[ Student Hires ]
Student Assistants and Federal Work Study Program

This guide is used to hire a student employee, including Student Assistants and Federal Work Study Program (FWSP) hires, using the PeopleSoft system. Student hires are distinguished from other OPS hires by the requirement of a work permit and their exemption from FICA deductions. Hiring processes include completion of the hire checklist, the entry of information for the hire, and the initiation of workflow for approval of the hire. For additional information, see the web-based tutorial on OPS Hires, as the steps are very similar to processing Student Hires.

BEFORE BEGINNING
- All hire pages must be completed together; no “Save for Later” function is available
- Supplemental materials will be required to complete the “Hire” job action: Hire Checklist, Time and Labor Enrollment Matrix, Hiring Matrix, and FTE Match with Standard Hours (available under “Forms” and “Additional Resources” at http://www.bridges.ufl.edu/hiring).
- Tasks to complete the hire include:
  - Complete a health assessment, if necessary, and obtain results
  - If needed, locate the OPS Health Assessment form at http://www.ehs.ufl.edu/OCCMED/inopannc.htm
  - Ensure appropriate paperwork, etc., has been completed per the hire “checklist”
  - If hiring for an OPS position that was posted via eRecruit, establish acceptance of the candidate for hire (Skip this task if the position was not posted via eRecruit.)
  - Enter hire data into PeopleSoft (steps below)
  - Initiate workflow upon completing the “Hire” job action
  - Submit a completed packet to the Student Employment Office (Level 2 Approver)
  - Set up payroll distribution after Level 2 approval of the “Hire” job action (attend “Distributions/Additional Pay” training for details)

TO COMPLETE THE CHECKLIST
- Access the checklist forms at UF Bridges (site noted above)
- Select the Student Employment Checklist and print that page
- Per the checklist, attach all required forms for initial review by your Level 1 Approver, if applicable
- Forms should then be forwarded to the Student Employment Office (Level 2 Approver) from the Level 1 Approver
- Forms must be received and hire approved by Student Employment for hire completion to be possible in the system

TO COMPLETE THE HIRE
Best Practices
- Data entry is done on pages that are attached to hyperlinks. Hyperlinks are located at the bottom of the screen, with the active hyperlink colored black. Pages may be accessed through page tabs at the top of the screen or page links at the bottom of the screen. Although there are several hyperlinks and multiple pages, most information is entered sequentially through hyperlinks and pages.
- The exception to sequential entry occurs when beginning the Job Information page, then proceeding to the Salary Plan page, and then returning to the Job Information page. Information must be entered on these pages in this order. If not, system defaults will occur which will result in the hire being paid incorrectly. Be sure to follow the information entry on these pages in the order directed; this is critical for student hires.
In Legacy you were accustomed to FTE driving the Standard Hours. The opposite is true in PeopleSoft, as Standard Hours drive the FTE. Use the FTE Match With Standard Hours reference document to assure correct entry of standard hours and the FTE match.

Log into the system via the myUFL portal, using your GatorLink user ID and password (http://my.ufl.edu)

Establish Candidate Acceptance (If position posted via eRecruit)
- Navigate to Manager Self Service>Manage Recruiting Activities Home
- Under “Applicants,” select “Track Applicant Activity”
- Choose requisition number from drop-down
- Click on “New Search”
- Select desired candidate (click on name)
- In the “offers” tab, choose “Accept” for status
- Save--> Now ready for “Hire”

Navigation for Hiring
- Navigate to workforce Administration > Increase workforce > UF Hire Employee

UF Hire Employee Hyperlinks, Pages, and Data Entry Fields
- Specify Employee Page
  - First Name, Middle Name, and Last Name: Enter as appears on Social Security Card
  - Date of Birth: Enter
  - SSN: Enter (Tax Identification Number may be used temporarily for foreign nationals)
  - Confirm SSN: Reenter SSN
  - Click on ”Add” button to begin UF Directory Search
  - A listing of potential matches will appear
    - Review the matches in the listing
    - Identify the student match in listing and click on “Select”
    - Students should always have a UF Directory match

