Student Employment Services – Hourly Compensation
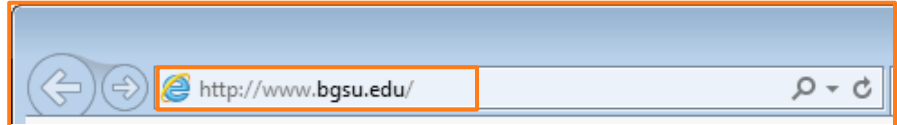
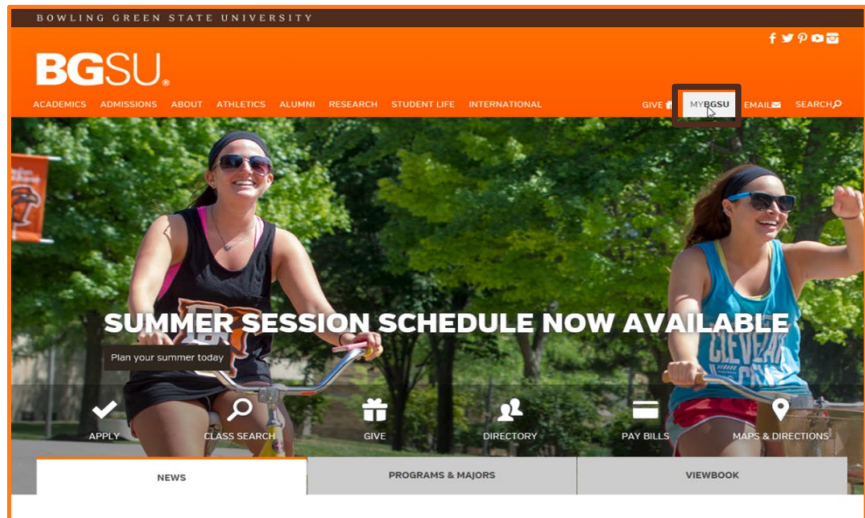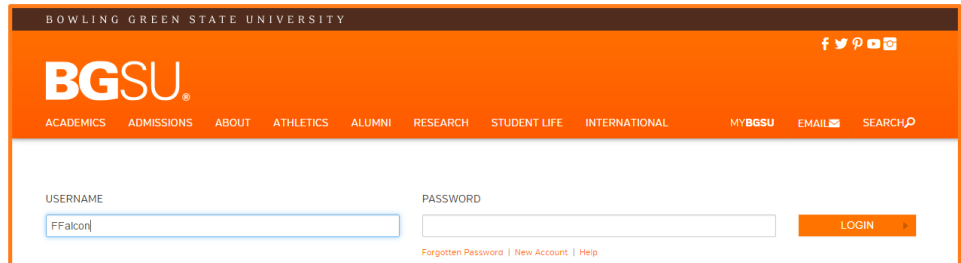|	
PROCESS OVERVIEW	The purpose of this reference guide is to provide instructions on how to hire students with hourly compensation. This document is set up according to the various tasks that may be performed when using Student E-Hire through Manager Self Service. 1. Begin at the **bgsu.edu** home page 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 credentials.* **Step 2a: Click Login**	

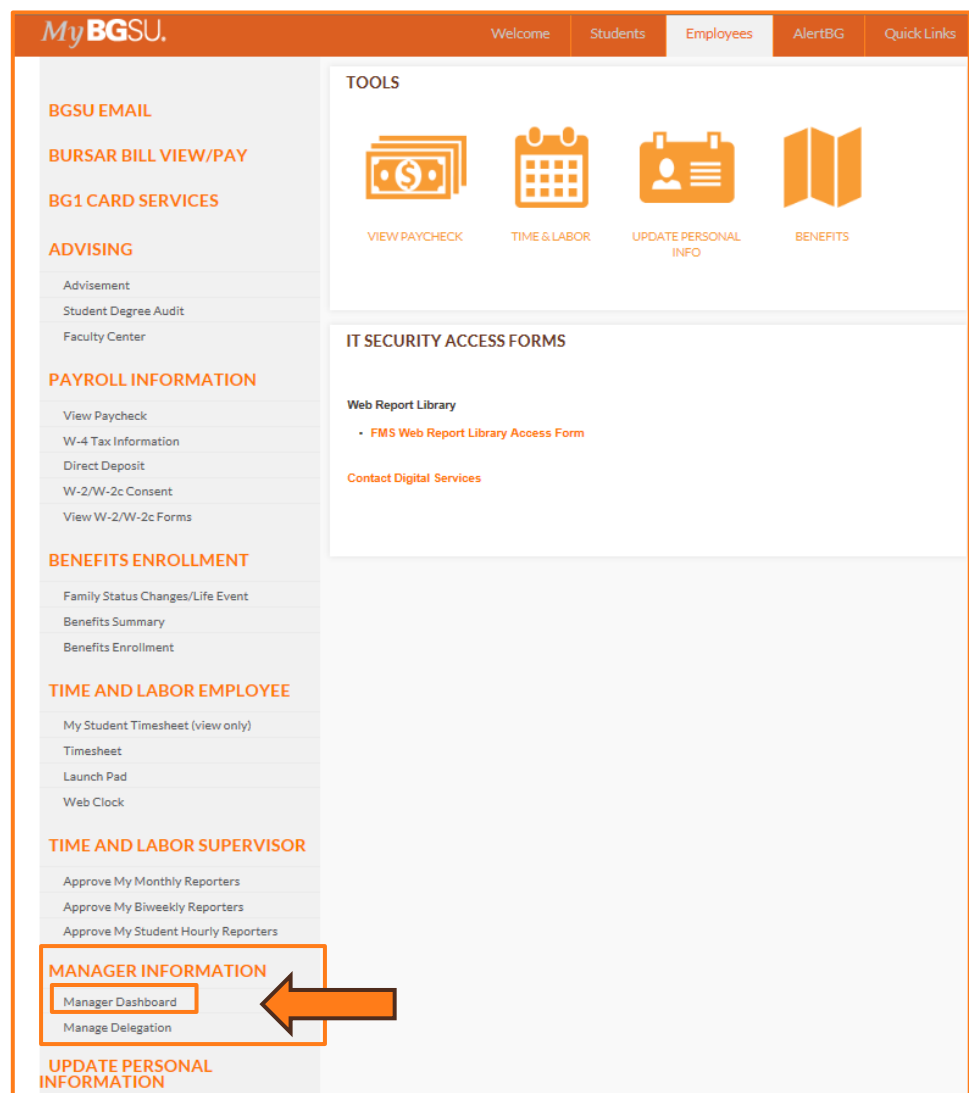|	
Step 3: Click Employees Tab Refer to the left navigation	
Step 4: Under Manager Information • **Click Manager Dashboard** *Note: If Manager Dashboard is unavailable to you, please go to Step 6*	
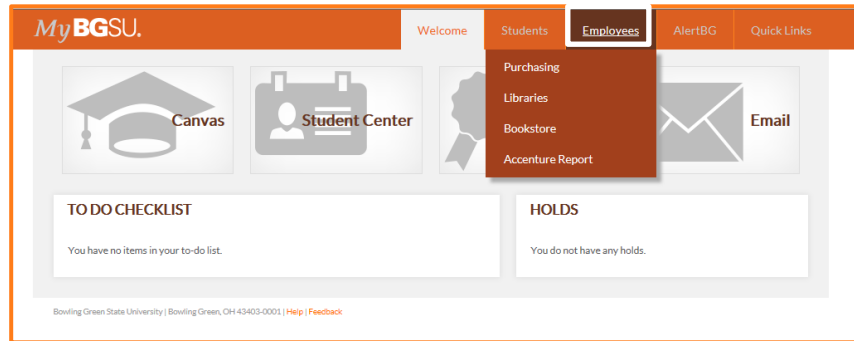
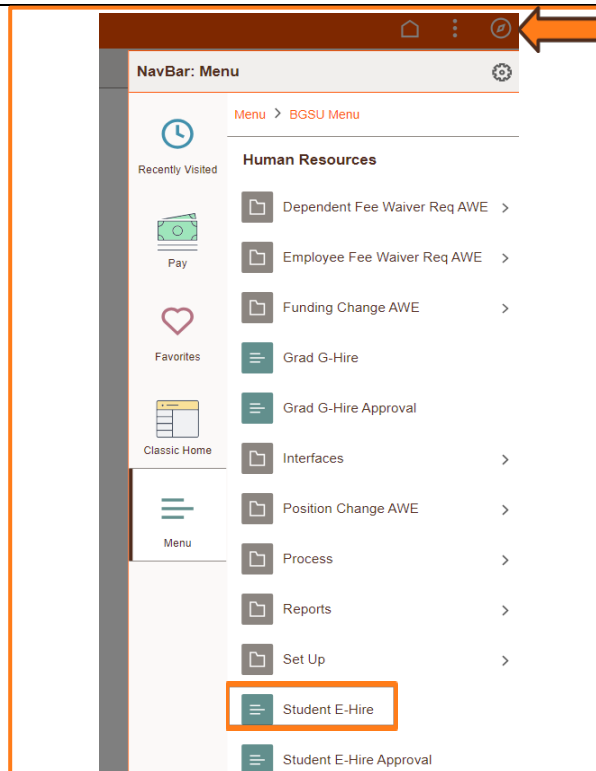|		
Step 5: Scroll to the Quick Links Menu to the right-hand side of the page. Find and Click 📧 Student E-Hire		Personalize Content | Layout ? Help ➡️ **Quick Links** ↻ ⚙️▼ 📁 Supervisor ID Change 📁 Terminate Employee 📁 Add Delegation Request 📁 Retire Employee 📁 Administer Delegation 📁 Position Change 👥 Manage Delegation 📧 Student E-Hire 📁 Training **My Reports** ↻ ⚙️▼ Report Folder No Reports To Display Report Manager
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		⬅️ ➡️ 🔲 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**.**		NavBar: Menu ⚙️ 🕐 Recently Visited Menu > BGSU Menu **Human Resources** 💵 Pay 📄 Dependent Fee Waiver Req AWE > 📄 Employee Fee Waiver Req AWE > ❤️ Favorites 📄 Funding Change AWE > 📄 Grad G-Hire 📄 Grad G-Hire Approval 📇 Classic Home 📄 Interfaces > 📄 Position Change AWE > ☰ Menu 📄 Process > 📄 Reports > 📄 Set Up > 📄 Student E-Hire 📄 Student E-Hire Approval
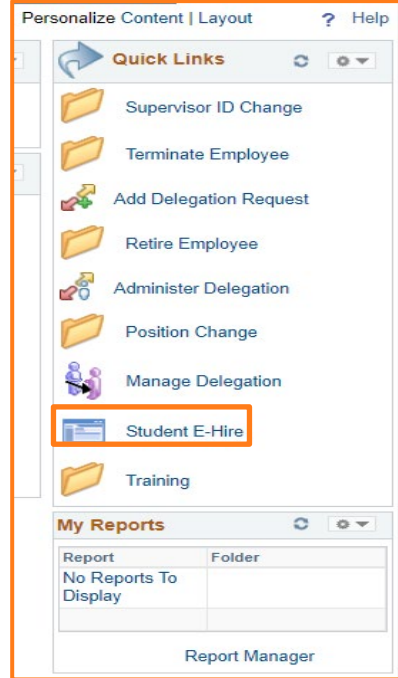
SECTION II
STUDENT E-HIRE

