University of Connecticut

Hiring an Employee: Student Employee

Overview

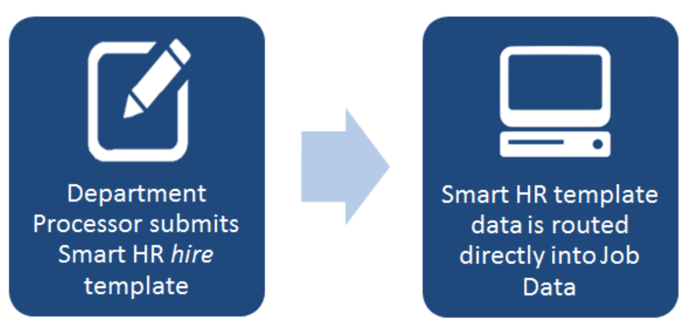
The Department Processors are responsible for initiating a Smart HR hire for Student Labor, Workstudy and Non-UConn Student employees. Once the template is complete, the hire is routed directly into Job Data. Student employee hires do not go through the same process as the rest of the UConn employee population as there is a much larger group of student employees. It is assumed that the hiring of a student employee is already approved by Student Employment, which is why the templates are not routed to Department Approvers or the Payroll Department, but instead routed directly into Job Data (with the exception of Non-UConn Student hires which are routed to the Student Employment Unit.

Most information on the Smart HR Hire template will auto-populate due to the integration with Student Administration. Therefore, it is critical the information in Student Administration is accurate so the hire template is completed correctly.

There are three Smart HR hire templates for hiring student employees:

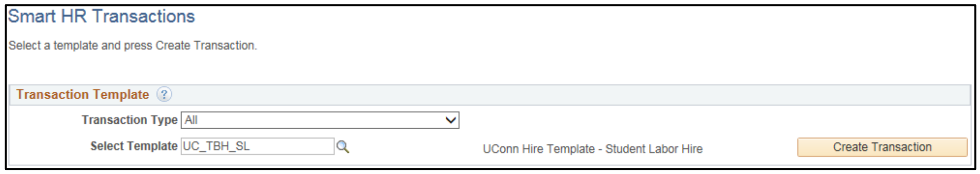
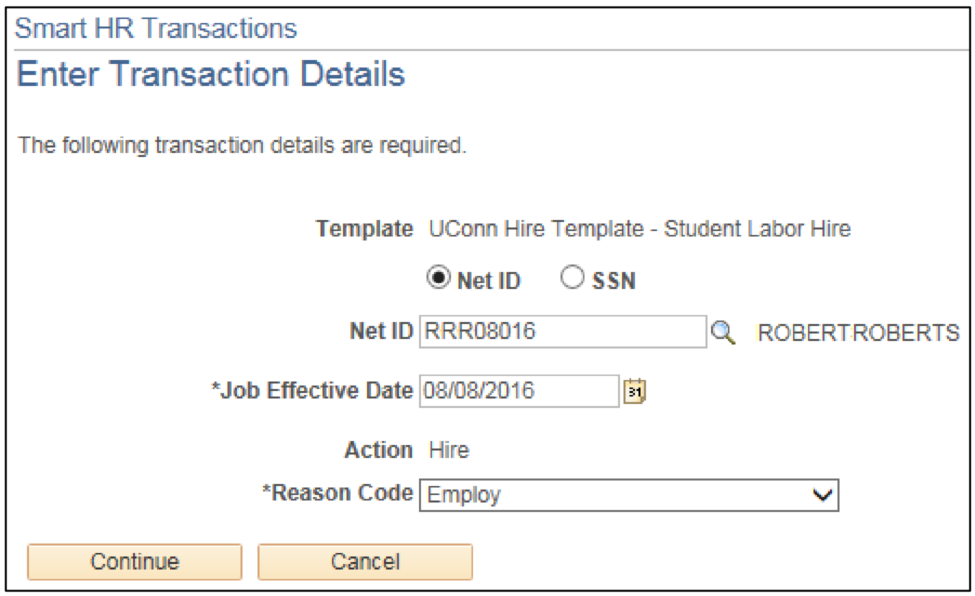
- UC_TBH_SL: Student Labor hire
- UC_TBH_WS: Workstudy Student hire
- UC_TBH_NUCS: Non-UConn Student hire

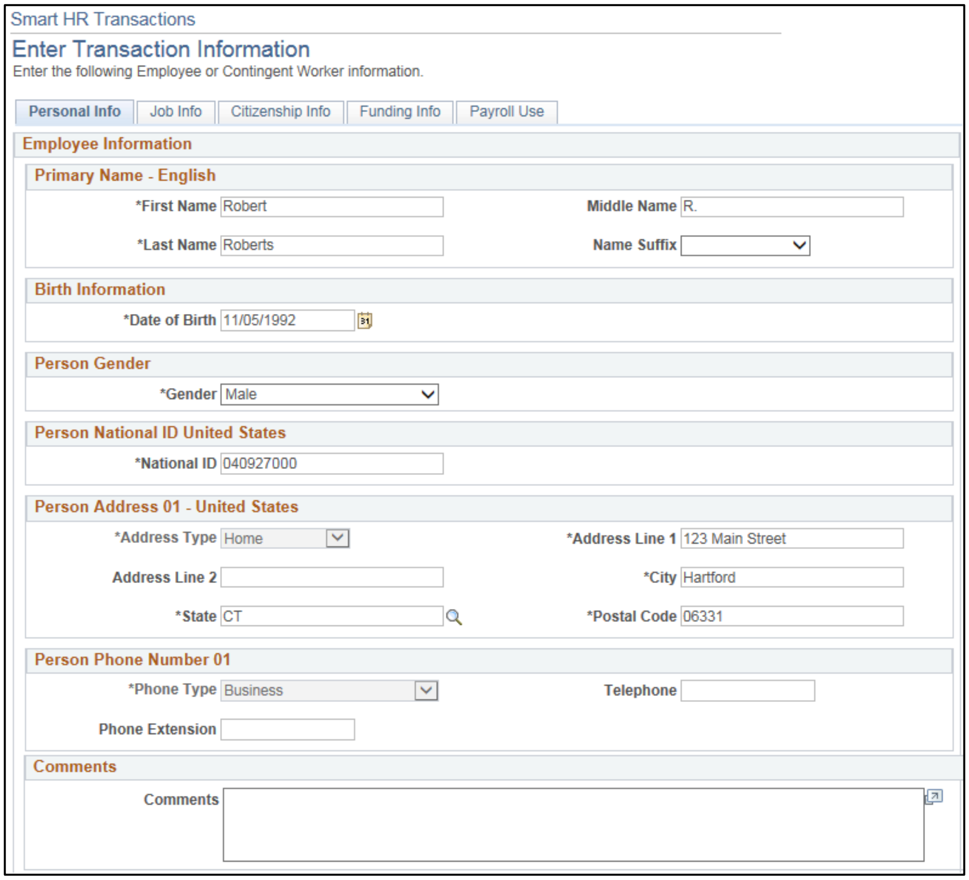
Business Process



Process Steps: Student Labor Hire

Scenario: In this example, Robert Roberts is being hired as a Student Library Specialist to the library.

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>1</td><td colspan="2">Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions</td></tr>
<tr><td>2</td><td>On the Smart HR Transactions page, select the following:
Transaction Type: All
Select Template: UC_TBH_SL
Click Create Transaction.</td><td>
</td></tr>
<tr><td>3</td><td>On the Enter Transaction Details page, enter the following:
NetID: It is strongly encouraged to enter the employee’s Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible.
Job Effective Date: This auto-populates to the current date. Update if necessary.
Action: This will default to Hire.
Reason Code: Select a reason for the hire action. In this example, select Employ.
Click Continue.</td><td>
</td></tr>
</table>

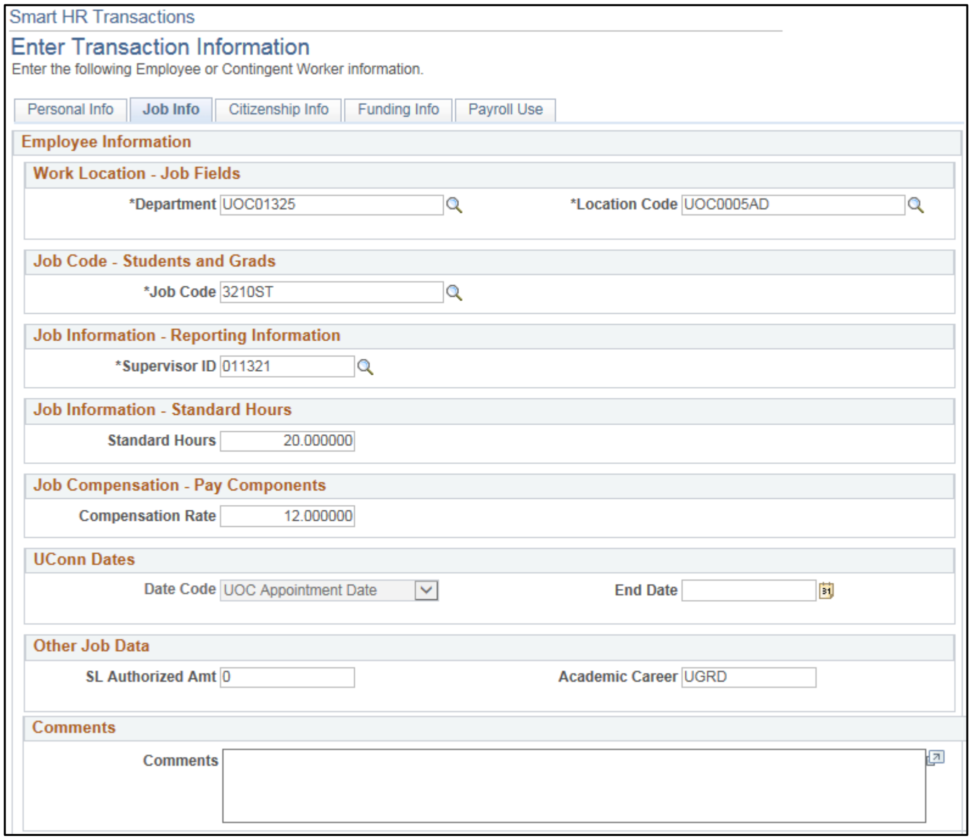
Step	Action	Screenshot
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Student Administration. Enter the remaining information. **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>5</td><td>
Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration.

Ensure the remaining required fields are complete :

Department
Location Code
Job Code
Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet.
Standard Hours
Compensation Rate
End Date

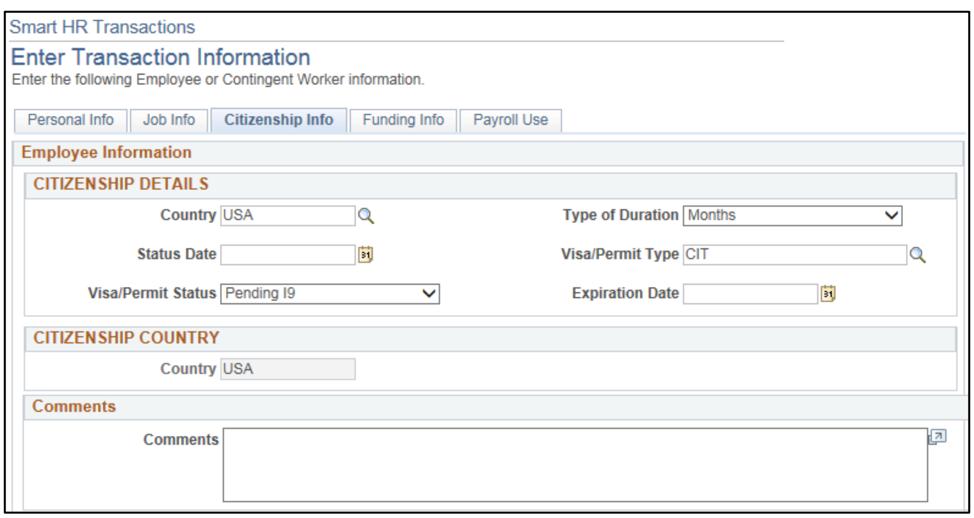
Note: You will not be able to move to the next tab until all required information is entered on this tab.

When all of the applicable information is entered, move to the Citizenship Info tab.
</td><td>


</td></tr>
<tr><td>6</td><td>
The information on the Citizenship Info tab will auto-populate from the integration from Student Administration.

Department Processors will need to enter any additional information on this tab:

Status Date: The status date does not auto-populate from Student Administration. Enter the I-9 approval date.
Expiration Date: Enter the date the Visa/Permit Status expires, if applicable.

Move to the Funding Info tab.
</td><td>


</td></tr>
</table>

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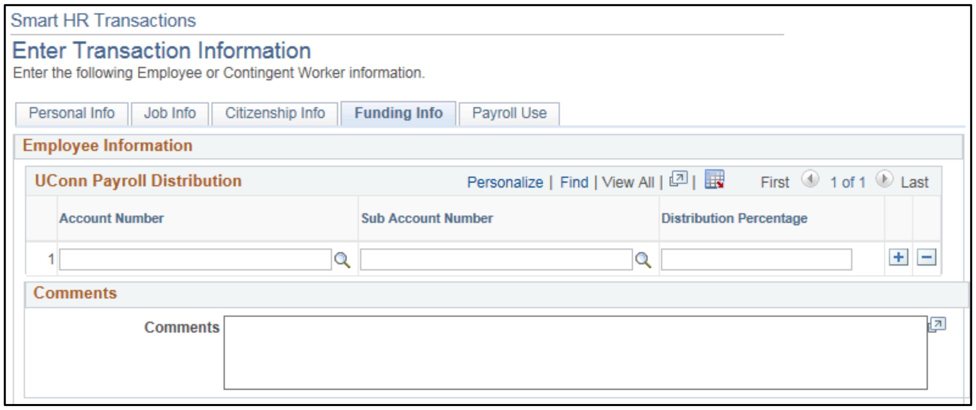
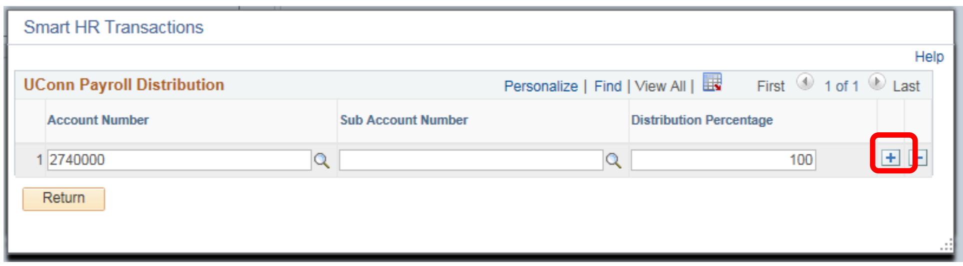
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>7</td><td>Funding information will not auto-populate. Department Processors need to enter all required information.

Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.

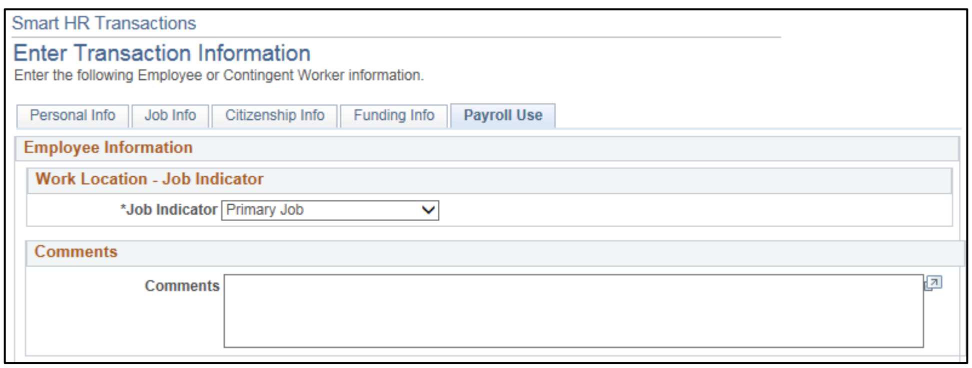
Note: In Core-CT, student employees can have more than one funding account.

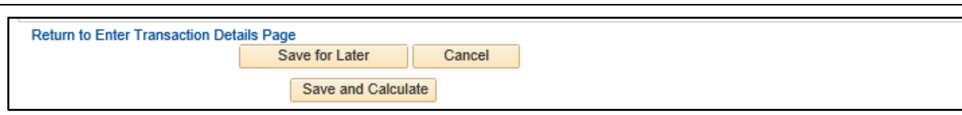
When the funding information is entered, move to the Payroll Use tab.</td><td>




</td></tr>
<tr><td>8</td><td>The information on the Payroll Info tab will be completed by the Payroll Department.

Department Processors do not need to enter any information on this tab.

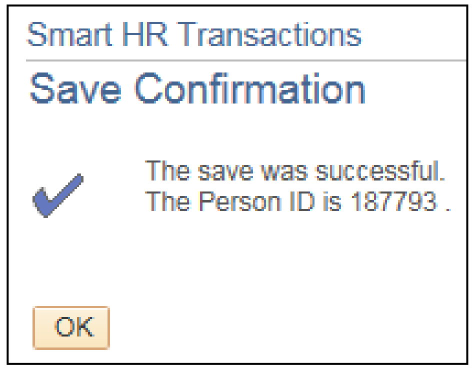
Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</td><td>


</td></tr>
<tr><td>9</td><td>Once all information on the Hire template is complete, click Save and Calculate.</td><td>


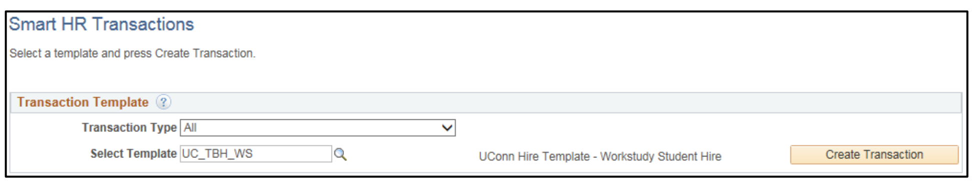
</td></tr>
<tr><td>10</td><td>At the bottom of the template, an Attachment section will open.

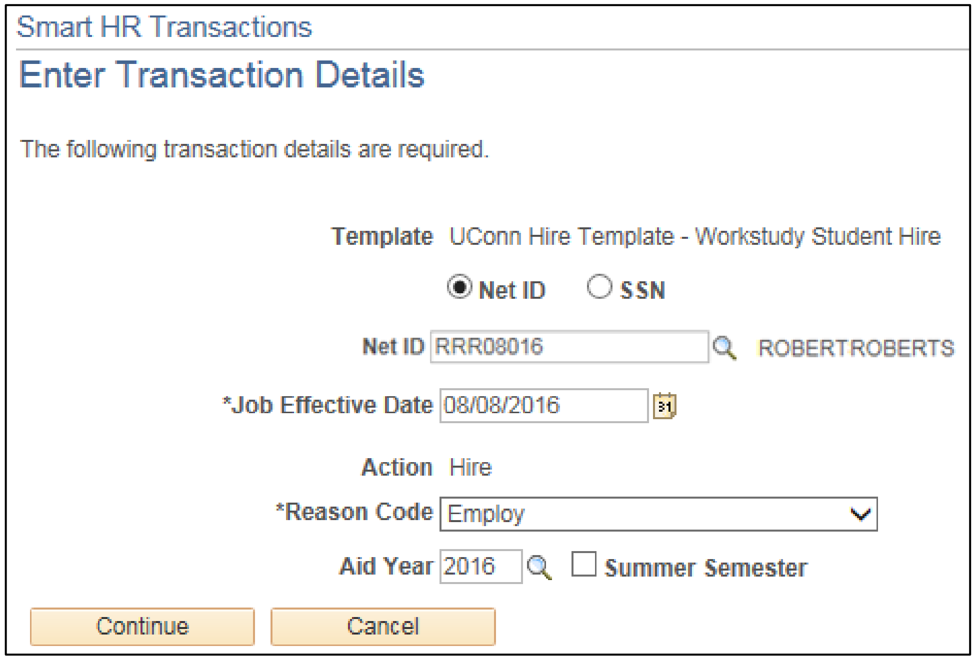
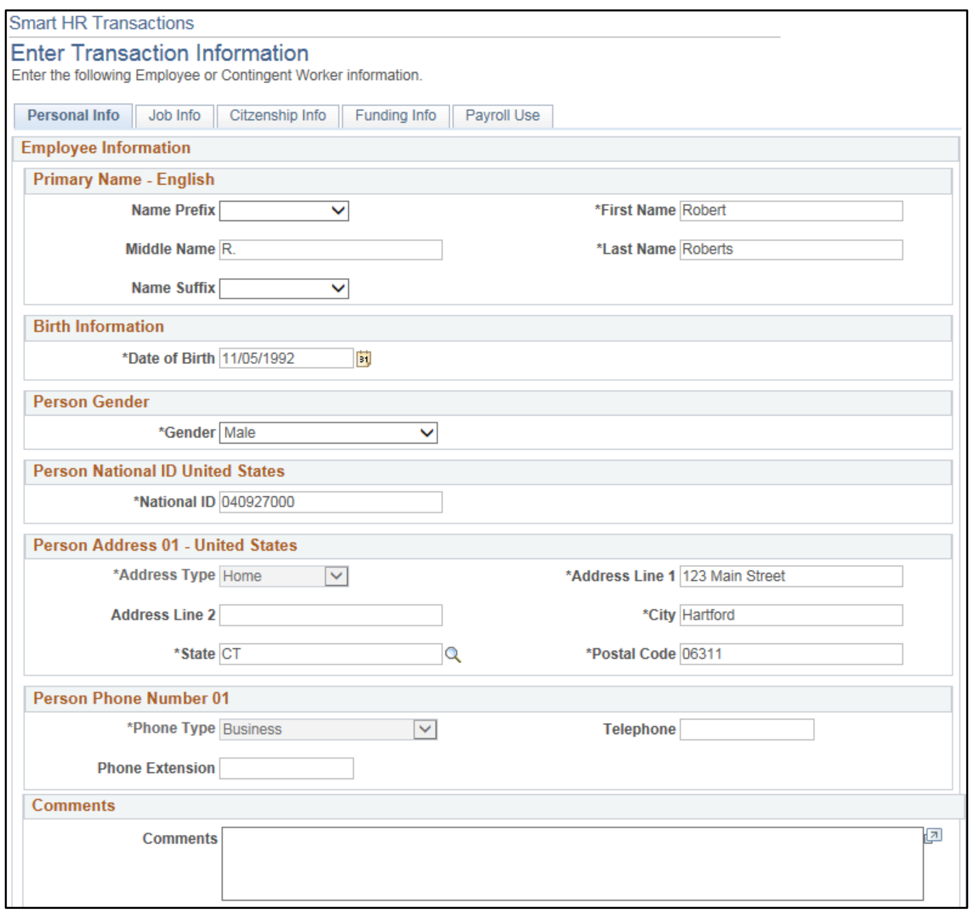
If applicable, search for and attach an attachment to include with the hire.</td><td>


</td></tr>
</table>

Step	Action	Screenshot
	Click the **plus sign (+)** to add additional attachments.	
11	When all information on the template is complete, click **Submit.**	
12	Once submitted, student hires are processed directly into the **Job Data** pages. The following message will notify the Department Process the submission was successful:	

Process Steps: Workstudy Student Hire
<u>Scenario:</u> In this example, Robert Roberts is being hired as a workstudy student to the Puerto Rican/Latin American Cultural Center.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_WS Click **Create Transaction.**	

Step	Action	Screenshot
3	On the **Enter Transaction Details** page, enter the following: • **NetID:** It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* • **Aid Year:** Enter the year in which the employee is earning the aid. Click **Continue.**	
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Student Administration. Enter the remaining information. **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

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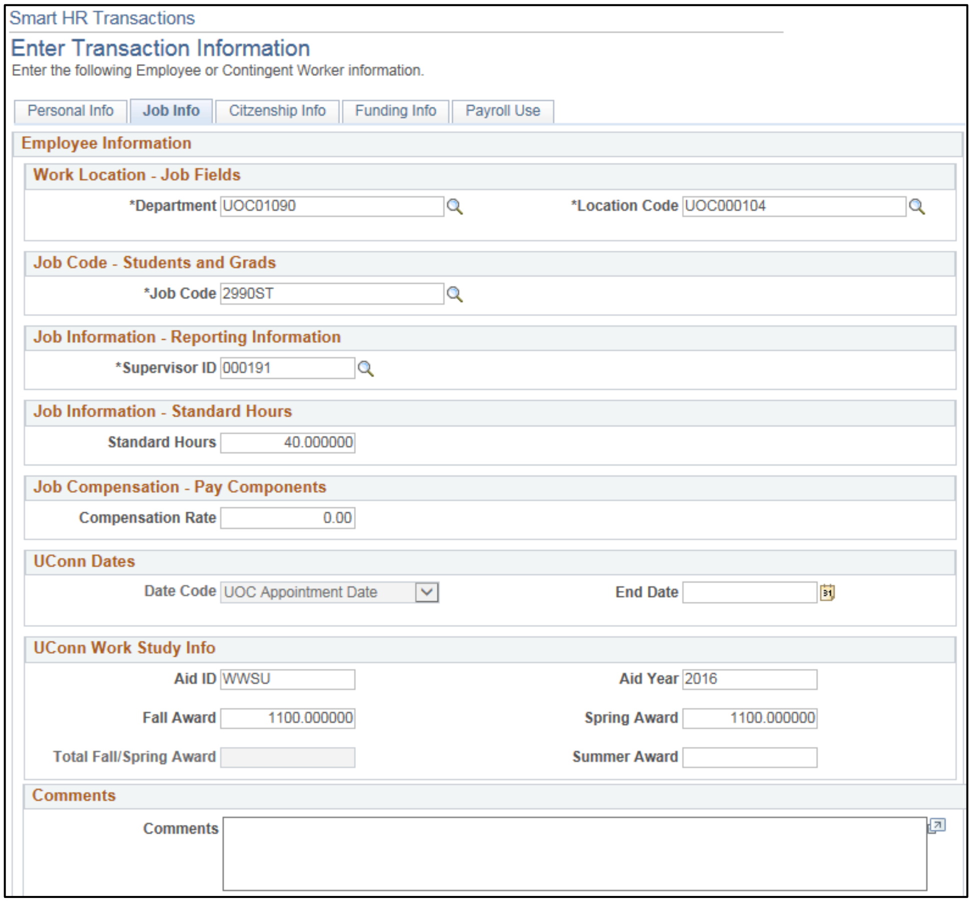
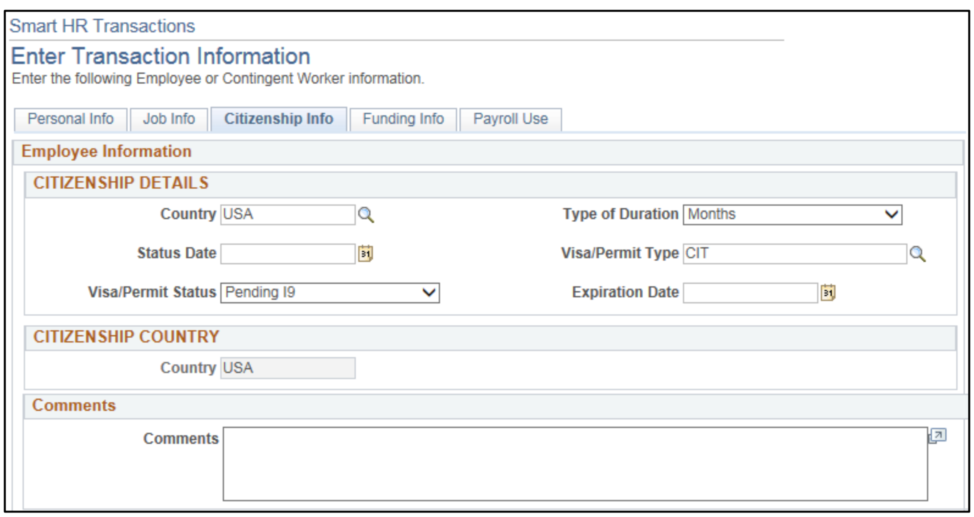
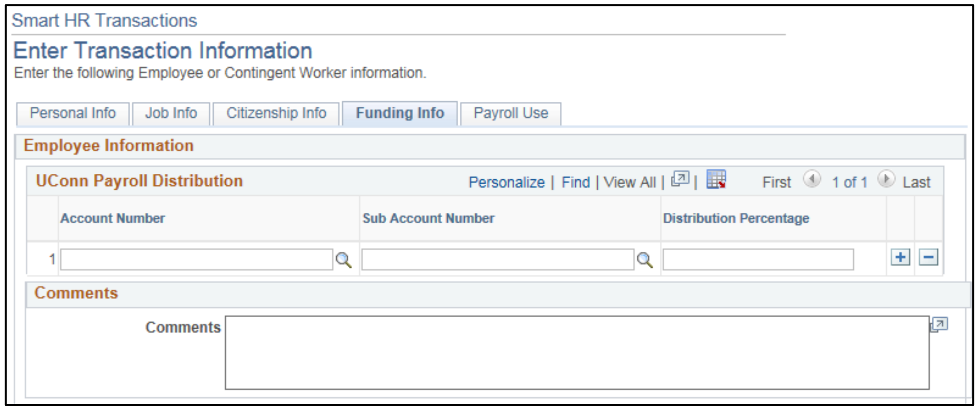
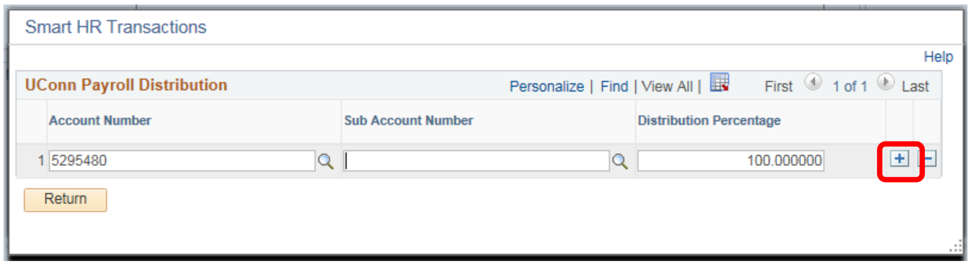
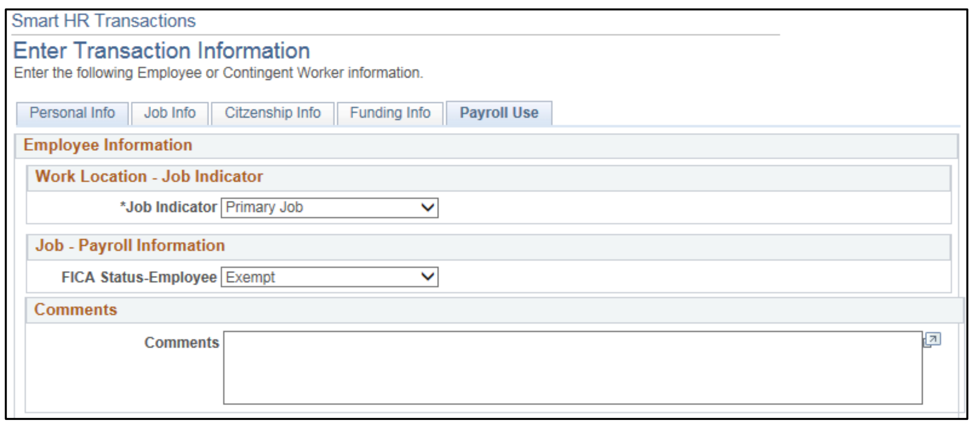
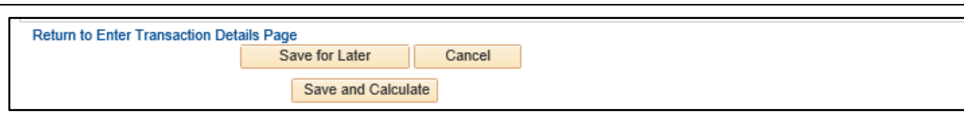
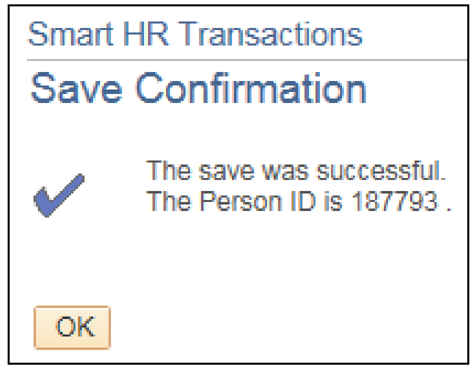
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>5</td><td>Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration.

Ensure the remaining required fields are complete :
Department
Location Code
Job Code
Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet.
Standard Hours
Compensation Rate
Note: You will not be able to move to the next tab until all required information is entered on this tab.

When all of the applicable information is entered, move to the Citizenship Info tab.</td><td>
</td></tr>
<tr><td>6</td><td>The information on the Citizenship Info tab will auto-populate from the integration from Student Administration.

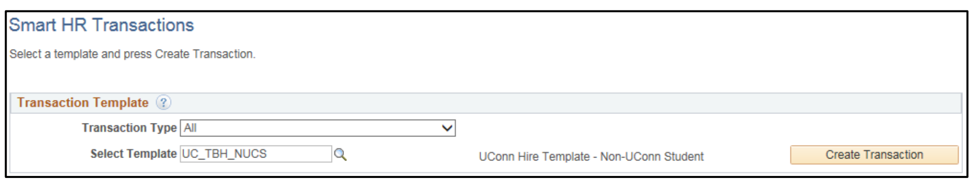
Department Processors will need to enter any additional information on this tab:
Status Date: The status date does not auto-populate from Student Administration. Enter the I-9 approval date.
Expiration Date: Enter the date the Visa/Permit Status expires, if applicable.
Move to the Funding Info tab.</td><td>
</td></tr>
</table>

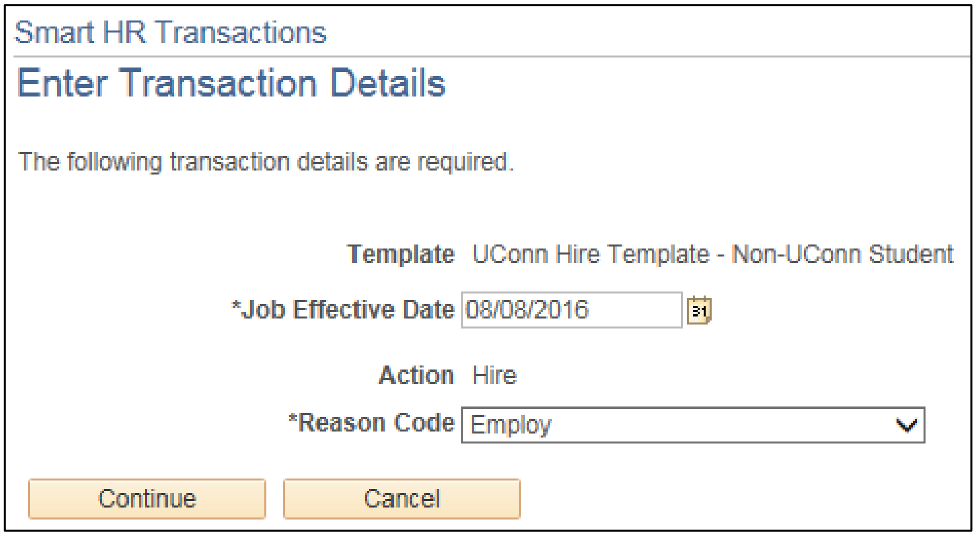
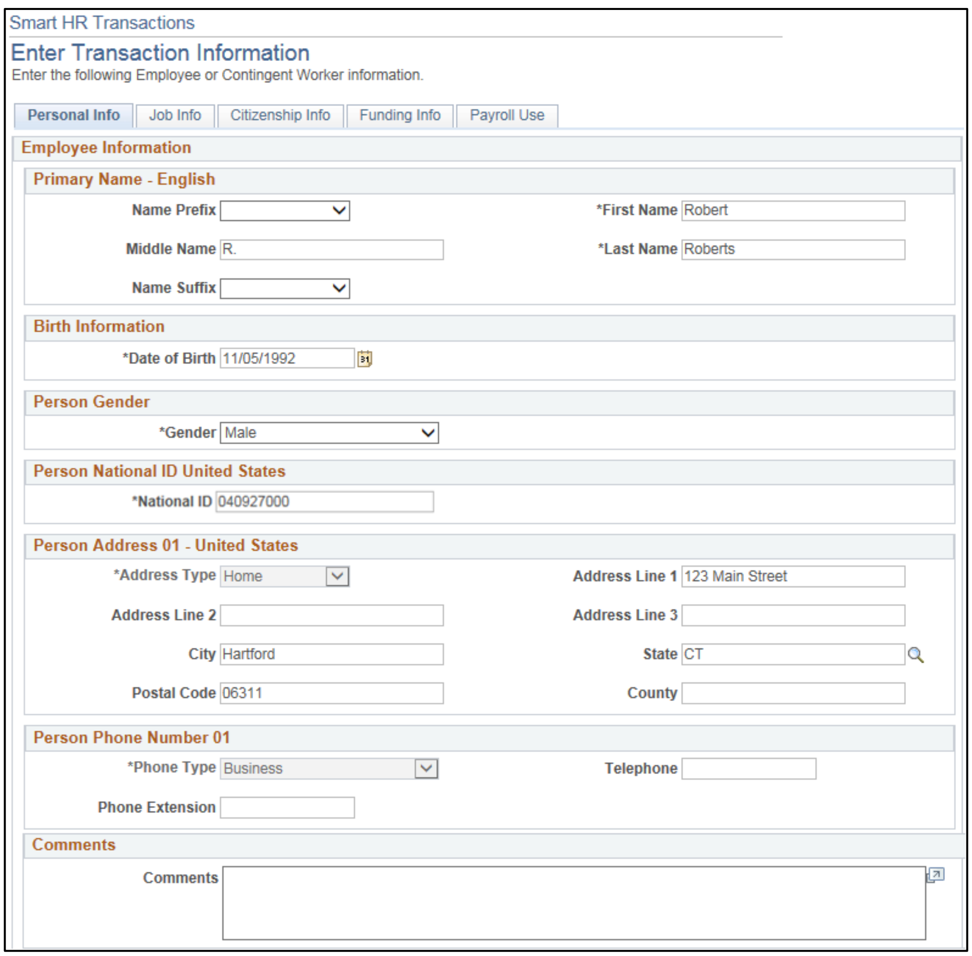
Step	Action	Screenshot
7	Funding information will not auto-populate. Department Processors need to enter all required information. Click the **plus sign (+)** to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the **Payroll Use** tab.	
8	The information on the **Payroll Info** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. **Note:** Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click **Save and Calculate.**	
10	At the bottom of the template, an **Attachment** section will open. If applicable, search for and attach an attachment to include with the hire. Click the **plus sign (+)** to add	

Step	Action	Screenshot
	additional attachments.	
11	When all information on the template is complete, click **Submit.**	
12	Once submitted, student hires are processed directly into the **Job Data** pages. The following message will notify the Department Process the submission was successful:	

Process Steps: Non-UConn Student Hire

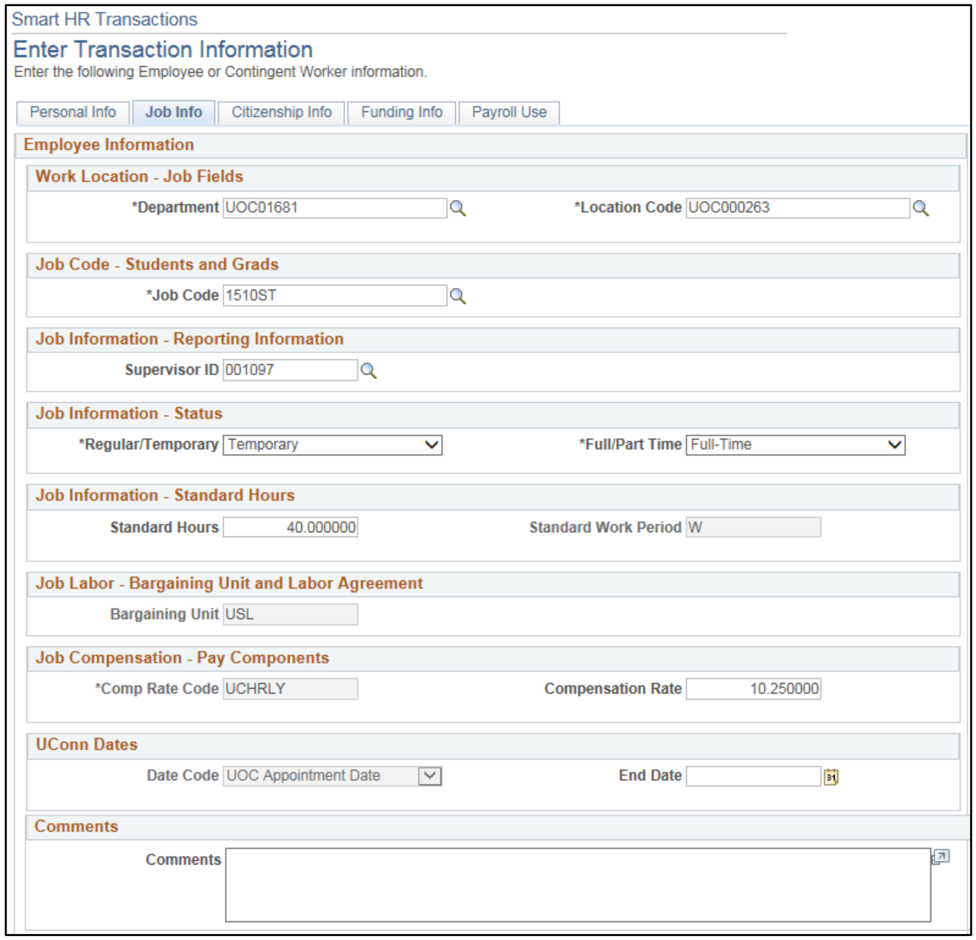
<u>Scenario:</u> In this example, Robert Roberts is not enrolled at the University but is being hired to a student job at Dining Services.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_NUCS Click **Create Transaction.**	

