**Instruction Set: Hiring a Non Work Study Student**

These instructions contain a level of detail that should be helpful to both the novice and seasoned hiring manager.

**Table of Contents**

Access the Hire New Candidate (Student) form................................................................. 1
How to Complete and Submit the Form ........................................................................... 6

Instructions for Form Page 1: Select or enter Student ID, enter Start/End Date, verify eligibility ................................................................. 6
Instructions for Form Page 2: Select Job Type, enter Pay/Hours, select Department/Supervisor ................................................................. 12
Instructions for Form Page 2 (cont’d): Enter BroncoJobs ID, Location, Funding, Background Checks ................................................................. 16
Instructions for Form Page 2 (cont’d): Review and/or Add Approvers; using Save for Later ................................................................. 20
Instructions for Submitting the Form and Viewing approval workflow ................................................................. 24

---

**ACCESS THE HIRE NEW CANDIDATE (STUDENT) FORM**

From the main Boise State University website, click on the link to my.boisestate at the top of the page, as shown in the illustration below.
On the my.boisestate page, click the Faculty/Staff sign in link:

A login window will appear. Log in using your Boise State username and password. If you are still logged in to my.boisestate from a previous session, you would skip this step and be taken directly to the page shown in the following step.
Click on the PeopleSoft link:

The home page for PeopleSoft will appear and it should look similar to the one shown in the illustration below. There may be a slight variation in the layout of the page depending on your browser/zoom settings or what you have access to. First check to see which system you are working in (indicated in the yellow highlighted area below). You’ll notice below that this person is working in the Student Administration system. The Hire New Candidate (Student) form cannot be accessed in the Student Administration or Financial Information systems. Click the Human Resources link (green box) to move into the HR system.
You will know you’re working in the Human Resources system if you see “HR” up at the top next to your user ID (see red box below).

Next, locate the Candidate/Employee Transaction link in the HR Self Service box and click on the link:
A new page will come up with more options. Since you’re hiring a student, click the **Hire New Candidate (Student)** option in the **Candidate/Approve Hire** folder. Please proceed to the next section of these instructions.
HOW TO COMPLETE AND SUBMIT THE FORM

The instructions below include detailed explanations of each section of the Hire New Candidate (Student) form. Each page of the form is broken down into sections within this instruction set. As you complete the form be mindful that all required fields are populated and drop-down menu items selected. The form has built-in functionality that will automatically alert you (via screen messages) to review and complete any information you might have overlooked.

INSTRUCTIONS FOR FORM PAGE 1: SELECT OR ENTER STUDENT ID, ENTER START/END DATE, VERIFY ELIGIBILITY

After clicking the Hire New Candidate (Student) link in the Human Resources Self Service section, the Hire New Candidate page will appear (shown below), along with instructions (green box) which explain a) how to initiate a new hire request and b) how to monitor your pending requests. Your pending requests (if you have any) will appear in the “Candidates To Process” section (yellow box). If you have no pending hires, the Candidates To Process section will be empty and will be titled Information instead of Candidates To Process.

To begin a new hire, click the Add button (see orange box below).

![Add New Candidate](image-url)
After clicking the Add button the first page of the form will load and you’ll be asked to choose what type of candidate you would like to hire (green box). Select Non Work Study Student from the drop-down list.

After selecting Non-Work Study Student from the menu a list of information will appear (see yellow bracketed area below) that covers various student hiring topics such as posting your student job, meeting credit enrollment requirements, complying with I-9 regulations, telecommuting, minimum pay rate and background checks. Please read this section carefully before you proceed and click any of the blue hyperlinks in the section for more information on that topic.
A note about Background Checks (item #7 in yellow highlighted list on previous page). Some hiring managers prefer to start the background check process well before they submit the actual hiring form. If this is your preference, please click the “HERE” link in the paragraph in Item #7. You’ll be taken directly to the background check request form. If, however, you would like to use the student hire form itself to request a background check, you’ll have that opportunity on Page 2 of the form. Instructions for this step are included later in this instruction set.

