Student Supervisor Posting and Hiring 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

- HR process,
- Student Supervisor responsibilities,
- 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 student hire request in PeopleSoft.
- HR receives notification to hire student.
  - If the student had previously worked on campus this past spring, 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 Hiring 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 $16.

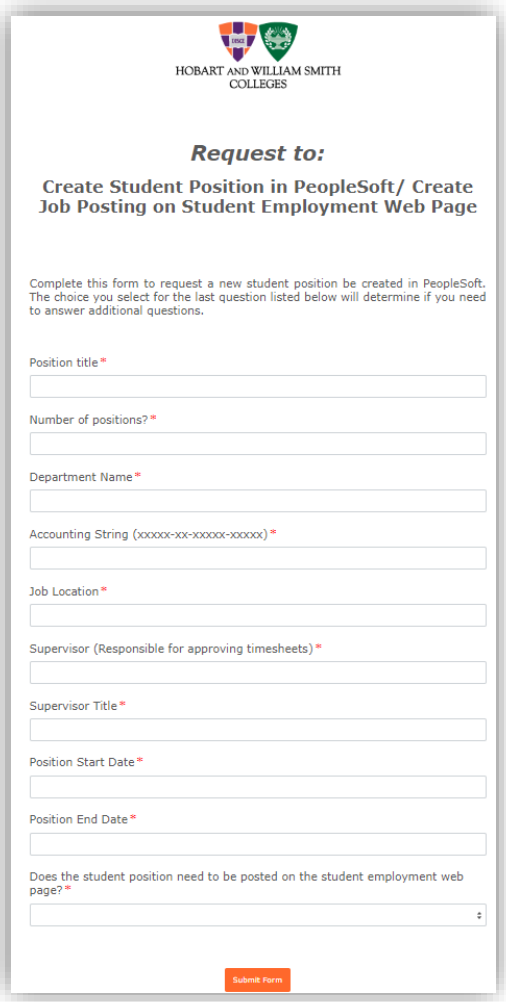
Breakdown of each bullet on following slides

1. Submit formstack form request to create and/ or post open student position.
2. View/ select student candidate(s) that applied from candidate pool via Handshake (student applicant tracking system). It is highly encouraged for you to hire students that are federal work study eligible.
    a) Email Jaz Soto (soto@hws.edu) a request to remove student job posting from the student employment page.
3. Submit a Smart Hire request for the student you would like to hire in PeopleSoft with an effective date (start date) that is at least seven days after the date the request is submitted.
        i. If the student did not previously work on campus this past academic year/ spring semester, they can only be hired into PeopleSoft and be paid when they've completed their electronic I9 and new hire paperwork and have presented their acceptable documents to a HR representative.
            i. Student will receive an email from i9complete@trackercorp.com (electronic I9) as they must complete section I. They will receive reminder emails until they've completed section I (must be completed by their start date or their hire request will be cancelled; you will receive an email as their start date approaches if they have not completed it).
            ii. After they've completed section I of their I9 electronically, they must stop by HR to complete section II with their acceptable documents as well as to complete their new hire paperwork (if they have not completed paperwork previously).
            iii. If the student does not stop by to complete section II of the electronic I9 by the 3rd business day of their start date, their hire request will be cancelled.
    a) 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



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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 *

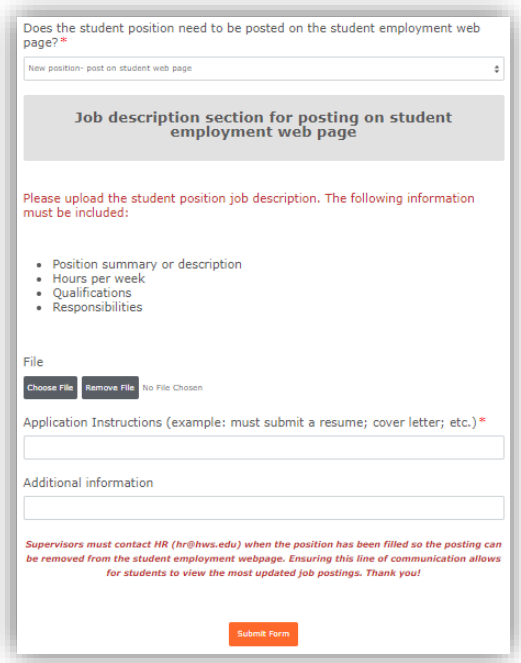
Position Start Date *

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

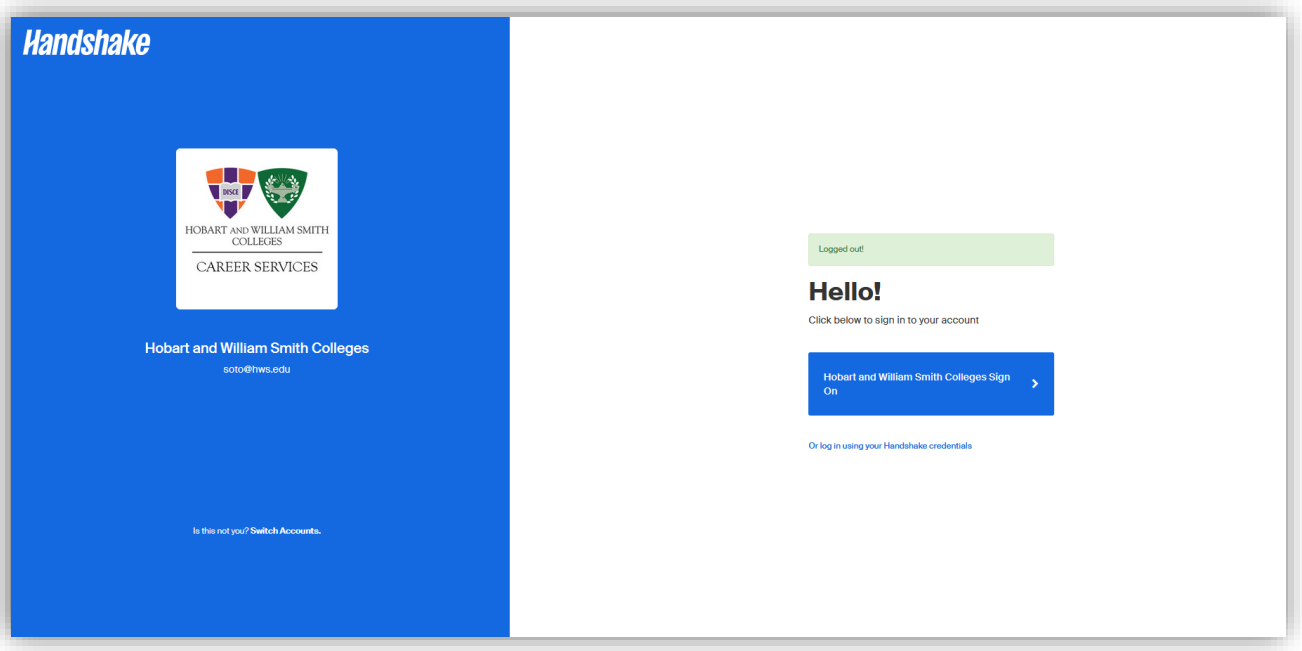
Supervisors must contact HR (hr@hws.edu) when the position has been filled so the posting can be removed from the student employment webpage. Ensuring this line of communication allows for students to view the most updated job postings. Thank you!

Submit Form

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

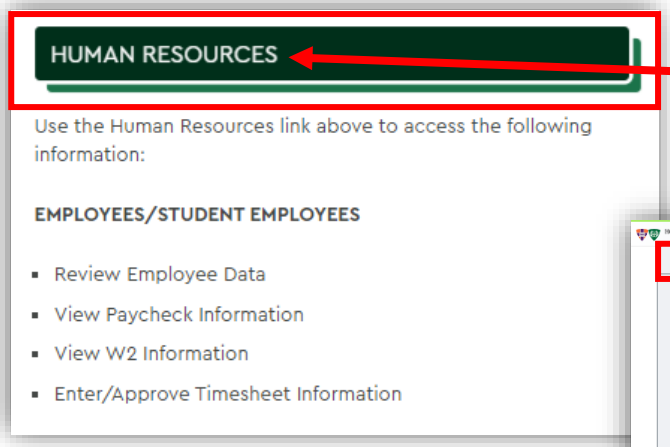
- If creating a new position and posting, select in the last field from the drop-down menu "New position- post on student web page"; If there's an existing position that needs to be posted, select "Existing position- post on student web page".
  - Click Submit

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

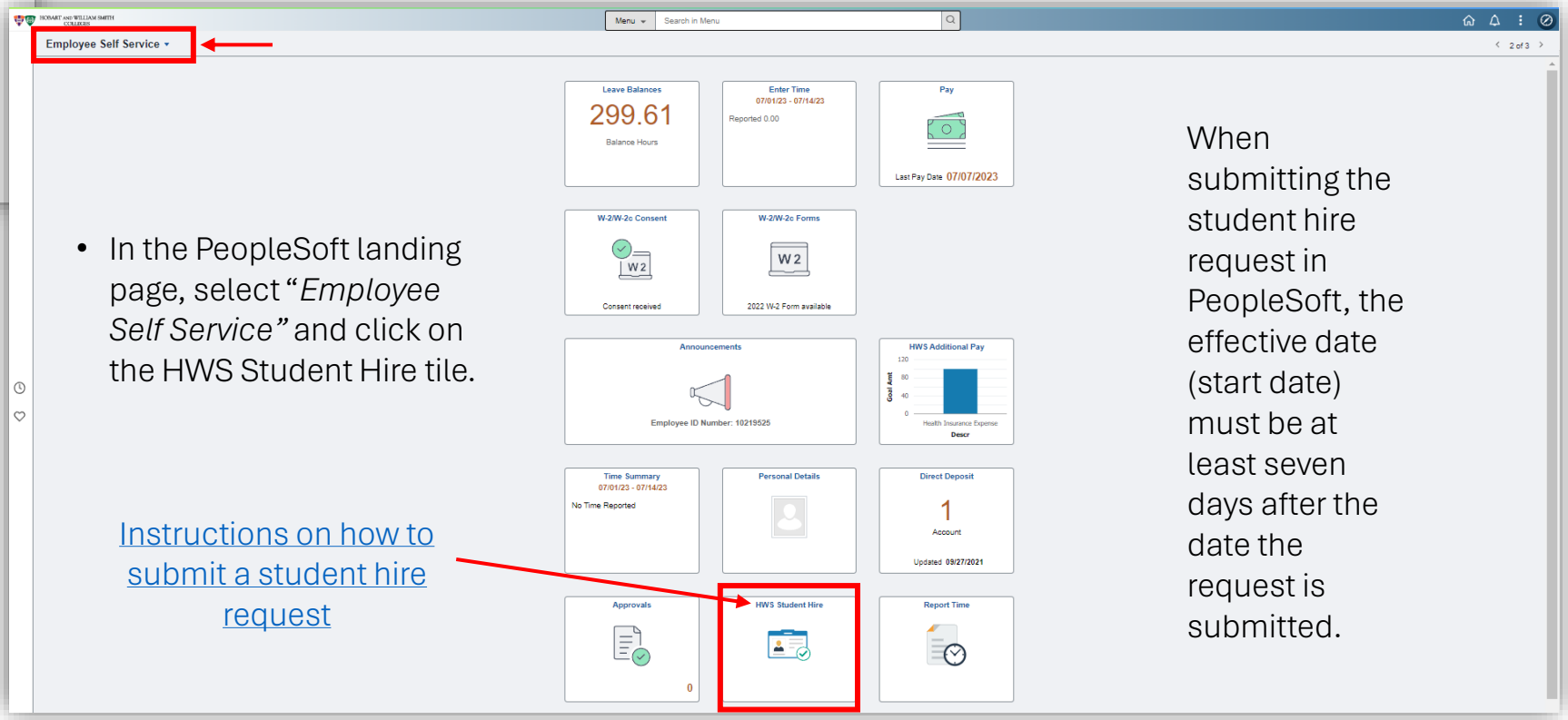


- Applications of students who've applied to open positions can be viewed by the hiring supervisor in Handshake.
- Any questions regarding concerns or how to navigate Handshake should be forwarded to *Brandi Ferrara* in the department of Career Services .