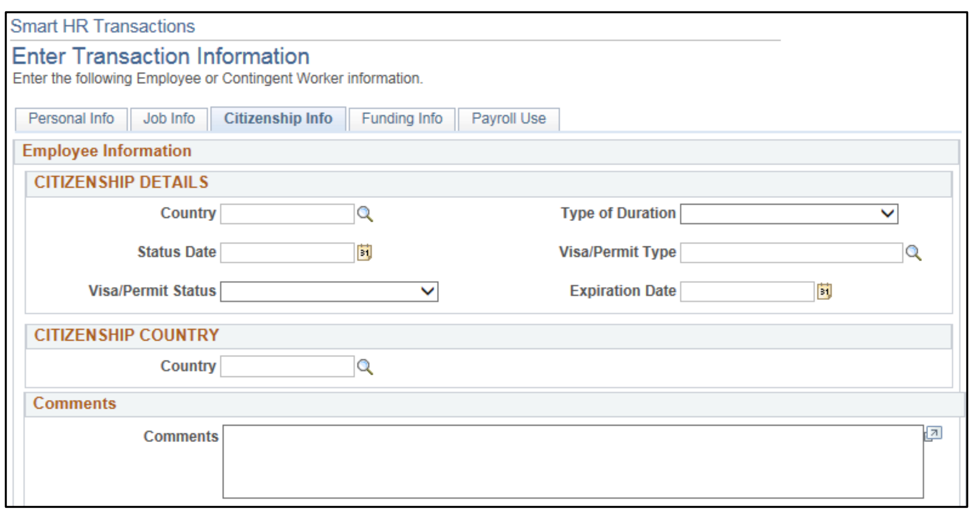
Step	Action	Screenshot
3	On the **Enter Transaction Details** page, enter the following: • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* **Reminder:** There is no integration that feeds into the Non-UConn Student hire templates. Click **Continue.**	
4	Enter the required information on the tab: • **First Name** • **Last Name** • **Date of Birth** • **Gender** • **National ID** • **Address Line 1** • **City** • **State** • **Postal Code** **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>5</td><td>Ensure that at least the required fields are complete :
• Department
• Location Code
• Job Code
• Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet.
• Standard Hours
• Compensation Rate
• End Date

Note: You will not be able to move to the next tab until all required information is entered on this tab.

When all of the applicable information is entered, move to the Citizenship Info tab.</td><td>
</td></tr>
<tr><td>6</td><td>The information on the Citizenship Info tab will be blank. The Payroll Department will complete this tab.

Department Processors do not need to enter any information on this tab.

Move to the Funding Info tab.</td><td>
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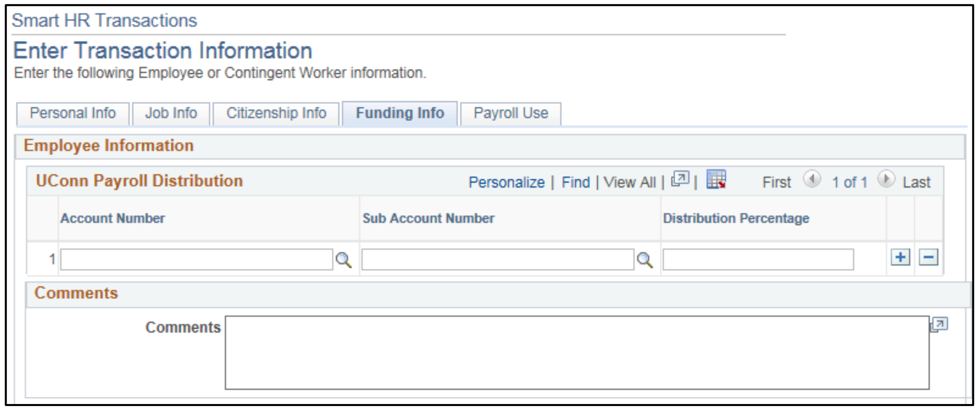
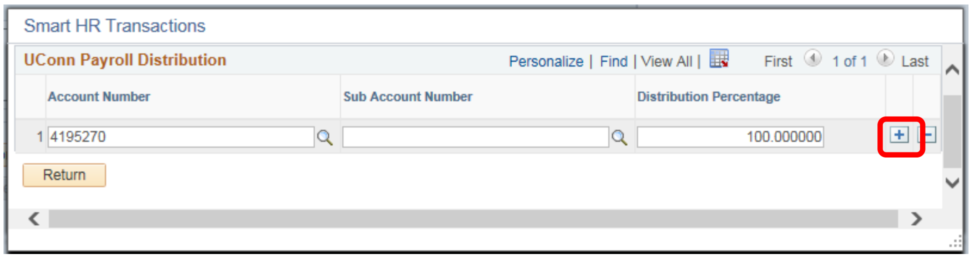
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>7</td><td>This information auto-populates from the integration with Student Administration. If the funding information has changed between the entry into Student Administration and the hire date, update it accordingly.

Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.

When the funding information is entered, move to the Payroll Use tab.</td><td>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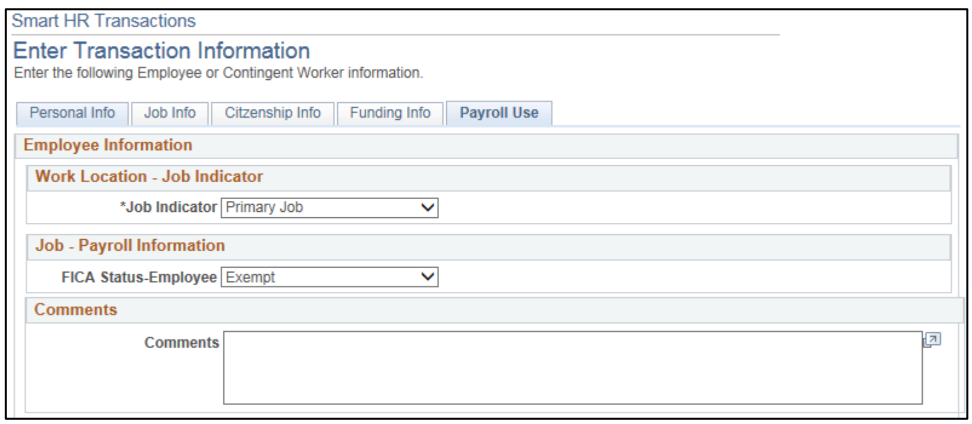
Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.</td><td>
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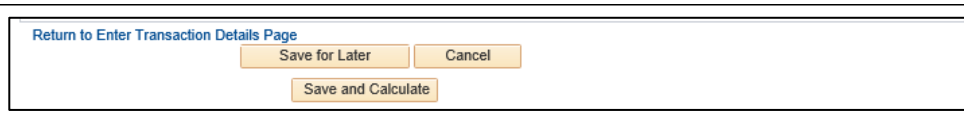
<tr><td>9</td><td>Once all information on the Hire template is complete, click Save and Calculate.</td><td>
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If applicable, search for and attach an attachment to include with the hire.</td><td>
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Step	Action	Screenshot
	Click the **plus sign (+)** to add additional attachments.	
11	When all information on the template is complete, click **Submit.** The template will be routed to the Student Employment Office.