Below the list of 7 items is another list (see green box below) that specifies the information you’ll need to gather together before you can complete this hiring form. It’s recommended that you collect this information ahead of time. There are 2 hyperlinks in this section. The “Type of Work” and “Generic Title” link will take you to a table that lists all student employee job types. You will access this table again on the next page of the form when you select the type of job the student will be performing. The “Background Check Questions” link (see orange box below) will take you to a list of the criteria that will be used to determine when a background check is required for your student. Again, these items will be covered later in this instruction set. This is just to help you have this information ready before you proceed further into the form.

Next you will enter the Candidate ID (also known as the Student ID number, or Employee ID number) and choose the start and end dates where their work will begin and end. If you have the student ID number handy just enter it into the Enter Candidate ID field. If you do not have the student’s ID number, click on the magnifying glass icon (yellow box) next the field to search for the student by name or other criteria.
If you choose to search for the candidate, after clicking on the magnifying glass icon you will see a Look Up window (shown below) pop up on your screen. Enter the student’s first and/or last name, and/or their National ID (Social Security Number) into the search fields and click “Search”.

Once you find the candidate’s name in the search results, click on it. You will be taken back to the form and you will notice that the student’s ID number appears in the ID field and their name appears to the right of that field (see orange box below).
Next enter the employment **Start Date** and **End Date** by either entering the dates into the fields in MM/DD/YYYY format, or use the calendar function by clicking the calendar icons (shown in blue box on previous page).

Once you have entered the start/end dates the eligibility results will appear just below that section (shown in purple box on previous page). You’ll see their academic career status (Undergraduate or Graduate), the number of credits they’re currently enrolled in (“Course Load”), and a statement which will say whether the student is eligible for hire or not. If the student is NOT eligible for hire, a message will appear in red text (instead of green) that says they are not eligible for hire. In cases where a student is NOT eligible, you can still hire the student as a temporary (non-student) employee by clicking the “Hire As Temp” button at the bottom of the page. Clicking this button will take you away from the student hiring form and to the Temp Hire Worksheet where you can submit a request to hire the student as a non-student temporary employee. If you choose to do this, close the hiring form window behind you after you leave it to ensure the information you entered is deleted. If the information does not get deleted and you return to the form later to hire a different student, the enrollment credits information may not update for the new student. So it’s best to just close the hiring form window anytime you choose “Hire As Temp”.

In the student hiring form the student’s **I-9 status** (yellow box on previous page) will also be displayed. You’ll notice here that the student does not have a current I-9 on file. Upon submitting this hiring request form automated emails would be sent to both the supervisor and the student’s broncomail address advising them that the student must complete their I-9 prior to beginning work. It will include instructions for how to complete their I-9 (where to go, what documents to bring, etc.).

Below the I-9 section, if your candidate happens to be working in another student job on campus, that job will appear below the student’s eligibility information as indicated with the green arrow below. In this example a candidate named “Jesse” is currently working in a second job as a Student Radio/TV Assistant for Boise State Public Radio. He is working 12.00 hours per week in that job. Before you hire a student into his/her second job you must be mindful of the university’s policy which limits a student’s weekly work hours to 30 per week (20 per week for international students). If the addition of your job will cause the student’s hours to exceed the policy limit you will need to come up with a solution that will keep their hours below the threshold.
If your student was found to be eligible for hire and you wish to continue completing the form, click the Next button at the bottom of the page. If, however, you decide that you do not want to proceed with this hire, click Cancel. Doing so will delete all the data you have entered. If you then change your mind and decide later that you DO want to hire this student after all, you will have to start over with a new “blank” form. This form DOES have a “Save for Later” feature, but not until you get to the 2nd page of the form. As mentioned on previous page, if your student was found to be ineligible for student employment, you can still hire the student as a non-student temporary employee by clicking the *Hire As Temp* button shown below.
If you selected Next in the previous step you will land on page 2 of the form. At the top of page 2 (shown below) you will see 4 buttons that allow you to navigate to other pages of the form, save the form for later, or cancel the request. Below that you’ll see a summary of the information you have entered thus far (ID/Name and start/end dates).

The next section, Candidate Hire Job Details (below), asks you to review the Student Employment Hire Classifications which is a list of available student job types that you’ll be choosing from. Click the link (blue hyperlink in green box below) to access the classifications table.

Review the classifications table (shown below) carefully. Find and make note of the “Type of Work” and “Generic Title” that most closely matches the duties your student will be performing. Highlighted in yellow below you will see examples of job titles that have traditionally been associated with these job types. Once you have found the correct Type of Work and Generic Title you can close the Student Employment Hire Classifications window by closing the tab in your web browser.
Once you have returned to the form, select the **Type of Work** and **Generic Title** from the drop down lists shown in the green box below. The options in the Generic Title drop down list are dependent on what you choose in the Type of Work menu.

Upon selecting the generic title you will see the job duties appear in the window below it (see yellow area below). Review those duties once again to ensure your job matches up closely with the one you have selected. The generic title will also appear in the **Specific Job Title** field (see orange box below). The Specific Job Title is also known as the Business Title, or the job title that will appear on employee paycheck stubs. You can leave the Specific Job Title as it is, or you can change it by typing in a custom job title. If you type a title into that field however and then change your mind and delete it, the system will require you to enter a title into the field before allowing you to proceed to the next page in this form. If you don’t want to create your own title, just type the generic title that originally appeared there.

The next step is to enter the pay rate and the estimated number of hours the student will work per week. A pay range is given (see green box below) to help you choose the appropriate pay rate. Also included is text-based information on the level of pay the student should receive. Read that information carefully and then enter the appropriate pay amount in the **Hourly Wage** field (see yellow box below). Enter the **Estimated Hours/Week** the student will be working. Note the policy (below) that limits student hours.
If you enter a wage amount that is outside of the approved range you will get a warning message (below) saying the hourly wage cannot be below the minimum (or exceed the maximum) rate for this job. To ensure pay equity and that students who perform similar work are compensated equitably, you will not be able to continue to the next page of the form without entering an acceptable rate of pay. If you have concerns about employee pay rates, please contact HR Compensation and Classification.

![Image of hourly wage range table and warning message]

The next field is the **Bi-Weekly Amount** field (see below in green). It won’t allow you to enter data because this field is only used when hiring a **Student Resident Assistant**. All other student job types will be paid on an hourly basis.

![Image of bi-weekly amount and department ID fields]

Continue by entering the 5-digit **HR Department ID** number (see below). This specifies which department will be responsible for supervising the student employee.

![Image of HR department ID field]
If you don’t know the HR Department ID number off-hand, use the magnifying glass icon to look it up. In the look-up window (next screen shot below) you’ll see that you can search for the HR Department by the Description (recommended) which is the actual name of the department.

Once you locate the HR Dept ID number and have clicked on it, the next step is to enter the employee ID number of the Supervisor who will supervise this employee (see below). Again, if you do not have this number off-hand, use the lookup feature (magnifying glass icon) to find it. You’ll be able to search by Last Name, First Name, Department Number, and other criteria.
INSTRUCTIONS FOR FORM PAGE 2 (CONT’D): ENTER BRONCOJOBS ID, LOCATION, FUNDING, BACKGROUND CHECKS

The next field is a Yes/No question: “Do you have a BroncoJobs ID?”. A BroncoJobs ID is a number that is generated for you when you post a student job on the BroncoJobs website. The Career Center requires campus hiring managers to post all student jobs on the BroncoJobs website. If you posted your job on BroncoJobs and have the BroncoJobs ID number, answer Yes to the question and then enter the number into the field that appears to the right (see green box below).

If you answered No because you do not have a BroncoJobs ID, a new section will appear (see below) asking you to select the reason for not having the BroncoJobs ID. If the first three reasons do not apply, click the “Other” option and type a brief explanation into the field to the right of that option (see green box below).

