

Student – Hiring

This document covers all student hiring actions, regardless of the student's employment history, type of job (internship or not) and method of payment.

Due to the complexity of the hiring process, the redesigned forms are being delivered in phases. This first phase covers the creation of student employee positions and hiring student employees who have never worked for the university. The next phase will cover actions for existing employees.

During the current phase, existing forms are still used for the hiring portion for existing employees. This is covered in Appendix A of this document. All processes start from the same link.

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Selecting the Employee

The first stage in hiring a student employee is to select the student. When hiring a student you must use the student's APID. The system verifies hiring eligibility against student information.

If the student has other assignments, those assignments appear at the bottom of the window.

Other Assignments											
Pers. No.	APID	Employee Name	Name of Action	Start Date	Assig. End Date	Status	Org Unit	Org Unit Name	Job Title	Employee Sub Group	Payroll area
			Term/Separation/End of Assign.	11/20/2011		Withdrawn	10078930	BRODY COMPLEX	Student Food Service Assl	Student	B1

To process a student form

1. Click on **Unit Administrator > Administrative Services > Students: Hire/Rehire/Additional Assignment.**
2. Enter the **APID**.
3. Enter the **Start Date**.
4. Click the **Search Employee** button.
5. Click the **Create Position** button.

Creating the Position

Student positions are created whenever a process is initiated, as part of a continuous process. A position is always created, whether for a hire, rehire, or additional assignment.

Position Header

The first step in creating the position is to enter the organizational unit. The system then prompts you with a series of Yes/No questions. Your responses to these questions drive additional questions. The end result is a set of student job titles that correspond to your responses.

- **Will you be paying this employee a LUMP Sum?** Also known as project pay, this means you pay the student on a lump sum basis rather than hourly.
- **Is this an Internship?** Indicates whether or not this position is an internship. Internships may be paid or unpaid.
- **Is this internship paid?** If you respond No to the first question, indicating you are not paying this employee a lump sum, and Yes to the second question indicating that this is an internship, this third question appears asking whether or not this is a paid internship.

Below are two examples of the questions you may see and resulting **Job** menus.

Will you be paying this employee a LUMP Sum?:

☐ Yes

☒ No

Is this an Internship?:

☐ Yes

☒ No

Job:

Min. le

20002860 Student Animal/Veterinary Assistant I
20002861 Student Animal/Veterinary
20002862 Student Athletics/Recreat
20002863 Student Athletics/Recreation Assist II
20002864 Student Clerical Assistant I
20002865 Student Clerical Assistant II
20002866 Student Clerical Assistant III
20002867 Student Food Service Assistant I
20002868 Student Food Service Assistant II
20002869 Student Grounds/Horticulture Assist I

Will you be paying this employee a LUMP Sum?:

☐ Yes

☒ No

Is this an Internship?:

☒ Yes

☐ No

Is this internship paid?:

☒ Yes

☐ No

Job:

Min. le

20002877 Student Intern I
20002878 Student Intern II
20002879 Student Intern III
20002880 Student Intern IV

0.00

To enter position header information

1. Enter or search for and select the **Organizational Unit** of the position.
2. Respond to the additional questions presented.
3. Select the appropriate **Job** from the drop-down list. The system populates the minimum and maximum pay rates.
4. Click the **Next Step Supervisor** button.

Supervisor

Supervisory responsibilities include general supervision and time approval. The relationships are between the student's position and the supervisor and time approval positions, though it is generally easiest to search for the position based on the person holding that position.

- **Supervisor** represents the person who oversees the student's work.
- **Time Approval** represents the person responsible for approving the student's time in the system.

If both tasks are being performed by the same person, select the check box. You then need to enter only the Supervisor. The supervisor information automatically defaults in as the Time Approver. Otherwise you must select both a supervisor and the person who will approve time.

To enter supervisor information

1. Check the check box if both functions are performed by the same person.
2. Search for and select the **Supervisor**. If there is more than one entry for the person, choose the entry whose dates correspond to the hiring dates.
3. If you did not check the box, also search for and select the **Time Approval** position. If there is more than one entry for the person, choose the entry whose dates correspond to the hiring dates.
4. Click the **Position Overview** button.

Position Overview

The last step in creating the position is the Position Overview. Review the position information for accuracy, clicking the tabs to view each subject. You may change editable fields as needed. Once you have determined the position is correct, click the button to proceed to the hiring stage. The button name displays the appropriate process based on the person's status with the university:

- **Hire Employee**, if the person is new to the university or brand new to the HR-Payroll system.
- **Re-Hire Employee**, if the person was previously employed by the university but has had a break in service.
- **Add Assignment**, if the person is currently employed by the university.

