Overview: This guide provides instruction on hiring student hourly or work study employees.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Search for Matching Persons
   - Workforce Administration
   - Personal Information
   - To begin, verify that the Person does not already exist in HRMS
   - Click on Add a Person, and then Search for Matching Persons (or click on Search for Matching Persons in the menu/navigation bar)

2. Search Criteria page displays
   - Enter as many fields as available
   - Name fields must be an exact name match, and are case sensitive. Correct ex: Sharon (not Shari), Johnson (not johnson)
   - Note: If using SSN, enter numbers only without dashes. Using the National ID (SSN) may not provide any data for
existing POIs who are not a Security Access POI

- Click Search

3. When person does not already exist in HRMS, begin the Add a Person process

Navigation:
- Workforce Administration
- Personal Information
- Add a Person

Note: When person already exists in HRMS, refer to either the Add Employment Instance, or Transfer/Rehire step-by-step guide. (Navigation is: Workforce Administration / Job Information / Add Employment Instance or Transfer/Rehire)
4. Add Person page displays

- Click Add Person

5. Biographical Details page displays

- Effective date defaults to current date; date you are entering data. Leave as is or change to hire date or other appropriate date. This date cannot be future-dated. (Generally, this date is the date of hire; however, the official date of hire will be recorded in Job Data.)
- Click Add Name

6. Edit Name page displays

- Enter name information as it appears on SS card
- Click OK to return to Biographical Details page
7. Biographical Details page re-displays

- Enter Date of Birth
- Enter Gender
- Enter SSN/National ID – numbers only, without dashes
- Other info on this page is optional; enter if known

- Click

8. Contact Information page displays

- Click Add Address Detail
  The Home address is the employee’s permanent address. Ex: Colorado, France, India, etc.

9. Address History page displays

- Change Country, if applicable
- Click Add Address
10. Edit Address page displays

- Enter address
- Click OK and then OK again

11. Contact Information page re-displays

- If Mailing address is different than Home address, click + by Edit View Address Detail to add a record.

- Select “Mailing” from the dropdown menu and then Add Address Detail

- Select the appropriate Phone Type and enter telephone #
- Click on + to add additional phone numbers; Indicate the Preferred telephone contact by selecting the appropriate checkbox

- Select the appropriate Email Type and enter the email address
- Click on + to add additional email addresses; Indicate the Preferred email contact by selecting the appropriate checkbox
12. Regional page displays

- Ethnic Group is required. Primary box will be checked automatically for first choice.
- If applicable, enter additional ethnic groups by inserting a row +

- Click Military Status dropdown menu and choose status if known, or “Not Indicated” if unknown. This field must be populated in order to anchor the effective
13. Dept Information/Verifications page displays

- Home Department and Campus Box are required.

14. Organizational Relationships page displays

- Note: Before saving record, be sure Pop-up blockers are off!!! See below.

- Go to Internet
15. Work Location page displays

- Enter date of hire
- **Hire** action defaults
- Enter Reason for the hire (click search)

- Enter Position Number *

- Click **Save** to enter Job Notes on any page

- Click **Job Information**

**Note:** *If the hire date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, you can save the hire.*
approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

16. Job Information page displays

- Click to search for appropriate Empl Class

- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other

- Click Payroll

17. Payroll page displays

- All fields default

- Tax Location Code and FICA Status default from job code and location code. Update if needed, but system will set the final FICA Status

- Click Compensation
18. Compensation page displays

- Frequency: Verify that H (hourly) has defaulted
- In Pay Components section:
  a) Enter hourly Rate Code of BASEH
  b) Enter hourly Comp Rate
- Click Calculate Compensation
- Click Employment Information

19. Employment Information page displays

- Enter Appointment End Date (required for student employees)
- Review your work
- Click Save or OK
- For new hires, system automatically transfers to Emergency Contact page

**Note:** If the hire date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.
20. Emergency Contact page displays

- Enter Contact Name & Relationship to Employee
- Identify Primary Contact by clicking ✓
- If contact has same address and/or phone as employee, check those boxes
- If contact has other address, click Edit Address
- Click + to insert row(s) to include additional Emergency Contact(s)
- Additional phone numbers can be entered on Other Phone Numbers page
- Review data

Click ![Save](image)

Hire Student Hourly or Work Study complete