  - *Guide on Accessing Student Applications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

3. Submit a student hire request via PeopleSoft.



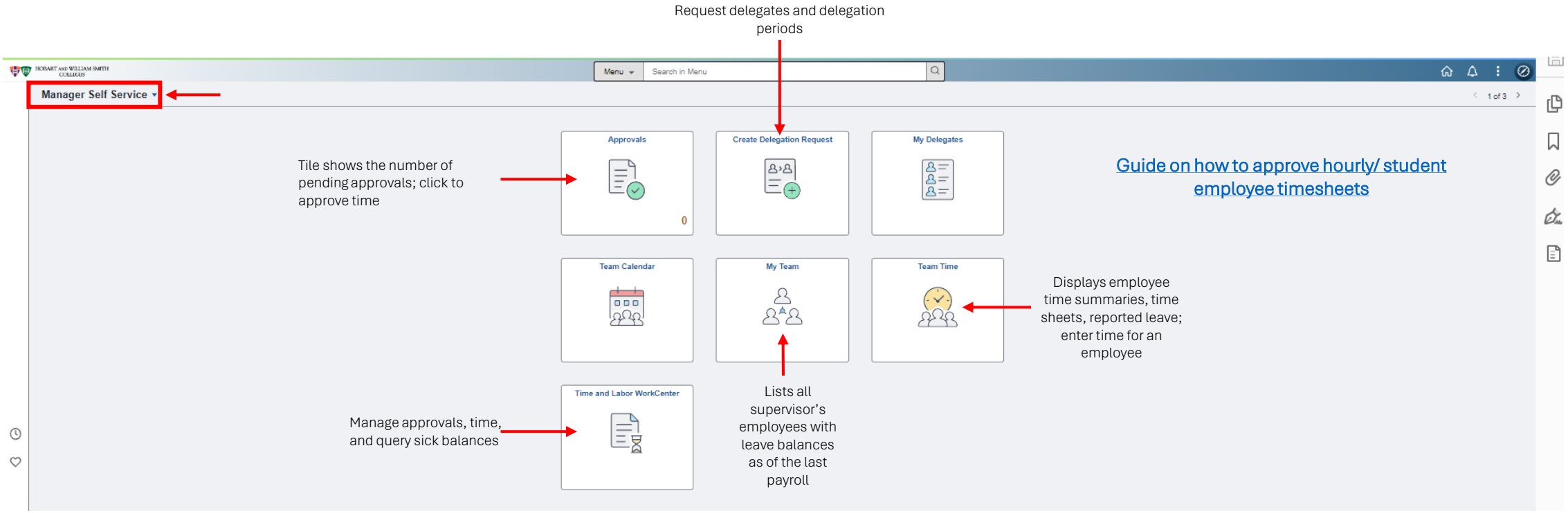
- On the portal landing page, click on the *Human Resources* green band located in the middle of the page.



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

[Instructions on how to submit a student hire request]

When submitting the student hire request in PeopleSoft, the effective date (start date) must be at least seven days after the date the request is submitted.

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*"