

University of Connecticut

Hiring an Employee: Student Employee

Overview

The Department Processors are responsible for initiating a Smart HR hire for Student Labor, Workstudy and Non-UConn Student employees. Once the template is complete, the hire is routed <u>directly</u> into Job Data. Student employee hires do not go through the same process as the rest of the UConn employee population as there is a much larger group of student employees. It is assumed that the hiring of a student employee is already approved by Student Employment, which is why the templates are not routed to Department Approvers or the Payroll Department, but instead routed directly into Job Data (with the exception of Non-UConn Student hires which are routed to the Student Employment Unit.

Most information on the Smart HR Hire template will auto-populate due to the integration with Student Administration. Therefore, it is critical the information in Student Administration is accurate so the hire template is completed correctly.

There are three Smart HR hire templates for hiring student employees:

- UC_TBH_SL: Student Labor hire
- UC_TBH_WS: Workstudy Student hire
- UC_TBH_NUCS: Non-UConn Student hire

Business Process



Process Steps: Student Labor Hire

Scenario: In this example, Robert Roberts is being hired as a Student Library Specialist to the library.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	FHRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_SL Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template @ Transaction Type All Select Template UC_TBH_SL Q UConn Hire Template - Student Labor Hire
3	 On the Enter Transaction Details page, enter the following: NetID: It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. The University is making an active effort to remove the SSN as a key identifier, where possible. Job Effective Date: This auto- populates to the current date. Update if necessary. Action: This will default to <i>Hire.</i> Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>. Click Continue. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Hire Template - Student Labor Hire Net ID SSN Net ID SSN Net ID ROBERTROBERTS *Job Effective Date 08/08/2016 Action Hire *Reason Code Employ Continue Cancel

Step	Action	Screenshot
	Much of the information on the Personal Info tab will auto- populate due to the integration with Student Administration.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Operation Primary Name - English Image: Citizenship Info
	Enter the remaining information.	*First Name Robert Middle Name R. *Last Name Roberts Name Suffix Birth Information
	Note: Fields marked with an asterisk (*) are required.	*Date of Birth 11/05/1992
4	When all the applicable information is entered on the tab, move to the lob Info tab to	Person National ID United States *National ID 040927000 Person Address 01 United States
	enter the job-related information.	*Address Type Home *Address Line 1 123 Main Street Address Line 2 *City Hartford *State CT *Postal Code 06331
		Person Phone Number 01 *Phone Type Business Phone Extension Comments
		Comments

Step	Action	Screenshot
5	Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration. Ensure the remaining required fields are complete : • Department • Location Code • Job Code • Job Code • Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet. • Standard Hours • Compensation Rate • End Date Note: You will not be able to move to the next tab until all required information is entered on this tab. When all of the applicable information is entered, move to the Citizenship Info tab.	Smart HR Transaction Information Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Work Location - Job Fields * * Department UOC01325 * * Job Code Students and Grads * Job Code 320 BC000 Job Information * *Supervisor ID 011321 Q Job Compensation - Pay Components Compensation - Pay Components Compensation Rate 12.000000 UConn Dates End Date Date Code UOC Appointment Date End Date Comments Comments
6	 The information on the Citizenship Info tab will autopopulate from the integration from Student Administration. Department Processors will need to enter any additional information on this tab: Status Date: The status date does not autopopulate from Student Administration. Enter the I-9 approval date. Expiration Date: Enter the date the Visa/Permit Status expires, if applicable. Move to the Funding Info tab. 	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Country USA Type of Duration Months Visa/Permit Status Pending I9 Visa/Permit Status Pending I9 Country USA Expiration Date Country USA Tope Info Comments Image: Comments Comments Image: Comments