- Personal Data Hyperlink - Name History Page
  - Type of Name: Leave ”Primary” defaulted
  - Effective Date: Change to Date of Hire
  - Name fields: Review defaulted information
  - Prefix and Suffix: Use drop-downs to add appropriate information
  - Click on “Refresh the Name” button
  - Empl ID: Make note of the Employee ID for your later reference
  - Click on “Address History” page tab

- Address History Page
  - Address Type: Leave “Home” selected
  - Effective Date: Change to Date of Hire
  - Address: If information is defaulted, check for accuracy
  - Click on ”Edit Address” link
  - Additionally, for hires on a Visa status
    - Country: Change
    - For “Home” address, enter address in home country, not USA
    - Add “Mail” Address Type to enter local address

- Edit Address Page
  - Address 1: Enter Home Address (required entry)
City: Enter name of city
Postal: Enter Zip Code
County: Look up (or type using all capital letters)
State: Look up (or type using all capital letters)
Click on “OK”

Address History Page
- Click on the blue arrow next to “1 of 2” at top of page to move to next address entry
- Address Type: Select “Work”
- Effective Date: Change to Date of Hire
- Click on “Edit Address” link

Edit Address Page
- Address 1: Enter Work Mailing Address (required entry)
- City: Enter name of city
- Postal: Enter Zip Code
- County: Look up (or type using all capital letters)
- State: Look up (or type using all capital letters)
- Click on “OK”

Address History Page
- You may view address entries by clicking on “View All” at the upper right corner of screen
- Phones: Select “Phone Type” and Enter “Telephone” number
  - Use the plus sign to add more “Phone Type” and “Telephone” number entries
- Email Addresses (optional entry): Select “Email Type” and enter “Email Address”
  - Use the plus sign to add more “Email Type” and “Email Address” entries
- Click on “Personal History” page tab

Personal History Page
- Effective Date: Change to Date of Hire
- Gender: Select to agree with W-4
- Highest Educational Level: Select from drop-down
- Marital Status: Select to agree with W-4
  - As of: Ignore
- USA Flag: Click on
  - Select Military Status
- Click on “Identity/Diversity” page tab

Identity/Diversity Page
- Date of Birth: Information defaulted
- Referral Source: Disregard this section
- National ID: Information defaulted
- USA Flag: Click on
  - Select “Ethnic Group” to agree with W-4
  - Move to right of screen and make sure “Primary” box is checked
- Click on “Job Data” hyperlink

Job Data Hyperlink – Work Location Page
- Effective Date: Information defaulted
- Action: Leave default as “Hire”
- Reason: Select (Most frequent: Hire w/o Recruitment)
- Position Number: Leave blank
- Company: Select “UFL” from look-up
Business Unit: Information becomes defaulted
Department: Enter Department ID or use look-up
Location: Information becomes defaulted
Establishment ID: “UFL” is defaulted
Work County: Select from look-up (Remember to select “work” county, not county of residence)
Click on “Job Information” page

Job Information Page
Job Code: Enter or use look-up
  ▶ Job Code refers to what was Occupational Code in the legacy system
  ▶ Enter “001482” for Student Assistant OR “001483” for Student Assistant – Non-clerical & Admin
  ▶ If needed, access Job Code Crosswalk from “Bridges Transition” on the PeopleSoft menu
  ▶ DO NOT COMPLETE THE JOB INFORMATION PAGE NOW
  ▶ Proceed to “Salary Plan” page tab

Salary Plan Page
Salary Administration Plan: Use Hiring Matrix to select from look-up
  ▶ Select “STAS” for Student Assistant/Student Assistant Non-clerical OR
  ▶ Select “FWSP” for Federal Work Study Program
  ▶ DO NOT SELECT “OPSN” (not correct for student hires)
  ▶ Do nothing to other fields on this page
  ▶ Return to “Job Information” page

Job Information Page
Full/Part Time: Select
Employee Class: Select “Regular” (from Hiring Matrix)
Work Period: Select “W” (meaning Weekly for hourly employee - from Hiring Matrix)
Standard Hours: Select number of hours worked weekly
FTE: Information becomes defaulted
  ▶ Use FTE Match Document to check that Standard Hours and FTE match
  ▶ Click on the “Payroll” page tab