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

Step 2: Click Add

Add a New Value   Find an Existing 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.
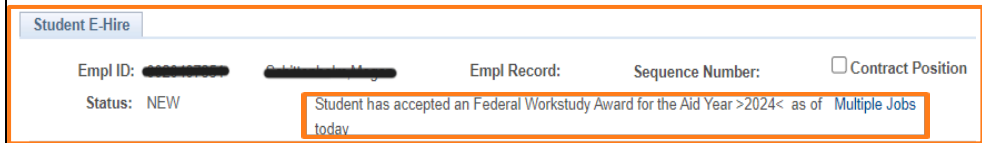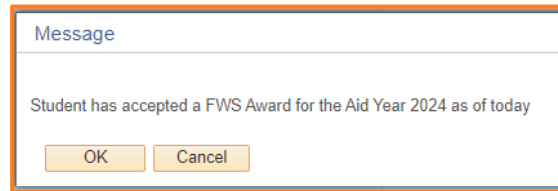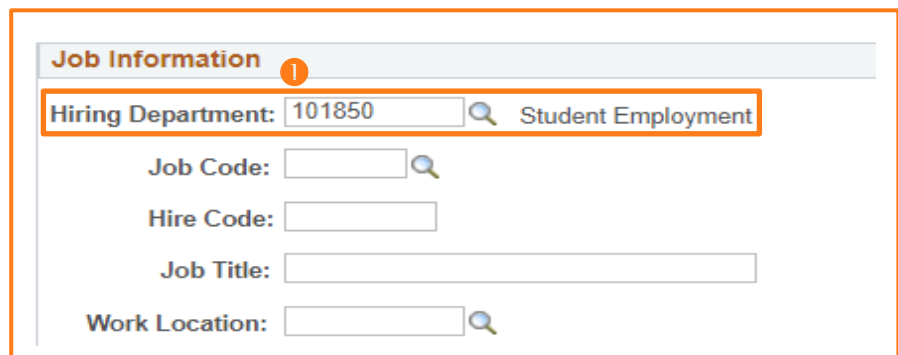
Message boxes may also appear.

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

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: 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

Hiring Department: 101850   Student Employment
Job Code:
Hire Code:
Job Title:
Work Location:

Step 2: 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.

Work Begin Date: 08/19/2024

Student's Supervisor:

Pay-Rate: Wkly Hours: FTE:

☐ Commission Hire

Step 3: 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 Approved Job Index Listing.