Step	Action	Screenshot
7	Funding information will not auto-populate. Department Processors need to enter all required information.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Payroll Use Employee Information
	Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.	UConn Payroll Distribution Personalize Find View All]] First () 1 of 1 () Last Account Number Distribution Percentage 1 0 Comments []
	Note: In Core-CT, student employees can have more than one funding account.	Smart HR Transactions Help UConn Payroll Distribution Personalize Find View All I First I of 1 I Last Account Number Sub Account Number Distribution Percentage 1 2740000 Q 100 IIII
	When the funding information is entered, move to the Payroll Use tab.	Return
	The information on the Payroll Info tab will be completed by the Payroll Department.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Payroll Use
8	Department Processors do not need to enter any information on this tab.	Employee Information Work Location - Job Indicator *Job Indicator Primary Job Comments
	Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the hire.	Attachment Find View All 2 I First (1 of 1) Last *Description Attached File Attach Open Delete 1 Attach Open Delete Image: Comparison of the comparis

Step	Action	Screenshot
	Click the plus sign (+) to add additional attachments.	
11	When all information on the template is complete, click Submit.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit
12	Once submitted, student hires are processed directly into the Job Data pages. The following message will notify the Department Process the submission was successful:	Smart HR Transactions Save Confirmation The save was successful. The Person ID is 187793.

Process Steps: Workstudy Student Hire

Scenario: In this example, Robert Roberts is being hired as a workstudy student to the Puerto Rican/Latin American Cultural Center.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_WS Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template @ Transaction Type [All Select Template [UC_TBH_WS Q UConn Hire Template - Workstudy Student Hire Create Transaction

Step	Action	Screenshot
3	 On the Enter Transaction Details page, enter the following: NetID: It is strongly encouraged to enter the employee's Net ID over their Social Security Number (SSN) when hiring. Job Effective Date: This autopopulates to the current date. Update if necessary. Action: This will default to <i>Hire</i>. Reason Code: Select a reason for the hire action. In this example, select <i>Employ</i>. Aid Year: Enter the year in which the employee is earning the aid. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Hire Template - Workstudy Student Hire
	Click Continue.	
4	Much of the information on the Personal Info tab will auto- populate due to the integration with Student Administration. Enter the remaining information. Note: Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citzenship Info Funding Info Primary Name - English Name Prefix First Name (Robert) Middle Name (R. *Last Name (Robert) Name Suffix Statt Information *Date of Birth (11/05/1992) Person Gender *Gender (Male) *National ID (Addees States) *National ID (Addees States) *National ID (Addees States) *Address Type Home *Address Line 1 (123 Main Street) Address Line 2 *City Hartford *State CT *Phone Type (Business) Yenone Type (Business) Telephone Phone Extension Comments Comments

Step	Action	Screenshot
5	Some of the information may auto-populate on the Job Info tab due to the integration with Student Administration. Ensure the remaining required fields are complete : • Department • Location Code • Job Code • Job Code • Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet. • Standard Hours • Compensation Rate Note: You will not be able to move to the next tab until all required information is entered on this tab. When all of the applicable information is entered, move to the Citizenship Info tab.	Smart HR Transactions Enter Transaction Information Enter the tollowing Employee or Contingent Worker information. Personal Info Job Info Citzenship Info Funding Info Work Location - Job Fields *Location Code *Department UOCD1090 *Location Code Job Code - Students and Grads *Job Code *Job Code - Students and Grads *Job Code *Job Code 2990ST Q Job Information *Supervisor ID [00191 Job Information - Reporting Information *Supervisor ID [00191 Standard Hours Standard Hours Job Compensation - Pay Components Compensation - Pay Components Compensation Rate 0.00 UConn Work Study Info Aid Year [2016 Aid ID WWSU Aid Year [2016 Fall Award 1100.000000 Spring Award Summer Award Comments [3]
6	 The information on the Citizenship Info tab will autopopulate from the integration from Student Administration. Department Processors will need to enter any additional information on this tab: Status Date: The status date does not auto-populate from Student Administration. Enter the I-9 approval date. Expiration Date: Enter the date the Visa/Permit Status expires, if applicable. Move to the Funding Info tab. 	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Country USA Type of Duration Months Visa/Permit Status Date IB Visa/Permit Status Pending I9 Expiration Date Country USA Country USA Comments IB Comments IB

Step	Action	Screenshot
7	Funding information will not auto-populate. Department Processors need to enter all required information. Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Conn Payroll Distribution Find View All First Image: Sub Account Number Distribution Percentage Image: Comments Image: Comments
	When the funding information is entered, move to the Payroll Use tab.	Smart HR Transactions UConn Payroll Distribution Personalize Find View All First I of 1 Last Account Number Distribution Percentage 1 5295480 Image: Comparison of the state Return
8	The information on the Payroll Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Comments Comments
9	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an Attachment section will open. If applicable, search for and	Attachment Find View All [2] I First (1) 1 of 1 (2) Last *Description Attached File Attach Open Delete 1 Attach Open Delete (1)
	attach an attachment to include with the hire. Click the plus sign (+) to add	

Step	Action	Screenshot
	additional attachments.	
11	When all information on the template is complete, click Submit.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit
12	Once submitted, student hires are processed directly into the Job Data pages. The following message will notify the Department Process the submission was successful:	Smart HR Transactions Save Confirmation The save was successful. The Person ID is 187793.

Process Steps: Non-UConn Student Hire

Scenario: In this example, Robert Roberts is not enrolled at the University but is being hired to a student job at Dining Services.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_NUCS Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template @ Transaction Type All Select Template UC_TBH_NUCS Q UConn Hire Template - Non-UConn Student

Screenshot
Smart HR Transactions Enter Transaction Details The following transaction details are required.
Template UConn Hire Template - Non-UConn Student *Job Effective Date 08/08/2016 Action Hire *Reason Code Employ
Continue Cancel
Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Payroll Use Employee Information Primary Name - English Name Prefix *First Name Robert Middle Name R. *Last Name Roberts Name Suffix * Birth Information *Last Name Roberts *Date of Birth 11/05/1992 Birth Information *Address Une 1 Maile Person Address 11/0 City Eastes *Address 11/0 Address Line 1 City Haritord
Comments

Step	Action	Screenshot
5	Ensure that at least the required fields are complete : • Department • Location Code • Job Code • Supervisor ID: Supervisor ID is especially important for time reporting students as the supervisor approves the timesheet. • Standard Hours • Compensation Rate • End Date Note: You will not be able to move to the next tab until all required information is entered on this tab. When all of the applicable information is entered, move to the Citizenship Info tab.	Smart HR Transaction Information Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Work Location - Job Fields 'Department UOC01681 'Location Code UOC000263 'Department UOC01681 'Location Code UOC000263 'Job Code - Students and Grads 'Job Code [510ST Q Job Lobor - Reporting Information Standard Hours Standard Hours Standard Hours Standard Hours Job Labor - Bargaining Unit and Labor Agreement Bargaining Unit USL Job Compensation - Pay Components 'Comp Rate Code UOC Appointment Date Comments <
6	The information on the Citizenship Info tab will be blank. The Payroll Department will complete this tab. Department Processors do not need to enter any information on this tab. Move to the Funding Info tab.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Citizenship Info Funding Info Payroll Use Employee Information Imployee Citizenship DetTAILS Imployee of Duration Country Q Visa/Permit Type Q Visa/Permit Status Imployee Country Q Country Q Comments Imployee Imployee Imployee Imployee Imployee

Step	Action	Screenshot
7	This information auto- populates from the integration with Student Administration. If the funding information has changed between the entry into Student Administration and the hire date, update it accordingly. Click the plus sign (+) to add more than one funding	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Comments Image: Comments
	account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the Payroll Use tab.	Smart HR Transactions UConn Payroll Distribution Personalize Find View All First I of 1 Last Account Number Distribution Percentage I 4195270 Return I 4195270 I 100.000000 IIIIIIIIIIIIIIIIIIIIIIIIIIIII
8	The information on the Payroll Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citzenship Info Funding Info Personal Info Job Info Commente Vork Location - Job Indicator *Job Indicator Voltation FICA Status-Employee Exempt V
	Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Comments
9	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the hire.	Attachment Find View All 2 I First (1 of 1) Last *Description Attached File Attach Open Delete 1 Attach Open Delete Image: Comparison of the second secon

Step	Action	Screenshot
	Click the plus sign (+) to add additional attachments.	
11	When all information on the template is complete, click Submit. The template will be routed to the Student Employment Office.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit