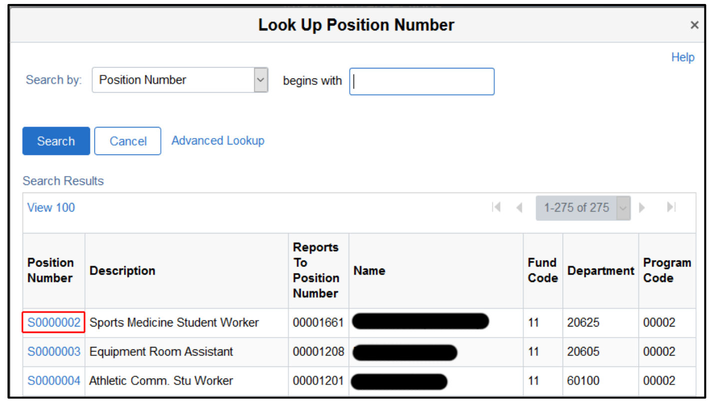
Note: If the position does not yet exist, click **Save for Later.** Fill out the position request form (https://hws.formstack.com/forms/create_or_post_student_position).
When the position is active, follow instructions for resuming a student hire.

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.

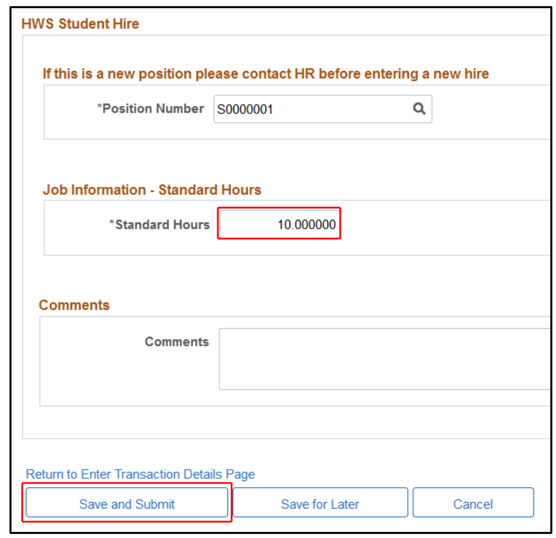
Verify the position based on the **Name to whom it reports**, and the **accounting codes**, which are visible in the results.

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

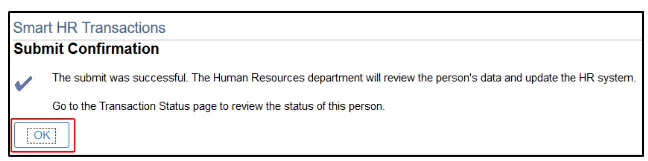


14. Under Job Information - Standard Hours, the value is defaulted to 10 hours: enter **Standard Hours** as necessary
15. Under Comments, enter **Comments** if desired (optional)
16. Click **Save and Submit**

    A confirmation will appear.

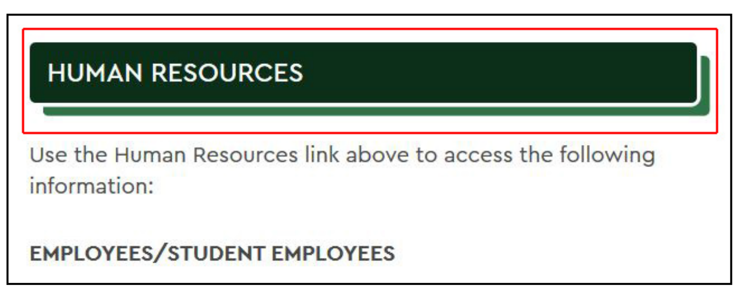


17. On the Confirmation, click **OK**

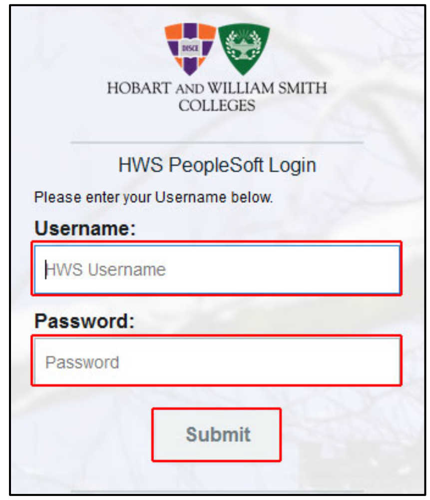


To resume an incomplete student hire in Peoplesoft:

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



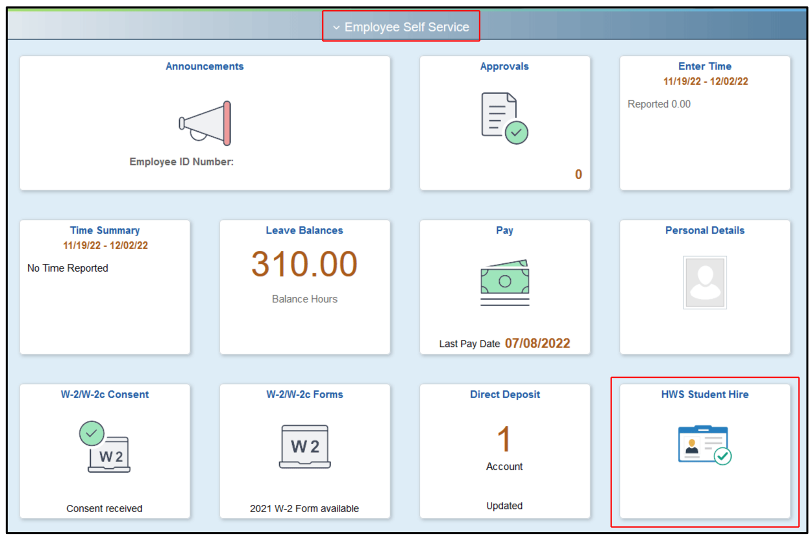
3. Log in using your HWS username and password



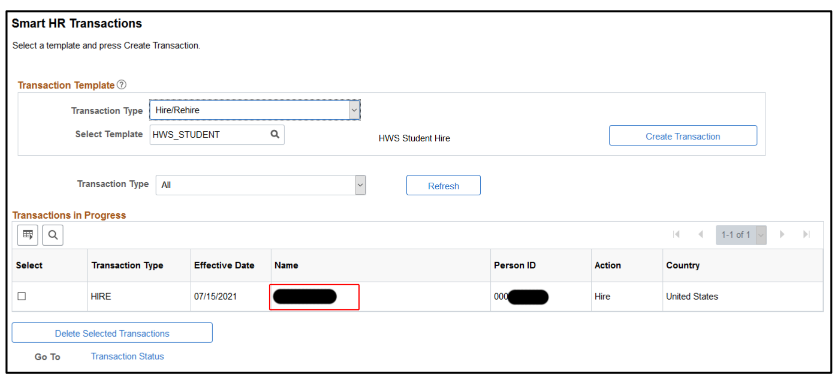
4. If necessary, from the menu at the top select Employee Self Service; on the Employee Self Service page, click the **HWS Student Hire** tile

   Incomplete hires will be listed under Transactions in Progress.

   Previously submitted hires may be viewed in Transaction Status.

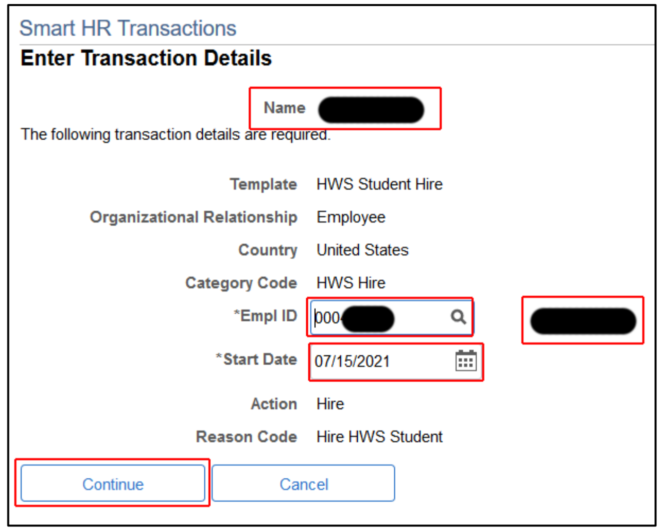


5. Under Transactions in Progress, click on the **name** of the student to resume hiring

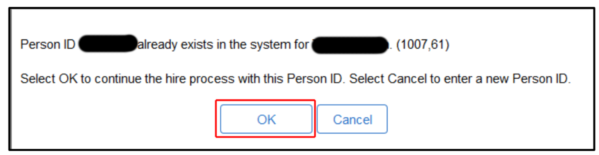


6. On the Enter Transaction Details page, verify the entered information:
   - Name
   - EMPLID
   - Start Date
7. Click **Continue**

   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."

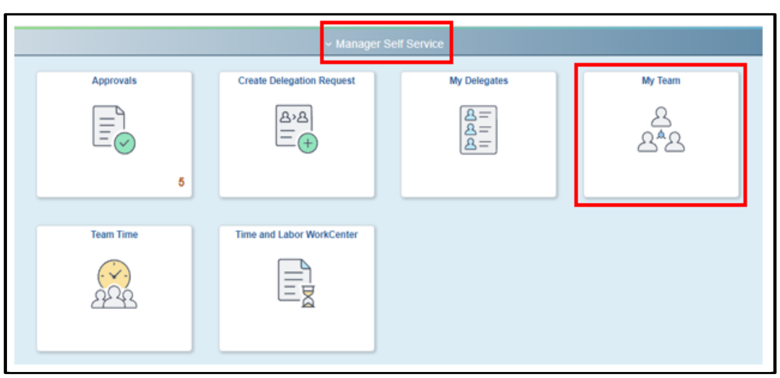


8. On the message, click **OK**
9. **Resume the instructions above at step 13 (page 2, entering a position number)**



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.