The next question is “Will this work be performed in Idaho?” (see below). If the student will perform their work in Idaho, select yes and move to the next step. If the student will NOT perform their work in Idaho, select No and provide the city and state in which the work will be performed. If the employee will work in another state you MUST enter the city/state information because there are important tax-withholding requirements the university is legally required to satisfy.
The next step is to provide the funding source(s) that will support this hire (see purple box below). If you know the funding source you may enter it in the field provided, otherwise use the magnifying glass lookup icon to search for the correct funding source. (see Funding Source Lookup illustration further below).

You can search by Department ID or a variety of other criteria to locate the funding source.

Once you select the correct funding source(s) you will need to provide the distribution % for each source (see orange box below). If there are multiple funding sources for this job, click the “+” button (green box) to add another source. Ensure all distribution percentages add up to 100 as shown below (35+20+45=100). If you just have a single funding source, enter 100% as the distribution %.
The next field that you will see just below the funding source window is the Backup Funding Source (see below). This is only required when you’re hiring a Work Study student (a student funded w/work study funds). If you want to list a backup funding source here anyway, enter it in the field provided. NOTE: Entering a backup funding source here does not mean that the system will automatically change over to the backup source if the original source runs out of funds. You would still need to complete the new Student Employment Change Form to have the source changed in the system.

The next step, **Time Sheets Payment Method**, is optional. By default, if your student’s employment will be funded by multiple funding sources it will be charged to those sources based on the percentage you choose for each source. However, you may want to give your employee the ability to log certain portions of their hours to multiple funding sources. If you want to do this, choose the first option, Allocated Funding Distribution. Otherwise choose the second option to charge funding to set percentages.

The next section to complete is the **Background Check** qualification. Background checks are required for any student whose job duties meet one or more of the qualification criteria in the list shown below. Click the Yes button (see green box below) for any conditions that apply. Your selection will be communicated to Employment Services upon submitting this form so that they can initiate the correct background check(s). If you have already submitted a background check request prior to this point in the form, you still need to click “Yes” for any criteria that apply so that Employment Services will receive, and be able to approve, your electronic hiring request.
If you answered Yes to any of the background check items, the following section will appear below it confirming the type of background check that is required. For example, if you clicked “Yes” to the question “Will this employee supervise or interact with vulnerable individuals or minors under 16?”, you would see “*Criminal Conviction Check” appear in the Background Checks section below. This criteria requires a Criminal Conviction check.

<table>
<thead>
<tr>
<th>Background Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on your answers in the previous section, the candidate may need the following background checks:</td>
</tr>
<tr>
<td>*Criminal Conviction Check</td>
</tr>
</tbody>
</table>

Employment Services will receive notification to initiate these checks and contact you with the results. Please contact Employment Services at Employment@bosestate.edu or at 208-426-1553 if you have further questions.
Below the Background Checks section you will see another section titled “Approvers” next to the green box in the screen shot below. Click the arrow to expand the section and view the approvers.

You will see in the expanded section (below) that the list of approvers includes the Supervisor and the designated manager of the HR Department ID that you entered in a previous step. At the moment that you submit this hiring form, the person you designated as the Supervisor will be sent an email notification asking him/her to log in to PeopleSoft and render an Approve/Deny decision on your request. Additionally, if a background check is required for this employee then Employment Services will also receive an email notification asking them to review/approve your request based on the results of the background check. The Supervisor (and Employment Services) are always the first in line to approve unless you choose additional approvers (see next step).

Additional Approvers - You’ll notice in the bottom portion of the Approvers window that there are “Additional Approver” fields (see green box below). You can add additional approvers to the approval workflow process if necessary. If you do add approvers, they will always be the first in line to review and approve your request. They will be followed by the Supervisor, and then the Department Manager, and so on. Please be aware that adding additional approvers will also add more time to the overall approval process.

To add an approver, click on the magnifying glass icon (see red circle below) next to the Additional Approver 1 field.
A Look Up search window will open (below). You will use this to find the Additional Approver.

If you have the Employee ID for the Additional Approver, enter it into the Empl ID field (see highlighted yellow below). If you do not have the person’s Employee ID, use the “Description” field instead. Click on the “begins with” drop down box, select “contains” and enter part of the person’s name into the empty field next to it. If the person’s name were Betty Bronco for example, enter either Betty or Bronco in the Description field. Do not enter both the first and last name because the system stores names in a variety of formats. Some names are stored as John, Smith while others are stored as Smith, John, etc. Some names include middle initials, spaces or commas, some do not.

You can also search for the additional approver name by using the second Department field as shown below.
After entering the search criteria click “search” and locate the person you’re looking for. Click on their name to add them as the additional approver. You will see their name populate in the Additional Approver 1 field and in the approver list as well.

Once you have completed your review of the Approvers section, you have 4 options (see green box above) for choosing what happens next:

- You can click “Previous” to return to the prior page (your data on the current page will be saved).
- You can click “Next” to move to the next step in the process.
- You can click “Save for Later” to save all information entered and return later to complete.
- You can click “Cancel” to cancel the hiring request altogether (all data you’ve entered will be erased)

**Using “Save for Later”**

If you click “Save for Later” you will be taken to a summary page (below) showing all the data you have entered thus far. Also included are any additional jobs the student might currently be working in (green box, next page) and a list of who will receive email notifications upon the submittal of this form (orange box, next page). When you’re done reviewing this information click the OK button (green arrow, next page) to proceed to the next step.
After clicking “OK” you’ll be taken back to the first page of the form (see below). You’ll notice that the form you just “saved for later” is now listed in the “Candidates To Process” section. (see “Jesse” in the green box below). Again, any time you access the Hire New Candidate page (below) you will see all of your pending hiring requests in that list. Simply click on the candidate’s name to continue working on that hiring request form.
After ensuring all the data you have entered into the form is correct, submit the form for approval by clicking the “Submit” button (see green box below). You will receive a confirmation message (see orange box below) stating that your hire request was successfully submitted and that you’ll be notified when your request is approved or denied. Click OK to proceed.
After clicking OK you will see a graphic showing the sequence of approvals that must occur before your hire is finalized (see screenshot below). The approval step that is indicated with the **green arrow** below is for Employment Services. If a background check was not required for this hire, Employment Services would not need to approve the request and they would not appear in this workflow graphic. The approval chain indicated with the **orange arrow** is the typical workflow for most hiring requests. It always begins with the **Additional Approver(s)** (if you added one), then it continues with the **Supervisor**, then the **Department Manager**, and lastly, the **HR Reviewer (Processor)**. If you did not require an additional approver, the chain would start with the **Supervisor** (indicated with the **blue arrow**) and continue through to the **HR Processor**.

In the example above the **Additional Approver** you selected is shown as the first approver. Prior to approving the request the status above that person’s name would say “Pending” which means two things: One, that they had been sent a notification to review and approve the request, and two, that they had not yet approved the request. Once the additional approver approves the request, the **Pending** status changes to **Approved**. Anyone who has not yet been notified that their approval is needed will have a status of “Not Routed” above their name. Anyone who denies a request will have the status of “Denied” above their name. The “Multiple Approvers” you see in the final approval step means that more than one HR Processor can approve this request. Click on “Multiple Approvers” to see a list of the approver names (see example below). Note: the approver numbers (Approver #1, Approver #2, etc.) do not represent an order or sequence of approval. Any of the listed multiple approvers can approve this request.
After you review the approval workflow as shown in the previous step you can then click OK (lower left under the workflow illustration) to exit the screen. You should have received in your email inbox a notification confirming that you submitted this request successfully. Here’s an example of this notification:

![Email notification example]

Additionally, when you submitted your hiring request, the following notification was emailed to the first approver. This is the email message that will be sent to each approver in the workflow. If a background check was required, Employment Services would get a full summary of the hire information in their notification email.

![Email notification example]

For more information on how to manage and view the approval process please read the instruction set “Approval Workflow” in the student hire hiring section of the HRS/Employment Services web site.