The new form opens in a separate window. The form title reflects the process, for example Hire. Once this window is open, the position window may be closed at any time.

The following sections cover the **Hire Employee** process. For information on rehiring or adding an assignment, see Appendix A.

Saving the Form

If at any point you wish to save the form and finish it later, click the **Save Draft** button at the top of the window. When you close the window, the system saves a draft of the form to your HR – Payroll Inbox. At any time you can click the link in the Inbox to open the form and complete it.

Placing the Employee in the Position

You move through the steps in the process using buttons at the top of the screen.

- Click the **Next** button to validate the information on the screen and advance to the next step. Any errors must be corrected before moving forward. Because options presented are based on information previously entered, you are less likely to encounter errors.
- Click the **Previous** button to go back to the previous screen.

You can also:

- Click any step in the **Navigation Bar** to go directly to that section of the form.



- Go directly to the final summary step and enter all the information on one screen.

However, these options bypass the validation that occurs when clicking the **Next** button. All validation occurs after you click the **Check** button and you receive all error messages in one long list.

Here are some additional tips for completing the form:

- Use the Tab key on the keyboard to move from field to field.
- Where you see a **search**  button, you can press the F4 key to open the search window, rather than clicking on the button.
- Fields may appear cut off if the window is not fully open or not set to 100%.

Personal Details

Data is populated here from the Student Information System. Some fields can be edited. Verify that the name matches the name on the Social Security Number card and check the box. If the name does not match, send a copy of the Social Security card to central HR and they will update the student's record to match the card. For international students, an SSN is generated by replacing the A in their APID with two zeroes (00) and removing the last digit from the APID.

All student employees, regardless of citizenship, must have a completed I-9 form on file. The I-9 form must be completed within three days of the employment date and the original sent to central HR.

To enter Personal Details

1. Complete the Personal Details for the employee.
2. Click the **Next** button.

Organizational Assignment

The position information shown here cannot be edited. If any information listed here is incorrect, you must start again from the beginning.

Click the **Next** button when you are ready to continue.

Planned Working Time

The system displays the applicable work schedule rule and employment percent. These fields are not editable.

Click the **Next** button when you are ready to continue.

Pay and Cost Distribution

At least one pay and cost distribution row must have an end date of 12/31/9999. You may also enter additional accounts with end dates, such as contract and grant accounts.

To enter pay and cost distribution information

1. Do one of the following:
 - If paid hourly, enter the hourly rate in the box provided.
 - If paid a lump sum, enter the lump sum amount in the box provided.
2. Search for and select a **Fund**. If you have created a Personal Value List, you may have to press F4 to override your personal values. If you type the account number, press Enter after typing it to default the other required accounting information.
3. If necessary, search for and select other funding elements. If a WBS Element (sub-account) does not appear in a row after the account number is entered this means that there is more than one option for that account. If no sub-account is entered, WBS Element defaults to "No_Sub-Account."
4. Repeat the above steps for each additional funding line. To add more rows, click the **Add Row**  **Add Row** button and repeat the above steps. To remove a row, click the **Remove Row**  **Remove Row** button.
5. Click the **Next** button when finished entering permissible accounts.

Additional Information

Depending on the answers to Additional Information questions, additional detail may be required. If the applicant has relatives working in the same department, the Conflict of Interest form must be faxed to the number on the form. The Attachments screen has a link to the Conflict of Interest form. Conflict of interest still applies only when the student is supervised by a full time employee.

To enter Additional Information

1. Answer each question.
2. If prompted, provide any requested additional detail.
3. Click the **Next** button.

Attachments

Any required attachments are listed at the top of the form with a checkbox next to each item required. Important Links at the bottom of the screen provide links to policies and procedures that may apply, and to forms that can be attached and submitted. Review this information as needed.

To enter comments and attach documents

1. Upload the required attachments indicated.
2. Enter any comments in the **New Comments** field.
3. Click the **Next** button.

The screenshot shows the 'Attachments' section of a web form. At the top, there is a header bar labeled 'Attachments'. Below this, the 'Attachment Type' is set to a dropdown menu with a yellow background. To the right of the dropdown are three buttons: 'Browse...', 'Upload' (highlighted in yellow), and 'Delete Attachment'. Below the buttons, there are two text input fields. The first is labeled 'New Comments' and the second is labeled 'Previous Comments'. Below the input fields, there is a section titled 'Important Links' with a list of links: [Americans with Disabilities Act](#), [Background Check](#), [Conflict of Interest Form](#), [Driver's Certification](#), [Exposure to Health Risk/Physical Demands](#), [MSU Acceptable Use of Computing Systems](#), [MSU Drug Free](#), [Michigan Right To Know](#), and [Student Employment Policies and Procedures](#).

To upload an attachment

1. Select the attachment being uploaded from the **Attachment Type** drop-down list.
2. Click the **Browse** button to locate and select the attachment.
3. Click the **Upload** button to attach the file.
4. If desired, check the box for the attachment.

Repeat this process for each additional attachment.

Summary Form

A summary of all information is displayed for final review and error checking. Review the completed form, making any needed changes to the information.

Click the **Check** button to have the system perform a final check of the information. Correct any remaining errors.

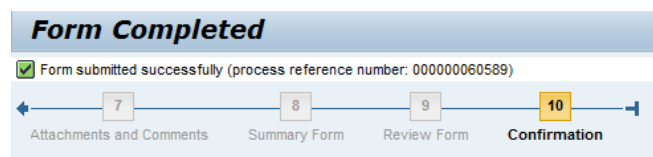
At this point you can generate a PDF by clicking the **Generate PDF** button. The PDF version of the form opens in a new window, and can be saved or printed.

As the form routes for approvals, approvers are able to view the form as a PDF by clicking the **Generate PDF** button.

Review Form and Confirmation

You are now ready to send the form for approval.

Click the **Send** button to route the completed form for approval. Upon successful submission, the HR/payroll system displays a process reference number.



The form then enters workflow. The form routes for all unit approvals, then updates the HR/Payroll system if approvals beyond the unit level are not required. If approvals beyond the unit level are required the form routes appropriately.

- Internships route to Career Services for approval, who then approves it to update the HR/Payroll system. No manual entry is done.
- Students paid on a lump sum basis route to central HR for approval. Central HR reviews the form, then approves it to update the HR/Payroll system. No manual entry is done by central HR.

As the form routes for approvals, approvers are able to view the form via the Summary Screen or as a PDF by clicking the **Generate PDF** button.

Attachments are an important part of the hiring process. To ensure that all appropriate attachments are available to all approvers, approvers cannot add or remove attachments. If attachments must be changed, the approver should reject the form back to the initiator.

Additional Information for New Hires

- Reference guide [General Instructions and Tips for New HR/Payroll Forms](#) for information on the new forms, including more specifics on topics such as error messages, auto-complete and saving drafts.
- Quick guide [Personal Value Lists](#), on how to create and use Personal Value Lists.

Appendix A: Filling Out the Re-Hire or Additional Assignment Form

If the student has been previously employed by the university you are presented with a **Re-Hire** or **Add Assignment** button after entering position information. These actions are currently performed using the older Adobe forms. This appendix covers these actions using the older forms. The focus is on hiring students paid on an hourly basis. Information specific to internships and lump sum payments is at the end of this document.

Note that you still need to enter pay and cost information on this form since that information is not part of the position overview.

The form opens with information populated based on the student's current employment status. The **Basic Data** section contains information already entered during the process. If any of this information is incorrect, you must start over or contact the Student Employment Office if there is a discrepancy.

Student Employee Details

This section of the form holds the name of the student, which must exactly match the name that appears on their Social Security Card. Once you have verified the name, check the box to indicate that. For rehires and additional assignments this box is already checked, since the student was previously employed.

I-9 and Citizenship Information

All students, regardless of citizenship, must have a completed I-9 form on file. The form includes a link to the I-9 form. This information is prepopulated for additional assignments and rehires.

The Student Employment Office notifies units if/when rules change regarding international students. Any policy regarding international student employees can found on the [Office for International Students and Scholars website](#).

Planned Working Time

The **Work Schedule Rule** defaults to **Standard Student** and should not be changed. Employment % can also be left at the default of 100.

Basic Pay

Enter the student's hourly rate, which must be within the range shown on the form.

Cost Distribution

The cost distribution section defines permissible accounts the student can be paid from. Accounts entered here cannot have end dates, since student positions do not have end dates. To pay a student from an end dated account, such as a contract and grant account, complete a cost distribution after the student is employed to add the grant account.

Note: If you try to add an assignment for a student who has an active no pay assignment that does not have a pay and cost record, you will receive a hard stop error message that says "Please create cost distribution with 100% for this hourly employee, and Please specify a percentage greater than 0." Save a draft of the form and contact central HR to correct the issue. Once

corrected, you will be able to process the form. This is a known issue that will be corrected when the new Student Add Assignment form is released.

Actual costs are driven by student time as it is entered.

