

NEW HIRE - STUDENT

People Window (from CSU Maintain Person)

Choose Correct Current Effective Date
Last Name: Capitalize 1st Letter
First Name: Capitalize 1st Letter
Middle Name: Capitalize 1st Letter
Gender
Type: *Employee*
Social Security Number: use hyphens

Alternate Regions: (blue heading)

Personal Information:
Birth Date: DD-MMM-YYYY

Buttons at bottom of People Window

Address Button:

Street: ... then skip to Zip: (then hit the Tab for city/state/county to automatically fill in) **Save**
(If the student employee's W-2 Address is different from the Current Mailing Address use the down arrow to reveal a second address screen. If second address screen is needed, enter *Street ...skip to Zip:* and hit the Tab as you did before. Then go to Type: and from the LOV (List of Values) choose *W-2 Mailing Exception* and **Save.**)

Close Address window

Special Information Button - Use If student is a state work-study student with match being paid out of federal funds

Choose Conditions of Employment, place cursor in "detail" and click to open to comments, key SWG in comments, **Save**

Assignment Button:

Organization (Department) Name
Choose Correction when option window pops up
People Group Flexfield....choose LOV on Flexfield to complete these two fields
Employee Group: *Student*
Employee Qualifier: *Work-Study or Non Work-Study*, click OK
Job: choose from Student Job Classifications List
Grade: go to LOV and click on Find, type in "y" after %, then click on Find again
Payroll: *CSU Bi-Weekly*
Employee Category: *Temporary*
Save.....Do you want to use Location of New Position?.....click on OK

Buttons at bottom of Assignment Window

Salary Button:

Change Date (effective date)
Change Value: choose the correct hourly salary from Student Job Classifications List and **Save**
Close Salary Screen

ZOOM Icon on Toolbar from Assignment

Assignment Action Code: *New Hire*
Click on Send Into Approval Process

Labor Scheduling Window -- use the Flashlight Icon on Tool bar for lookup help

Click on Assignment #, then schedule lines, choose yes when asked to create a schedule
Click on round button to left of Assignment in Schedule Hierarchy box and **Save**
Enter CSU Account #, Start Date, and the % and **Save**
(Enter the number of accounts you wish, remembering that the total must add up to exactly 100%.)
Close Schedule Lines Window and Labor Scheduling Window

Click on **Send Into Approval Process** Button