Student Employment Services – Commission Hire

| PROCESS OVERVIEW	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.
I. Navigation **II. Student E-Hire** **III. Job Information** **IV. Funding Program** **V. Review & Submit** **VI. Commission Addendum**	1. Begin at the **bgsu.edu** home page 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**

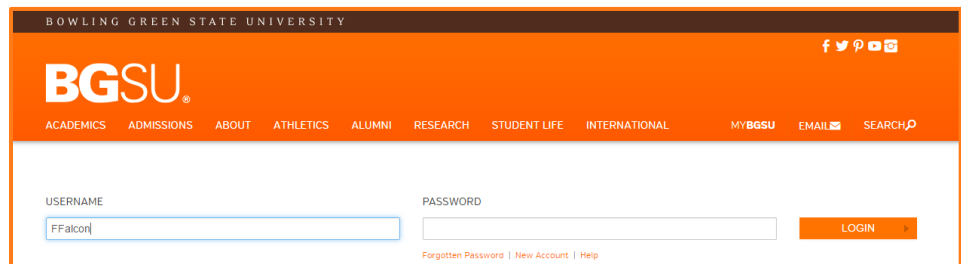| **SECTION I** **NAVIGATION** Begin the process at the bgsu.edu home page.	
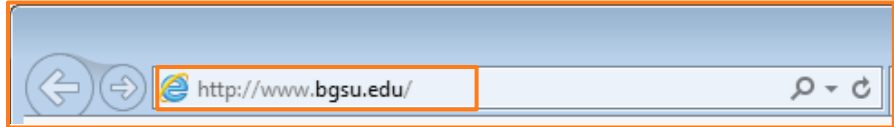
Step 1: Click MyBGSU	
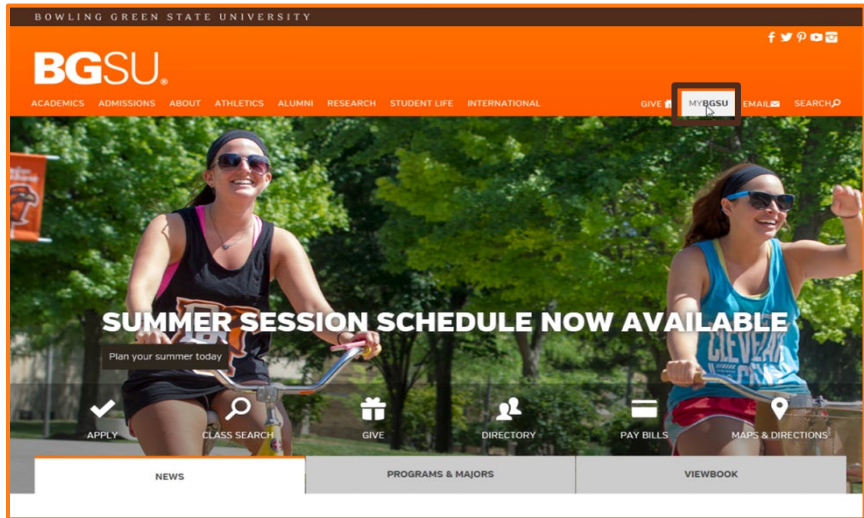
Step 2: Enter USERNAME and **PASSWORD** **Note:** These will be your BGSU network credentials. **Step 2a: Click Login**	