To enter funding information

1. Click the **search**  button to the right of the **Account (Fund)** field.
2. Enter the account (fund) in the box provided, including *MS* at the beginning, or search for and select the account.
3. Click the **Submit** button. Valid sub-accounts and sub-objects are populated.
4. Leave no sub-account selected, or select a sub-account if applicable.
5. If applicable, select a sub-object.
6. Enter 99999999 for the General **Org Ref ID** or search for and select one.
7. If applicable, search for and select a **Project Code**.
8. Click the **OK** button in the bottom right. Codes for the selected options are populated on the form.
9. Enter a percentage for the funding information. All percentages should total 100.
10. Repeat the above steps as needed for additional funding lines.

Policies

Students must review and complete each of the policy forms, even for rehires or additional assignments. Print the forms so students can read them or have students open the links so the policies can be read on screen. Check the box next to each policy name as it is reviewed.

All Student Employee Policies

Below, please select all policies that the student has reviewed and completed (the completed form will remain at the department level)

☐ [*Michigan Right-to-Know](#)
☐ [*MSU Drug Free](#)
☐ [*Accommodations - Persons with Disability](#)
☐ [*Student Employment Policies & Procedures](#)

Job Specific Policies

If this employee requires a [Background Check](#), please fill out the form at the link provided and send to Central HR

Does this employee require a [Driver Certification](#) form?

If yes, what date was the Driver Certification form completed? (Date format: MM/DD/YYYY)

☐ Is it required for this student to complete an [Exposure to Health Risk/Physical Demands](#) form?
☐ Is it required for this student to complete the [MSU Acceptable Use of Computing Systems](#) form?
 Is it required for this student to complete the [Relative Employed in Unit](#) form?

Previous Comments

New Comments

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If the position the student is being employed for requires special certifications or skills, complete the **Job Specific Policies** section. For example, if a student is going to be driving shipments of goods around campus, they may be required to fill out the driver certification form. Date fields are provided next to the specific policy so that you can indicate when the form or policy was completed.

Submitting the Form

Once the form is completed it is ready to submit. Make sure any necessary attachments have been attached.

To attach files

1. Click the **expand tray**  icon to the right of the **Attachments and Help Lookup** band. The **Attachments** and **Help Lookup** bands appear.
2. Click the **expand tray**  icon to the right of the **Attachments** band.
3. Click the **Add Attachment** button.
4. Under Attachment Type, select **General Attachments**.
5. Click the **Browse** button to locate and select the file to be attached.
6. Click the **Upload** button to attach the file.
7. Repeat steps 3-6 for any additional attachments.

To delete an attachment

1. Check the box next to the attachment.
2. Click the **Delete Attachment** button.

To submit the form

1. Click the **Check and Send** button to validate the form.
2. Click the **Send** button to submit the form into workflow. A confirmation message appears, including a reference number.

Internships

When hiring a student to an internship, an additional **Internship** section appears in the form. Enter the **End Date** and **Midpoint Evaluation Date**, and check the policy boxes to indicate your understanding of them.

Internship	
Internship	Yes
Paid	Yes
*Internship End Date (this date cannot exceed one year from the start date of the internship)	(Date format: MM/DD/YYYY)
*Midpoint Evaluation Date (please select the date when the midpoint evaluation will be completed)	(Date format: MM/DD/YYYY)
Internship Policies To request a copy of the Internship at State handbook please email careerservices@msp.su.edu By selecting this policy you signify that you understand that an internship must include:	
☐ *Work that will make a significant contribution to the unit.	
☐ *Performance evaluations and supervisor feedback that is regular and focused.	
☐ *An experiential learning environment.	

Lump Sum Payments

The form used when paying students a lump sum differs. Enter the **Lump Sum Amount**. In the **Description** field, explain why hours cannot be tracked for the position, and enter information funding information in the comments section of the form. Only general fund accounts can be used to process the form. Submit a cost redistribution if the student should be paid from a grant account. Central HR enters the cost information when the form reaches them after unit approvals.

Additional Information for Re-Hire and Add Assignment

Reference guide [Cost Distribution](#) to complete the position cost distribution.

Appendix B: Student Employee Work Hour Policies

The HR/Payroll system strictly enforces student employee work hour policies of 29 hours per week (20 for international students), regardless of the number of positions worked and/or graduate assistantships. For example, if a student works 20 hours Sunday through Wednesday for MSU Stores; that student can only work a maximum of 9 hours Thursday through Saturday for MSU Concessions. During finals week, semester breaks and during the summer, all students are limited to 40 hours per week. The 20/29 hour limit applies during the academic year (fall and spring semesters).

Students receive two warnings when violating the 29 hour rule before being automatically terminated from employment on the third offense. Students that are terminated for this offense cannot be rehired into any hourly position at MSU for six weeks.