Job Information

Hiring Department: 101850   Student Employment

Job Code: S10001   Clerical 2

Hire Code:

Job Title:

Work Location:

Step 4: Enter Student Supervisor

Note: You may use the 🔍 (Magnifying Glass) to search via the Last Name of the supervisor.

Work Begin Date: 08/19/2024

Student's Supervisor: ▇▇▇▇▇▇▇   Fox,Anthony Ray

Pay-Rate: Wkly Hours: FTE:

☐ Commission Hire

Step 5: Enter Hire Code

- The Hire Code field will match the corresponding job title on the Job Index Listing.

Job Information

Hiring Department: 101850   Student Employment

Job Code: S10001   Clerical 2

Hire Code: 10185003

Job Title:

Work Location:

Step 6: Enter Pay Rate • Hourly amount will equate to at least minimum wage, and **must match the base rate in the Job Index Listing.** **Note: If Re-hire:** • Merit and longevity will not automatically carry forward. • Change form must be completed if department desires to continue merit/longevity.	**Work Begin Date:** 08/19/2024 ⑥ **Student's Supervisor:** ▮▮▮▮▮▮▮▮ 🔍 Fox,Anthony Ray **Pay-Rate:** $12.000000 **Wkly Hours:** **FTE:** ☐ Commission Hire
Step 7: Enter Wkly Hours This is the average hours the student will work per week. Maximum hours permitted is 28 hours per week for domestic students and 20 hours per week for international students for all jobs combined. *Note: If WKLY Hours are entered, FTE will automatically calculate.* .	**Work Begin Date:** 08/19/2024 **Student's Supervisor:** ▮▮▮▮▮▮▮▮ 🔍 Fox,Anthony Ray **Pay-Rate:** $12.000000 **Wkly Hours:** 12.00 ⑦ **FTE:** 0.300000 ☐ Commission Hire
Step 8: Enter Job Title The Job Title will match the position in the Job Index Listing and On-campus posting request.	**Job Information** **Hiring Department:** 101850 🔍 Student Employment **Job Code:** S10001 🔍 Clerical 2 **Hire Code:** 10185003 ⑧ **Job Title:** Student Assistant 1 **Work Location:** 🔍
Step 9: Enter Work Location where student will be working. • Use the 🔍 (magnifying glass) to choose the numeric work location. Typing the building name in the "Description" field shortens the list.	**Job Information** **Hiring Department:** 101850 🔍 Student Employment **Job Code:** S10001 🔍 Clerical 2 **Hire Code:** 10185003 Pa ⑨ **Job Title:** Student Assistant 1 **Work Location:** 95800 🔍 Bowen-Thompson Student Union

SECTION IV
FUNDING PROGRAM

Step 1: Select Work Program

- Always select Regular Department Funding – Federal Work Study funding is set up automatically through backend processes.

Note: FWS funding is only available during fall and spring terms.

Note: Community Service funding only eligible for Family Literacy department.

Step 2: Add Department Funding portion for Regular Employment

This is the GL Combination Code.

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.

Step 3:   Add Funding Percentage for Regular Funded Students

Total percentage(s) **must** equal 100%

- 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.

Figure 4: Example of Regular Funding Department

Step 4: Multiple Funding Sources

If there are multiple Funding Sources; student must be paid via Regular Funding.

Repeat Steps 2 and 3 until percentage of all sources equals 100%.

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 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 Number: ☐ Contract Position

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

Job Information

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

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

Hire Code: 10185003 Pay-Rate: $12.000000 Wkly Hours: 12.00 FTE: 0.300000

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: 100.000 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 ②

Employment Denied

Employment Approved

Comment:

Entered By: BGSU Federal EIN: 346402018

Reviewed By:

🖫 Save 📝 Add 📝 Update/Display

Step 3: Review the Disclaimer

Click OK
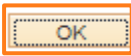
- If new employee to BGSU, additional messages will appear.
- Student will not be cleared for work until onboarding forms are completed.
- Students that are or were previously BGSU employed may have a Direct Deposit message appear.

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)
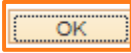
OK Cancel
③

Step 4: New students only - 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 on-line via the SES New Hire Paperwork link.

If Cancel or Apply is clicked, no notifications will be sent.

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]
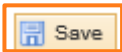
- Status of the employee will appear as "Pending".

- 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 an E-Hire Hourly Compensation employee.

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 today Multiple Jobs

Job Information

Hiring Department: 101850 🔍 Student Employment Work Begin Date: 08/19/2024 📅

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

Hire Code: 10185003 Pay-Rate: $12.000000 Wkly Hours: 12.00 FTE: 0.300000

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: 100.000 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]

Comment:

[Employment Denied]

[Employment Approved]

Entered By: BGSU Federal EIN: 346402018

Reviewed By: ⑤

[💾 Save] [📷 Add] [📝 Update/Display]