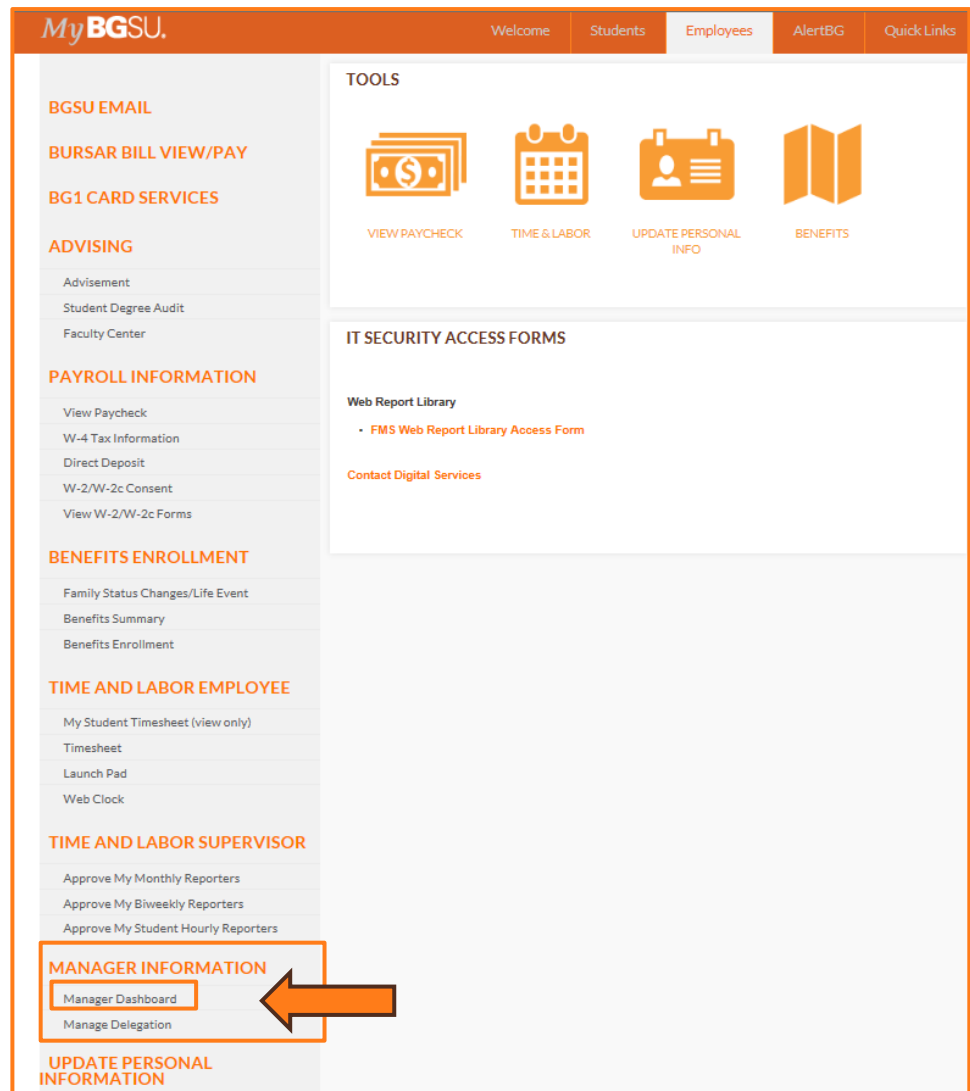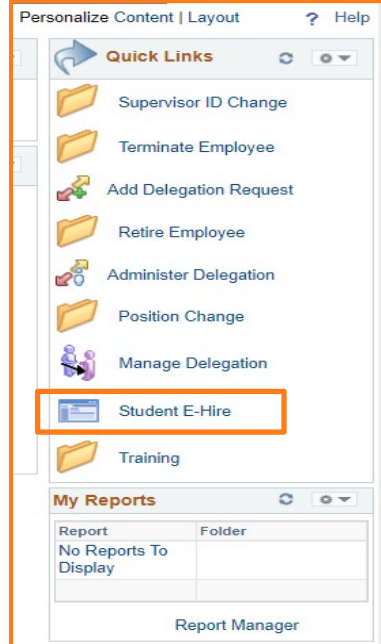|	
Step 3: Click Employees Tab Refer to the left navigation.	
Step 4: Under Manager Information - **Click Manager Dashboard** **Note**: If Manager Dashboard is unavailable to you, please go to Step 6	
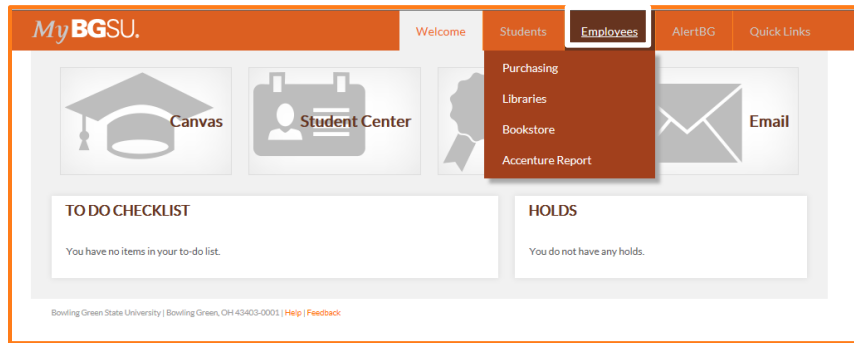
Step 5: Scroll to the Quick Links Menu to the right-hand side of the page.

Find and Click

 Student E-Hire

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.

SECTION II
STUDENT E-HIRE

Step 1: Enter in the student's EMPL ID (BGSU ID).

Step 2: Click [Add]

Find an Existing Value

Add a New Value

Empl ID 0020412345 🔍
[Add] ⬅

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 [OK]

Student E-Hire

Empl ID: ▓▓▓▓▓▓▓▓   ▓▓▓▓▓▓▓▓   Empl Record: Sequence Number: ☐ Contract Position

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

Figure 1: Example of message in header

Message

Student has accepted a FWS Award for the Aid Year 2024 as of today

[OK]   [Cancel]

Figure 2: Example of message box

SECTION III
JOB INFORMATION

Step 1:

Click

☑ **Contract Position**

Next:

Click

☑ **Commission Hire**

Student E-Hire

Empl ID: ▓▓▓▓▓▓   ▓▓▓▓▓▓▓▓   Empl Record: Sequence Number: ❶   ☑ 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: ____ 🔍   Work Begin Date: ____   Termination Date: ____

Job Code: ____ 🔍   Student's Supervisor: ____ 🔍

Hire Code: ____   Number Of Weeks Pay: ____   Pay-Rate: ____   Wkly Hours: ____   FTE: ____

Job Title: ____

Work Location: ____ 🔍   ☑ Commission Hire ⬅

Funding Program

*Work Program: Regular Department Funding ▼

Funding Dept 1: ____ 🔍   Funding Dept 1 Percent: ____

Funding Dept 2: ____ 🔍   Funding Dept 2 Percent: ____
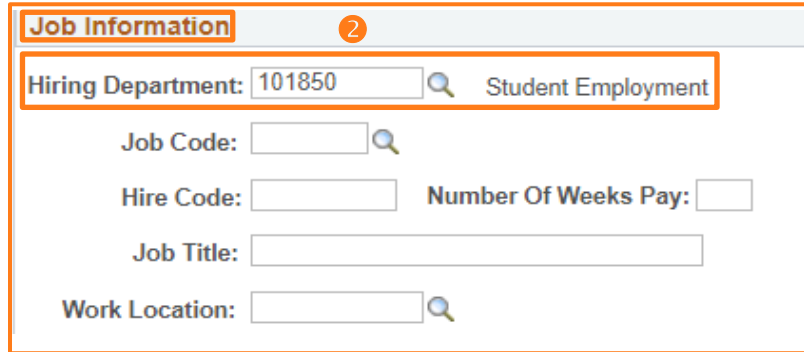
Funding Dept 3: ____ 🔍   Funding Dept 3 Percent: ____

Funding Dept 4: ____ 🔍   Funding Dept 4 Percent: ____

Step 2: Under the Job Information section, **select** the **Hiring Department**

Note: You may use the 🔍 (Magnifying Glass) as a look up and search by description (department name) for the valid department number.

Job Information ②

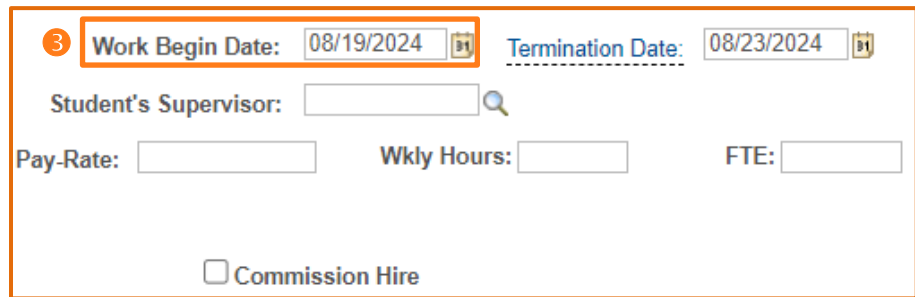| Hiring Department: | 101850 | 🔍 Student Employment |
Job Code:		🔍
Hire Code:		Number Of Weeks Pay:
Job Title:		
Work Location:		🔍

Step 3: Enter Work Begin Date

- The Work Begin Date is the first day the student is to report for work, including training or job shadowing.

