

# Initiate New Hire Request for Student Employment ONLY

1. Log into HRMS and complete the following steps below.
2. On the top, in the middle of your screen select Manager Self Service

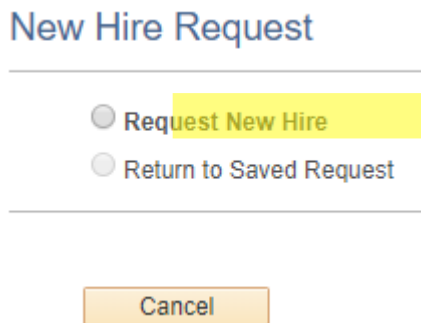


3. Click on the New Hire Request tile

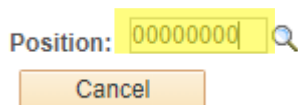


If the tile is unavailable, you can click on the compass in the upper right-hand corner, click on Navigator>Manager Self Service>Job and Personal Information>New Hire Request

4. Select New Hire




5. Enter in the pooled position that was provided to you by Payroll. Pooled positions are set up by Payroll and is tied to the correct budget amount, fund, department, project number if needed, account, workers compensation code, reports to supervisor, etc. It is important to select the correct pooled position to which your student employee should be hired into.




6. Select Yes to enter your student's id



Does an Empl ID exist for the proposed hire? **Yes**  **No**


**Enter Empl ID:**  

7. Enter in the start date and student employee's VCSU email. You will notice the reports supervisor listed.



**New Hire Request**

**Start Date:**   **Workflow Status:** Not Submitted  
**Candidate Status:** Pending

**Empl ID:**   

**Email:**   **Continue >>>**

**Claim Email:** \_\_\_\_\_

 **Reports To:** 

8. Enter in the following.

- Reports To
  - Review the reports to and if you are not listed, put a note in the Request Comments section.
- Job Std Hrs
  - Student employees are eligible to work up to 20 cumulative hours during the Academic Year.
  - Student employees are eligible to work up to 40 cumulative hours during campus closures; such as holiday break, spring break and summer break.
- Comp Freq
  - Select Hourly
- Comprate
  - Enter the hourly pay rate
  - VCSU Campus minimum wage is set at \$8.25
- Click submit
  - The student employee will receive an email from Payroll in regard to completing federal form i9 and a series of system generated emails from Jennifer Larson, Director for Human Resources. Once hiring process is complete, a message will be sent to you, the supervisor stating they are eligible to begin work.

# New Hire Request

Start Date:

Workflow Status: Not Submitted

Candidate Status: Pending

Empl ID:

Email:

Claim Email:

Position:  Pooled Position-Payroll/HR

Reports To:

Business Unit: VCSU1 Valley City State University

Dept: 3500 Payroll and Grants

Job Code: 840001 Tech/Para student, general

Reg/Temp: Temporary

Job Std Hrs:  Overrides Posn Std Hr: 40.00

Job FTE: 0.130000 Overrides Posn FTE: 0.250000

### Campus Address / Campus Phone

Address 1:

Address 2:

Address 3:

City:  State:  Postal:  Phone:

Contract Length:

Tenure Accrual:

Time Clock Employee

Work Study

Comp Freq:

Comprate:

Funding

Earn Code	Combo Code	Current FY Budget Amt	Current Dist%
H14	V3140035000	0.000	25.000
	V3140035000	4,000.000	0.000
H14	V450015300CON00059010	0.000	75.000

Departmental Approver(s):

User ID	Name	Position Description		
<input type="text" value=""/>			<input type="button" value="+"/>	<input type="button" value="-"/>

Request Comments (2000 char)

No attachments have been added to this Hire Request.

Add Attachment

Submitted By:

Last Updated By:

Submitted:

Last Updated: