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

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

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**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).
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 Work Study Student from the drop-down list.

After selecting 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 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 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 bracketed area below) that specifies the information you’ll need to gather together before you can complete this hiring form. It will save you time if you collect this information ahead of time. There are 2 hyperlinks in this section. The “type of work” and “Generic Title” for the job 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’re asked to select the type of job the student will be performing. The “Background Check questions” link (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. Both of these topics will be covered later in this instruction set. The links are included here on the first form page so you can enter your selections when asked later in the form.

Fiscal Year (between red arrows below) – select the fiscal year in which the student will perform their work. The authorized date range where students can work using work study funds (highlighted yellow below) will appear below the year field as soon as you select the year. **NOTE:** If a student will work through the change in fiscal year (for example, from June 7th through July 20th) they will need to be hired twice, once for June 7th through June 20th (the last day a work study student is authorized to work in FY15) and again for July 1st through July 20th. They cannot work between the last day authorized in June (June 20th, 2015 as shown below) and July 1st. Please contact Financial Aid if you have any questions about this.

Next you will enter the **Candidate ID** (Student ID/Employee ID) and choose the start and end dates of their work assignment. Upon entering the ID number the student’s name will appear to the right of it (in the area of the green box). If you do not have the student’s ID number, click on the magnifying glass icon to search for the student by name or other criteria. After entering the start and end dates click “Check Eligibility”. This will confirm whether the student is eligible for work study employment.
If your student is already working in another job on campus the following message will appear on your screen. Click OK and we will discuss what this means in a moment.

In the Eligibility Information window (below) you can confirm the name, career status and credit load that your student is enrolled in. If your student was found to be eligible for work study employment, you will see a green message that states this (see below). If your student was not eligible for work study employment, a message would appear in red (see inset image below) and would indicate why the student is not eligible. If the student is NOT eligible for work study employment you still have 3 options:

1) Cancel your request and return later to start a new one.
2) Hire the student as a non work study employee (if they are enrolled in enough credits). Go back to the top of the form page and change the selection from Work Study Student to Non Work Study Student.
3) Hire them as a temporary (non student) employee. To hire as a temporary non student employee click the “Hire as Temp” button at the bottom of the form page.

Additionally, you’ll see that the student’s I-9 status has been checked by the system and the status will appear below. If their I-9 is not up to date, another message will show (see highlighted inset image below).
The next section (below) will only appear if your student has one or more other jobs on campus. It will show you where they are working, how many hours they’re working at each job and when each job is estimated to end. Be mindful of the fact that students can only work 30 hours per week (20 if an international student). If adding your job will cause their hours to exceed 30, you’ll need to either make special arrangements with the student’s other supervisors to ensure this doesn’t happen, or you’ll need to find another student who has more available work hours.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Supervisor</th>
<th>Funding Source</th>
<th>Standard Hours</th>
<th>Frequency</th>
<th>Overtime Eligibility</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Clerical/Support 2</td>
<td>Bookstore</td>
<td></td>
<td></td>
<td>6.00 Hourly</td>
<td></td>
<td>Overtime Eligible</td>
<td>08/02/11</td>
<td></td>
</tr>
<tr>
<td>Student Clerical/Support 1</td>
<td>Student Union</td>
<td></td>
<td></td>
<td>2.00 Hourly</td>
<td></td>
<td>Overtime Eligible</td>
<td>09/14/14</td>
<td>06/21/15</td>
</tr>
<tr>
<td>Student Clerical/Support 2</td>
<td>Bookstore</td>
<td></td>
<td></td>
<td>1.00 Hourly</td>
<td></td>
<td>Overtime Eligible</td>
<td>09/04/11</td>
<td></td>
</tr>
</tbody>
</table>

The next section will show you the amount of work study funds the student is approved for, the type of funds they’re approved for, and the current balance of funds that are remaining for that student. Once you are ready, click “Next” to move to the next page.
INSTRUCTIONS FOR FORM PAGE 2: SELECT JOB TYPE, ENTER PAY/HOURS, SELECT DEPARTMENT/SUPERVISOR

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.

Continue to next page…
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. You can also use example job titles to narrow down the Type and Title of the job (see highlighted yellow text below). 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.

### Student Employment Hire Classifications

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Generic Title</th>
<th>Job Duties</th>
<th>Pay Level</th>
<th>Min</th>
<th>Mid</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Academic</td>
<td>Student Academic Assistant 1</td>
<td>Performs general academic functions in support of a specific course, professor or department. Would typically assist in lower division courses. Duties typically include: assisting with preparation, distribution, collection of test materials, applying a template for grading; review of short answer or essay responses for accuracy or completeness; assisting a professor with course preparations, instructional materials, recording of grades. Moderate supervision is provided. Examples of Job Titles: Grader, Teacher Aide.</td>
<td>S2</td>
<td>$7.65</td>
<td>$9.33</td>
<td>$11.00</td>
</tr>
<tr>
<td>Student Academic</td>
<td>Student Academic Assistant 2</td>
<td>Performs academic assistant functions in support of a specific professor, or course or section. Would typically assist in upper division courses. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; grading complex essay assignments and exams; assessing performance or progress. Limited supervision is provided. Examples of Job Titles: Grader, Peer Advisor, Writing Center Consultant.</td>
<td>S3</td>
<td>$8.40</td>
<td>$10.45</td>
<td>$12.50</td>
</tr>
<tr>
<td>Student Academic</td>
<td>Student Tutor</td>
<td>Provides tutoring to individuals on specific subject matter or discipline. May provide services to fellow students, community residents, or others. May be required to have received a specific grade in the course or courses for which tutoring is provided, and to assess the progress of those receiving service. Supervision level may vary from minimal, with training and resources available to assist the tutor when needed. Examples of Job Titles: Student Tutor.</td>
<td>S2</td>
<td>$7.65</td>
<td>$9.33</td>
<td>$11.00</td>
</tr>
<tr>
<td>Student Academic</td>
<td>Student Academic Assistant 3</td>
<td>Performs academic assistant functions at the highest level in support of a specific professor, or course or section. Would typically assist in upper division or graduate courses. Duties may include: conducting lab or work group sessions focused on the review or application of course materials; delivering portions of lectures; assessing performance or progress. Limited supervision is provided, and the student employee is expected to operate independently in the performance of a wide range of duties. Examples of Job Titles: Peer Advisor, Writing Center Consultant, Lab Instructor, Undergraduate Teaching Assistant.</td>
<td>S4</td>
<td>$10.00</td>
<td>$12.50</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

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 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 blanked out that field and 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.

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 Non Work Study Student Resident Assistant.

Continue by entering the 5-digit HR Department ID number (see below). This specifies which department the student will be working in.
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 the Employee ID 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 and you will need to complete the university’s Telecommute request forms as there are important tax-withholding requirements the university will be legally required to satisfy.
The next question is “Will the student perform his/her duties on the Boise State Campus?” This information is tracked for audit purposes. If they will perform their duties on the BSU Campus click yes. Otherwise click no and provide the requested information.

![Image of a form asking if the student will perform duties on the Boise State Campus]

Enter the backup funding source in the yellow highlighted field shown below. Use the Lookup tool (magnifying glass icon) to search for the source if necessary. **Note:** Funding will not automatically switch to the backup funding source when work study funds run out. You will still need to change the fund source to the backup source by submitting a Student Employment Change Form.

![Image of a backup funding source form]

Background Checks are required for some students depending on their job duties and responsibilities. Based on your student’s job responsibilities, click the “Yes” box next to any of the applicable qualification questions listed below.

![Image of a Background Check section with questions and checkboxes]
If you answered Yes to any of the background check qualification questions, 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 because this criteria requires a Criminal Conviction check. If you did not select “Yes” to any of the qualification questions, you’ll only see “Background Checks are not required for this candidate”.

![Background Checks]

Background Checks
Based on your answers in the previous section, the candidate may need the following background checks:

* Criminal Conviction Check

Employment Services will receive notification to initiate these checks and contact you with the results. Please contact Employment Services at Employment@boisestate.edu or at 208-426-1553 if you have further questions.
INSTRUCTIONS FOR FORM PAGE 2 (CONT’D): REVIEW AND/OR ADD APPROVERS; USING SAVE FOR LATER

Under the Background Checks section you will see another section titled “Approvers”. Click the arrow next to “Approvers” (red box below) to expand the section and view the approvers. You’ll see the Supervisor you selected earlier, as well as the Department Manager for the HR Department ID you selected earlier. Both Supervisor and Department Manager approval are required for student hires. If you need to add an additional approver, enter the username of the person into the Additional Approver (Optional) field, or click the Lookup button (highlighted icon below). A lookup window will appear.

You can search for the name of the person you want to designate as the additional approver. (As a side note, additional approvers will always be first in line to approve hiring requests. Please be aware that adding additional approvers will also increase the amount of time it takes to get your request approved.)
If you have the Employee ID for the Additional Approver, enter it into the Empl ID field (highlighted 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 in previous illustration) 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 below) and a list of who will receive email notifications upon the submittal of this form (orange box below). When you’re done reviewing this information click the OK button (green arrow below) 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.

![Hire New Candidate form]

To initiate the hire of a new employee click the “Add” button in the “Add New Candidate” box below. If you have previously started a hiring request it will be shown in the “Candidates to Process” list below and will have a Status of “Draft”.

To monitor the status of approvals for your hiring requests, click on “Candidate/Approve Hire” in the navigation path at the top of this screen. Then click “Hire New Candidate Status” and find the hire in the list provided.

Note: You may modify the display of the “Candidates to Process” list below. You can sort the list by clicking on a column heading. For example, to sort by Name click “Name” at the top of that column. Additionally, if you want to temporarily remove items from the list, click the check box to the left of the person’s name and click the “Remove Selected from List” button below.

![Candidates To Process table]

- [ ] Herman
  - Non-Work Study Student
  - Draft
  - 09/24/14 - 09/30/14
  - Human Resource Services
  - 09/03/2014 12:30:46PM
- [ ] Herman
  - Non-Work Study Student
  - Draft
  - 09/24/14 - 09/30/14
  - Human Resource Services
  - 09/02/2014 10:36:21AM
- [ ] Jesse
  - Non-Work Study Student
  - Draft
  - 10/20/14 - 02/27/15
  - Human Resource Services
  - 09/05/2014 9:26:58AM
INSTRUCTIONS FOR SUBMITTING THE FORM AND VIEWING APPROVAL WORKFLOW

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 you’ll see that the additional approver is the first approver. If you add additional approvers they will always be first in line to approve the request. Prior to approving requests the status above the approver names will say “Pending” which means two things: One, that the approver has been sent a notification to review and approve the request, and two, that the approver has not yet approved the request. Once they approve a 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 indicate 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:

![Example notification](image)

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.

![Example notification](image)

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