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.

Enter Termination Date

- This will be the date following the last day the student worked.

③ Work Begin Date: 08/19/2024 📅   Termination Date: 08/23/2024 📅
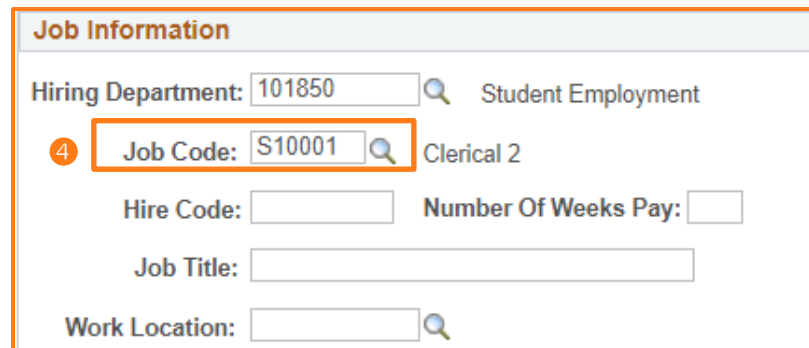
Student's Supervisor: _____ 🔍

Pay-Rate: _____   Wkly Hours: _____   FTE: _____

☐ Commission Hire

Step 4: Enter a Job Code for position being filled.

- 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

Job Information

| Hiring Department: | 101850 | 🔍 Student Employment |
④ | Job Code: | S10001 | 🔍 Clerical 2 |
Hire Code:		Number Of Weeks Pay:
Job Title:		
Work Location:		🔍

Step 5: Enter Student Supervisor **Note**: You may use the 🔍 (Magnifying Glass) to search via the Last Name of the supervisor.	⑤ Work Begin Date: 08/19/2024 📅 Termination Date: 08/23/2024 📅 Student's Supervisor: ▇▇▇▇▇ 🔍 Fox,Anthony Ray Pay-Rate: [ ] Wkly Hours: [ ] FTE: [ ] ☑ Commission Hire
Step 6: Enter Hire Code • 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	**Job Information** Hiring Department: 101850 🔍 Student Employment Job Code: S10001 🔍 Clerical 2 ⑥ Hire Code: 10185003 Number Of Weeks Pay: [ ] Job Title: [ ] Work Location: [ ] 🔍
Step 7: Enter Number of Weeks Pay • 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) .	**Job Information** Hiring Department: 101850 🔍 Student Employment Job Code: S10001 🔍 Clerical 2 ⑦ Hire Code: 10185003 Number Of Weeks Pay: [1] Job Title: [ ] Work Location: [ ] 🔍
Step 8: Enter Pay Rate • This will be the total amount paid to student.	Work Begin Date: 08/19/2024 📅 Termination Date: 08/23/2024 📅 Student's Supervisor: ▇▇▇▇▇ 🔍 Fox,Anthony Ray Pay-Rate: [$50.000000] Wkly Hours: [ ] FTE: [ ] ⑧ ☑ Commission Hire

Step 9: Enter Wkly Hours Note: If WKLY Hours are entered, FTE will automatically calculate. 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. OR This is the average number of hours/week in decimal relative to a 40 hour work week. • 10 hours = .25 • 20 hours = .5 • 28 hours = .7 Note: If FTE is entered, WKLY Hours will automatically calculate.	**Work Begin Date:** 08/19/2024 **Termination Date:** 08/23/2024 **Student's Supervisor:** [redacted] Fox,Anthony Ray ⑨ **Pay-Rate:** \$50.000000 **Wkly Hours:** 3.00 **FTE:** 0.075000 ☑ Commission Hire
Step 10: Enter Job Title The Job Title will match the position in the Job Index Listing and On-campus posting.	**Job Information** **Hiring Department:** 101850 Student Employment **Job Code:** S10001 Clerical 2 **Hire Code:** 10185003 **Number Of Weeks Pay:** 1 ⑩ **Job Title:** Student Assistant 1 **Work Location:**
Step 11: Enter Work Location where student will be working. • 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.	**Job Information** **Hiring Department:** 101850 Student Employment **Job Code:** S10001 Clerical 2 **Hire Code:** 10185003 **Number Of Weeks Pay:** 1 Pa **Job Title:** Student Assistant 1 **Work Location:** 95800 Bowen-Thompson Student Union