Payroll Page
Pay Group: “Pending” is defaulted and grey; only Level 2 approver can change
Employee Type: Select “Hourly” (from Hiring Matrix)
Tax Location Code: Select
Holiday Schedule: Select “NonHol” (from Hiring Matrix)
FICA Status: Select “Exempt”
Click on “Compensation” page tab

Compensation Page
Click on “Default Pay Components” button
Rate Code: View as “North American Hourly”
Frequency (lower right screen): View defaulted information
Frequency (upper right screen): Select “H” (from Hiring Matrix)
Compensation Rate: Enter hourly salary
Click on “Calculate Compensation” button (hourly rates appear at top of page)
Click on “Employment Data” hyperlink

Employment Data Hyperlink – Employment Information Page
Click on “Time Reporter Data” link
- **Time and Labor Data Page**
  - Payable Time Start Date: Enter Date of Hire
  - Effective Date: Enter Date of Hire
  - Reporter Type: Select “Punch” (from *Time and Labor Enrollment Matrix*)
  - Time Reporting Template: Select “Elapsed” (from *Time and Labor Enrollment Matrix*)
  - Time Period ID: Select “UF Week” (from *Time and Labor Enrollment Matrix*)
  - Workgroup: Select (from *Time and Labor Enrollment Matrix*)
    - For Federal Work Study Program
      - Select “OPNFWS”
    - (You should not ever select “OPNFWS7” or “OPNFWS9”)
  - For Student Assistants
    - Select “OPNSTA” OR
    - Select “OPNSTA7” for Canadian students* OR
    - Select “OPNSTA19” for students with Non-Resident Alien visa status*
    - * Selection of these workgroups requires that you forward to Student Employment the PeopleSoft Tax Withholding Information Form (PTWIF) from Tax Services.
  - Taskgroup: Select “UF_NO_TSKG” (from *Time and Labor Enrollment Matrix*)
  - Click on “OK”
  - Click on “Benefits Program Participation” Hyperlink

- **Benefits Program Participation Hyperlink – Benefit Program Participation Page**
  - Effective Date: Should be Date of Hire
  - Benefit Program: Select “OPR” (from *Hiring Matrix*)
  - Click on “Save”

- **Standard Error Message Page**
  - Read for impact
  - Click on “OK”
  - UF Hire Employee function is now completed

**TO INITIATE WORKFLOW**

**Best Practices**
- Make sure all checklist documentation is complete and ready for presentation to Student Employment.
- Be a communication facilitator. Have appropriate conversations and communications with members of your department and with Student Employment staff prior to the hire. The request for approval to hire should not be a “surprise” to the Level 1 (Dean’s, Director’s, and Vice-President’s level) and Level 2 approvers.
- Check on the progress of the approval for your hire by navigating as if to initiate workflow. Review the status chart to locate where the workflow is currently. Also read the notes for information on any special items concerning the approval.

- Navigate to Workforce Administration > UF HR Approve Job > UF HR Approve Job

- **Find An Existing Value Page**
  - Enter the Employee ID or use other search keys, such as entering name of hire
  - Click on “Search”
  - Select your hire from matches listed

- **UF HR Approval Page**
  - Approve: Leave on
  - Other Information: Leave any needed notes for approvers
  - Click on “Save”
- **Standard Error Message Page**
  - Read for impact
  - Click on "OK"

  - Workflow is now initiated to Level 1 Approver

- Level 1 Approver action
  - If "Approved" – Workflow is sent to Level 2 Approver
  - If "Recycled" – Workflow is returned to you
  - If "Denied" – Workflow and hire process are ended completely

**Level 2 Approval**
When workflow moves to the Level 2 Approvers, they also have choices of "Approve," "Recycle." Or "Deny." Currently the "Recycle" response cannot be activated if the effective date of hire has already passed beyond the date that Level 2 is acting on the item in their worklist. In cases where Level 2 approval still requires changes to be made, the Student Employment Office will call the department regarding the needed changes. With agreement, the Student Employment Office will make the needed changes in the system, so that they can then give their approval.

**Next Step: Set Up Payroll Distribution**
- Obtain both Level 1 and Level 2 approval before entering payroll distribution
- Attend “Distributions/Additional Pay” training for details
  - Initially, departments must complete 100% distribution for all hires
  - If a student hire is a Federal Work Study Program hire, the Student Employment Office will verify and make the 75/25 distribution change.