Student Temporary Hiring Process

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(OSDS)

The Process
Step 1

BSS

- Create new hiring spreadsheet in shared space

- Email program directors requesting student hiring needs for the academic year including a due date to return the information to the BSS

Program Director

- Complete job posting form and return to BSS

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The Process
Step 2

BSS

- Jobs posted to HRMS (Human Resource Management System) to include a request for a Guest User Id & Password for your program director to review applications
  - All positions must be posted unless a student is being reappointed to the same position
  - All students who are hired must have completed an application

Program Director

- Reviews applications, makes selections and enters information on students to be appointed into hiring spreadsheet in the OSDS Shared Space – see exhibit A

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The Process
Step 3

BSS

- Status of student applications (chosen or not chosen for position) updated in HRMS and request made to student employment coordinator to close the job posting
- Hiring email sent out to students selected for positions with step-by-step hiring information
- When I9 is received appointment is entered into the SAM Member Form, STW generated and sent to student employment coordinator
  - STW should be completed 2-3 weeks prior to student's start date

Program Director

- Request program directors to set up BSS as proxy in Web Time

Timesheets

BSS

- Monitor submission of timesheets for all student employees (I use the hiring spreadsheet)
    - Follow up with email reminders to students and provide manual timesheets if necessary
    - Not paying a student because they didn't submit a timesheet **is not** an option – students must be paid in a timely manner for the work they have done
- Once timesheets have been approved in Web Time, hours are recorded in SAM
- SAM Financial/YTD Hourly Wage Report created for each fund number and balanced to Banner

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Resignation/Terminations

BSS

- Complete Student Evaluation Form, send to supervisor to complete the evaluation sections

- Enter last hours worked in SAM and change the estimated total to match the actual total dollars paid

- Update SAM appointment to reflect end date, generate a new STW notating resignation/termination and send to student employment coordinator with the student evaluation

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Changes to Summer Hiring

Students not taking classes in the summer can't be hired as student temporary employees because technically they are not "students"

We can no longer use the "enrolled in the spring, enrolled in the fall" rule to satisfy the student status