SECTION IV **FUNDING PROGRAM** **Note**: Positions hired via Commission Hire 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** ② *Work Program: Regular Department Funding ⌄ Funding Dept 1: 101850OP 🔍 Funding Dept 1 Percent: [ ] Student Employmen 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 ⌄ ③ 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: [ ]

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

Send to SES for Approval

Student E-Hire

Empl ID:		Empl Record:	Sequence Nu...	☑ 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 Compelete ☐ PERS Exempt ☐ PERS Enroll ☐ SSA-1945 ☐ Direct Deposit ☐ Ohio Fraud

Comment: [ ]   Send to SES for Approval ②

Employment Denied

Employment Approved

Entered By: BGSU Federal EIN: 346402018

Reviewed By:

🖫 Save   📑 Add   📝 Update/Display

Step 3: Review the Disclaimer

Click OK

- 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)
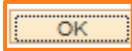
③

OK   Cancel

Step 4:
Review the Notification

Click [OK]

- 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	Lookup Recipient

To: ████@bgsu.edu

Delivery Options
☐ RichText

CC: tfox@bgsu.edu

BCC:

Priority: 2-Med

Subject: Request to Hire Student

Template: Dear ████

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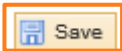
Please visit https://www.bgsu.edu/student-employment-

Message:

④

Click OK 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.

[OK] [Cancel] [Apply]

Step 5: Click [Save]

- 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 a Commission Hire employee.

Payment step is on the next page.

Student E-Hire

Empl ID: ████   Empl Record: ████   Sequence Number: ____   ☑ 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 Compelete ☐ PERS Exempt ☐ PERS Enroll ☐ SSA-1945 ☐ Direct Deposit ☐ Ohio Fraud

[Send to SES for Approval]
[Employment Denied]

Comment:

[Employment Approved]

BGSU Federal EIN: 346402018

Entered By:
Reviewed By: ⑤

[Save]   [Add] [Update/Display]

SECTION V
COMMISSION ADDENDUM

Once the commission hire has ended, the supervisor will download and fill in the Commission Addendum form for the student to be paid.

- **For extended Commission hires (i.e., semester musician), the addendum form should be submitted for each time work is completed.**

Once the form is completed and signed by the supervisor and student, the supervisor will send the form to the BGSU Payroll office directly.

The form can be located on the Student Employment Services website.
(Student Employment Services > BGSU Employers > Student Employment Forms > Commission Addendum)

COMMISSION ADDENDUM

BGSU
Payroll Office
Huntington Building
1851 N Research Dr. - Room 118
Bowling Green, OH 43403
Phone: 419-372-2201
Fax: 419-372-8600
payroll@bgsu.edu

This form is used for changing a commission amount (increase, decrease, or one-time payment) for a student employee.
Submit this form to:
Payroll Office
Huntington Building
1851 N Research Dr. - Room 118
Bowling Green, OH 43403

Section A: Employee Information

Student Name: _____
First   Middle   Last

ID: _____   Empl Record: ____

Department: _____

Department Name: _____   Job Code: S ____

Department	Payroll Speedtype	Program Code	Project ID –Grant	Payroll Speedtype

Section B: Payment

Requested Pay Date (based on pay schedule): _____/_____/_____ (MM/DD/YY)

Payment Amount: $_____   Dates Worked: _____

Hours Worked: _____

Budget to be charged:

Department	Payroll Speedtype	Program Code	Project ID –Grant	Payroll Speedtype

_____   _____
Student Signature   Date Signed

_____
Approved by (print)

_____   _____
Signature   Date Signed