

Student Employment Services – Biweekly Compensation

PROCESS OVERVIEW

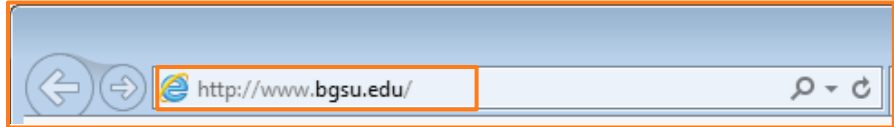
- I. Navigation
- II. Student E-Hire
- III. Job Information
 - Contract
 - Res. Advisor
- IV. Funding Program
- V. Review & Submit

The purpose of this reference guide is to provide instructions on how to perform bi-weekly compensation hires-including re-hires. This document is set up according to the various tasks that may be performed when using Student E-Hire through Manager Self Service.

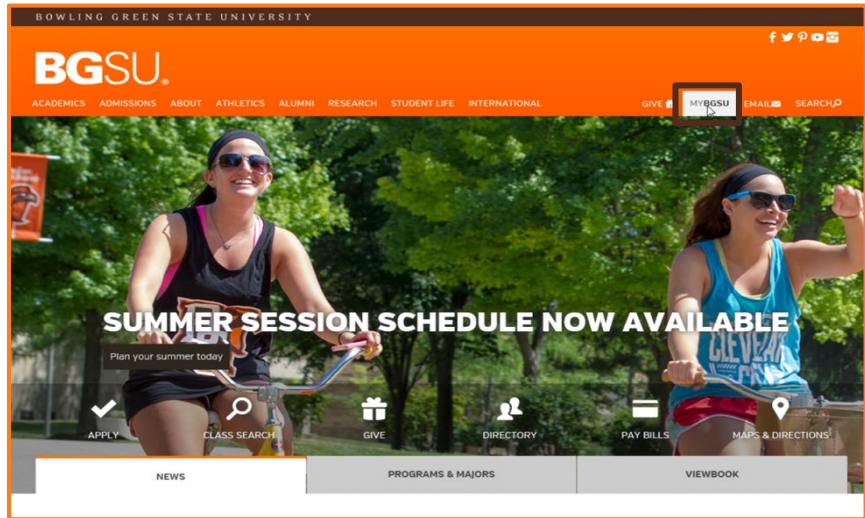
1. Begin at the **bgsu.edu** homepage
2. Click **MyBGSU**
3. Enter **Username** and **Password**
4. Navigate: **Employees > Manager Information > Manager Dashboard**
5. **Under Quick Links**
6. **Click on Student E-Hire hyperlink**

SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.



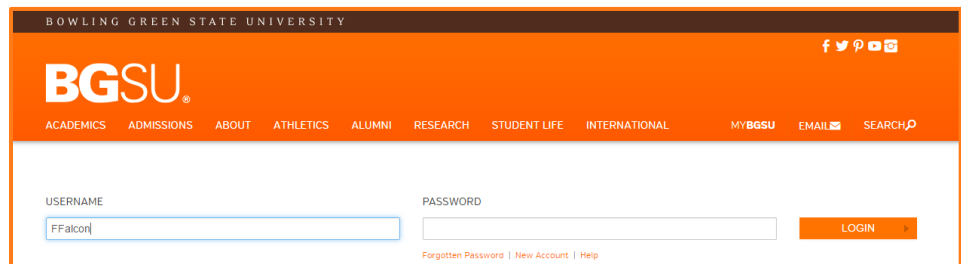
Step 1: Click MyBGSU



Step 2: Enter USERNAME and PASSWORD

Note: These will be your BGSU network credentials.

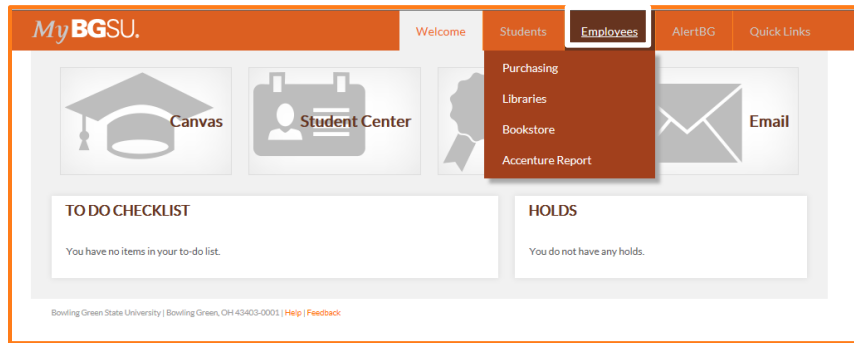
Step 2a: Click Login



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Step 3: Click Employees Tab

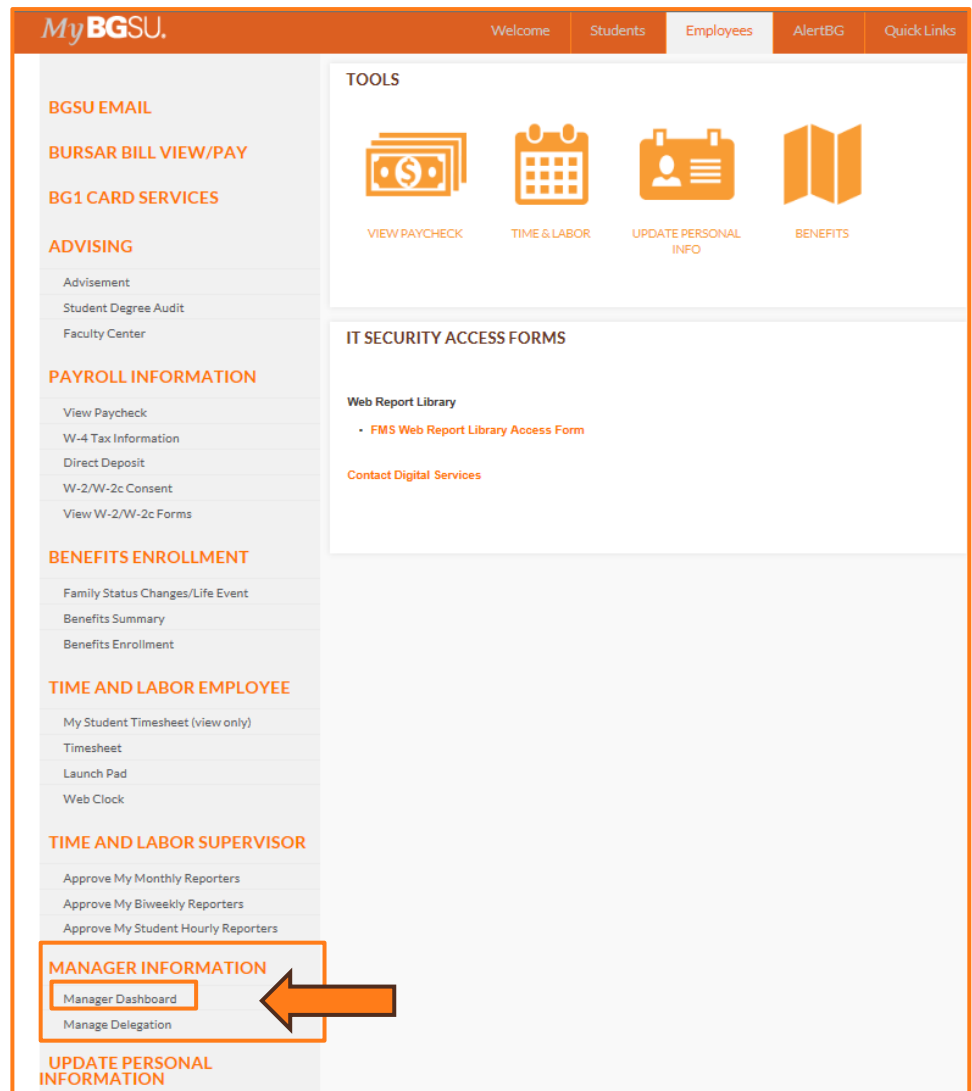
Refer to the left navigation.



Step 4: Under Manager Information

- **Click Manager Dashboard**

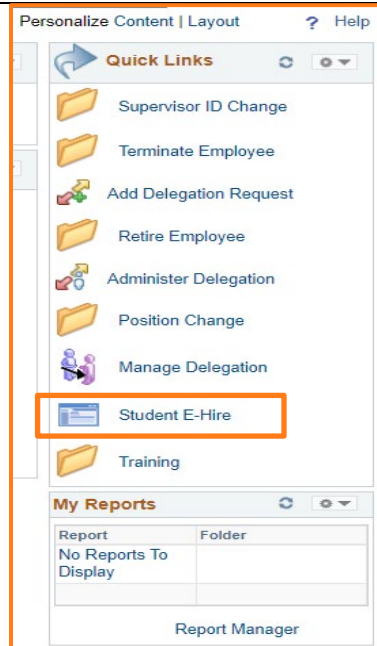
Note: If Manager Dashboard is unavailable to you, please go to Step 6



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Step 5: Scroll to the Quick Links Menu to the right-hand side of the page.

Find and Click



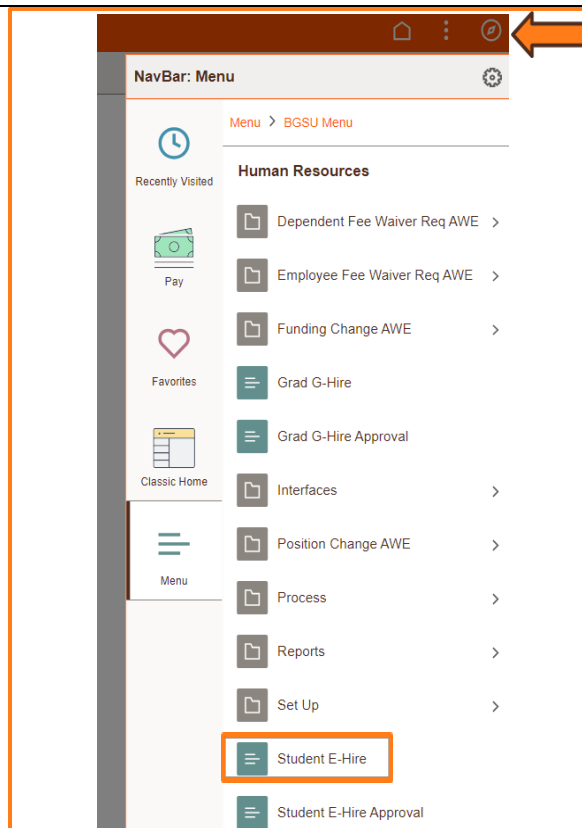
Note: If you logged in via MyBGSU, proceed to Section II

Step 6: Log into the Human Capital Management System at <http://www.hcm.bgsu.edu>



Step 6a: Click on the Compass Icon in the upper right-hand corner.

Navigate to: Main Menu > BGSU Menu > Human Resources > Student E-Hire.



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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

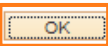
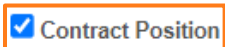


Figure 1: Example of message in header

Figure 2: Example of message box

SECTION III JOB INFORMATION

Step 1: Click


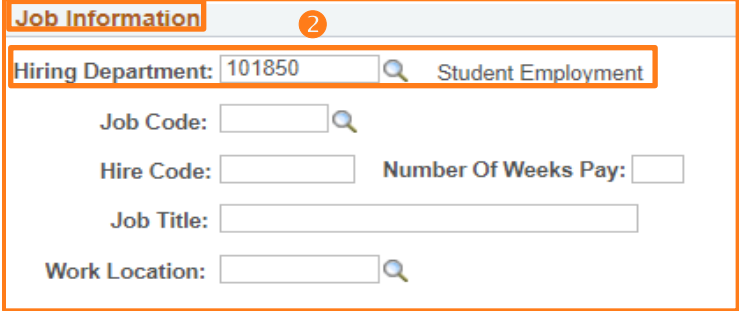
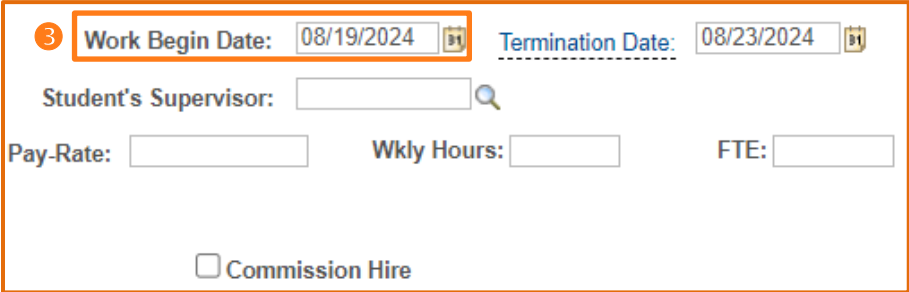
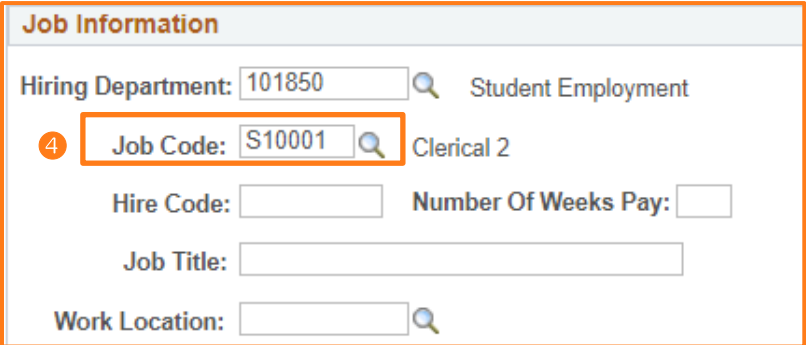


Note: If the student is a Resident Advisor

Click Contract & Res. Advisor



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<p>Step 2: Under the Job Information section, select the Hiring Department</p> <p>Note: You may use the  (Magnifying Glass) as a look up and search by description (department name) for the valid department number.</p>	 <p>The screenshot shows a 'Job Information' form with the following fields: Hiring Department (101850), Job Code, Hire Code, Number Of Weeks Pay, Job Title, and Work Location. A magnifying glass icon is next to the Hiring Department field.</p>
<p>Step 3: Enter Work Begin Date</p> <ul style="list-style-type: none"> The Work Begin Date is the first day the student is to report for work, including training or job shadowing. <p>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.</p> <p>Enter Termination Date</p> <ul style="list-style-type: none"> This will be the date following the last day the student worked. 	 <p>The screenshot shows the 'Work Begin Date' (08/19/2024) and 'Termination Date' (08/23/2024) fields. Other fields include Student's Supervisor, Pay-Rate, Wkly Hours, FTE, and a 'Commission Hire' checkbox.</p>
<p>Step 4: Enter a Job Code for position being filled.</p> <ul style="list-style-type: none"> Job Codes will begin with an "S" and will match the code corresponding with the job title on the Job Index Listing. Job Code & Hire codes are located on the job description in the Job posting web application 	 <p>The screenshot shows the 'Job Code' (S10001) and 'Clerical 2' fields. Other fields include Hiring Department (101850), Hire Code, Number Of Weeks Pay, Job Title, and Work Location.</p>

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<p>Step 5: Enter Student Supervisor</p> <p><i>Note:</i> You may use the (Magnifying Glass) to search via the Last Name of the supervisor.</p>	<div style="border: 2px solid #e67e22; padding: 10px;"> <p>5 Work Begin Date: <input type="text" value="08/19/2024"/> Termination Date: <input type="text" value="08/23/2024"/> </p> <p>Student's Supervisor: <input type="text" value="██████████"/> Fox,Anthony Ray</p> <p>Pay-Rate: <input type="text"/> Wkly Hours: <input type="text"/> FTE: <input type="text"/></p> <p><input type="checkbox"/> Commission Hire</p> </div>
<p>Step 6: Enter Hire Code</p> <ul style="list-style-type: none"> The Hire Code field will match the corresponding job title on the Job Index Listing. Job Code & Hire codes are located on the job description in the Job posting web application 	<div style="border: 2px solid #e67e22; padding: 10px;"> <p>Job Information</p> <p>Hiring Department: <input type="text" value="101850"/> Student Employment</p> <p>Job Code: <input type="text" value="S10001"/> Clerical 2</p> <p>6 Hire Code: <input type="text" value="10185003"/> Number Of Weeks Pay: <input type="text"/></p> <p>Job Title: <input type="text"/></p> <p>Work Location: <input type="text"/> </p> </div>
<p>Step 7: Enter Number of Weeks Pay</p> <ul style="list-style-type: none"> This will be the total number of weeks between Hire Date and Termination Date, and should include partial weeks as whole numbers (3 day = 1 week) 	<div style="border: 2px solid #e67e22; padding: 10px;"> <p>Job Information</p> <p>Hiring Department: <input type="text" value="101850"/> Student Employment</p> <p>Job Code: <input type="text" value="S10001"/> Clerical 2 7</p> <p>Hire Code: <input type="text" value="10185003"/> Number Of Weeks Pay: <input type="text" value="1"/></p> <p>Job Title: <input type="text"/></p> <p>Work Location: <input type="text"/> </p> </div>
<p>Step 8: Enter Pay Rate</p> <ul style="list-style-type: none"> This will be the total amount paid to student. 	<div style="border: 2px solid #e67e22; padding: 10px;"> <p>Work Begin Date: <input type="text" value="08/19/2024"/> Termination Date: <input type="text" value="08/23/2024"/> </p> <p>Student's Supervisor: <input type="text" value="██████████"/> Fox,Anthony Ray</p> <p>8 Pay-Rate: <input type="text" value="\$50.000000"/> Wkly Hours: <input type="text"/> FTE: <input type="text"/></p> <p><input type="checkbox"/> Commission Hire</p> </div>

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<p>Step 9: Enter Wkly Hours</p> <p style="color: red;">Note: If WKLY Hours are entered, FTE will automatically calculate.</p> <p>Enter WKLY Hours This is the average hours the student will work per week. Maximum hours permitted is 28 hours per week for all jobs combined.</p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">OR</p> <p>This is the average number of hours/week in decimal relative to a 40 hour work week.</p> <ul style="list-style-type: none"> 10 hours = .25 20 hours = .5 28 hours = .7 <p style="color: red;">Note: If FTE is entered, WKLY Hours will automatically calculate.</p>	<div style="border: 1px solid #e67e22; padding: 10px; margin-bottom: 10px;"> <p>Work Begin Date: <input type="text" value="08/19/2024"/> <small>31</small> Termination Date: <input type="text" value="08/23/2024"/> <small>31</small></p> <p>Student's Supervisor: <input type="text" value=""/> <small>9</small> Fox,Anthony Ray</p> <p>Pay-Rate: <input type="text" value="\$50.000000"/> Wkly Hours: <input type="text" value="3.00"/> FTE: <input type="text" value="0.075000"/></p> <p style="text-align: center;"><input type="checkbox"/> Commission Hire</p> </div>
<p>Step 10: Enter Job Title</p> <p>The Job Title will match the position in the Job Index Listing and On-campus posting.</p>	<div style="border: 1px solid #e67e22; padding: 10px; margin-bottom: 10px;"> <p>Job Information</p> <p>Hiring Department: <input type="text" value="101850"/> <small>Student Employment</small></p> <p>Job Code: <input type="text" value="S10001"/> <small>Clerical 2</small></p> <p>Hire Code: <input type="text" value="10185003"/> Number Of Weeks Pay: <input type="text" value="1"/></p> <p>10 Job Title: <input type="text" value="Student Assistant 1"/></p> <p>Work Location: <input type="text" value=""/></p> </div>
<p>Step 11: Enter Work Location where student will be working.</p> <ul style="list-style-type: none"> Use the (magnifying glass) to choose the numeric work location. To search by building name, use the "Description" field, select "contains" and enter the name. 	<div style="border: 1px solid #e67e22; padding: 10px;"> <p>Job Information</p> <p>Hiring Department: <input type="text" value="101850"/> <small>Student Employment</small></p> <p>Job Code: <input type="text" value="S10001"/> <small>Clerical 2</small></p> <p>Hire Code: <input type="text" value="10185003"/> Number Of Weeks Pay: <input type="text" value="1"/> P&</p> <p>Job Title: <input type="text" value="Student Assistant 1"/></p> <p>Work Location: <input type="text" value="95800"/> <small>Bowen-Thompson Student Union</small></p> </div>

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SECTION IV FUNDING PROGRAM

Note: Positions hired via Bi-Weekly Compensation may not be paid via FWS.

Step 1: Select Work Program

- Regular Department Funding will be the only option for all positions.

Funding Program

*Work Program: Regular Department Funding ▼

① Funding Dept 1: 🔍 Funding Dept 1 Percent:

Funding Dept 2: 🔍 Funding Dept 2 Percent:

Funding Dept 3: 🔍 Funding Dept 3 Percent:

Funding Dept 4: 🔍 Funding Dept 4 Percent:

Step 2: Add Department Funding

This is the GL Combination Code.

- 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.

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.

Funding Program

*Work Program: Regular Department Funding ▼

② Funding Dept 1: 101850OP 🔍 Funding Dept 1 Percent: Student Employment

Funding Dept 2: 🔍 Funding Dept 2 Percent:

Funding Dept 3: 🔍 Funding Dept 3 Percent:

Funding Dept 4: 🔍 Funding Dept 4 Percent:

Step 3: Add Funding Percentage

- Total percentage(s) must equal 100%.

Funding Program

*Work Program: Regular Department Funding ▼

Funding Dept 1: 101850OP 🔍 Funding Dept 1 Percent: 100 Student Employment

Funding Dept 2: 🔍 Funding Dept 2 Percent:

Funding Dept 3: 🔍 Funding Dept 3 Percent:

Funding Dept 4: 🔍 Funding Dept 4 Percent:

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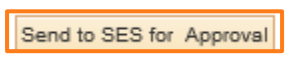
SECTION V SAVE & SUBMIT

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 job shadowing until cleared by SES and supervisor is notified.

Step 2: Click



Student E-Hire

Empl ID: [redacted] Empl Record: Sequence Num: [redacted] Contract Position Student Residence Advisor

Status: NEW Student has accepted an Federal Workstudy Award for the Aid Year >2024< as of Multiple Jobs today

Job Information

Hiring Department: 101850 Student Employment Work Begin Date: 08/19/2024 Termination Date: 08/23/2024

Job Code: S10001 Clerical 2 Student's Supervisor: Fox, Anthony Ray

Hire Code: 10185003 Number Of Weeks Pay: 1 Pay-Rate: \$50.000000 Wkly Hours: 3.00 FTE: 0.075000

Job Title: Student Assistant 1

Work Location: 95800 Bowen-Thompson Student Union Commission Hire

Funding Program

*Work Program: Regular Department Funding

Funding Dept 1: 101850OP Funding Dept 1 Percent: 100 Student Employment

Funding Dept 2: Funding Dept 2 Percent:

Funding Dept 3: Funding Dept 3 Percent:

Funding Dept 4: Funding Dept 4 Percent:

Chartfields

I-9 Complete PERS Exempt PERS Enroll SSA-1945 Direct Deposit Ohio Fraud

Comment:

Entered By: BGSU Federal EIN: 346402018

Reviewed By:

Step 3: Review the Disclaimer



- 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.

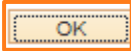
Message

Disclaimer for employer:- By hiring this student, I attest that all BGSU policies and federal and state laws concerning equal employment opportunity, fair labor standards, and nepotism were and will be, observed when interviewing, hiring, and supervising this student. I also agree to abide by all BGSU student employment policies. (0.0)

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Step 4: 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 in SES.

Workflow Notification Help

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: [redacted]@bgsu.edu

CC: tfox@bgsu.edu

BCC:

Priority: 2-Med

Subject: Request to Hire Student

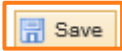
Template: Dear [redacted]

A request to hire you in Student Employment, effective 2024-08-19, has been submitted by Fox,Anthony Ray as of today.
Please visit <https://www.bgsu.edu/student-employment>.

Message:

Click **Apply** to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

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 Bi-Weekly Compensation employee.

Student E-Hire

Empl ID: [redacted] Empl Record: Sequence Number: Contract Position Student Residence Advisor

Status: NEW Student has accepted a Federal Workstudy Award for the Aid Year >2024< as of Multiple Jobs today

Job Information

Hiring Department: 101850 Student Employment Work Begin Date: 08/19/2024 Termination Date: 08/23/2024

Job Code: S10001 Clerical 2 Student's Supervisor: [redacted] Fox,Anthony Ray

Hire Code: 10185003 Number Of Weeks Pay: 1 Pay-Rate: \$50.000000 Wkly Hours: 3.00 FTE: 0.075000

Job Title: Student Assistant 1

Work Location: 95800 Bowen-Thompson Student Union Commission Hire

Funding Program

*Work Program: Regular Department Funding

Funding Dept 1: 101850OP Funding Dept 1 Percent: 100 Student Employment

Funding Dept 2: Funding Dept 2 Percent:

Funding Dept 3: Funding Dept 3 Percent:

Funding Dept 4: Funding Dept 4 Percent:

Chartfields

I-9 Complete PERS Exempt PERS Enroll SSA-1945 Direct Deposit Ohio Fraud

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