Access the Hire New Candidate (Student) form

Greetings and welcome to the instructions for how to access the Hire New Candidate (Student) Form. Normally you would begin by accessing the Boise State home page and then going through my.boisestate to log into PeopleSoft, however, a much faster way to access the form is to simply click on the following hyperlink:

PeopleSoft Login Page

1) In the center-screen login window type your BSU username in all capital letters into the User ID field. Your username is the same as the first set of characters in your BSU email address before the @ symbol. Type your password into the password field.

2) In the center screen login window type your BSU username in all capital letters into the User ID field. Your username is the same as the first characters of your BSU email address, before the @ symbol. Type your password into the password field.

3) Once the PeopleSoft home screen has loaded, locate and click on the “Human Resources” system hyperlink within the “PeopleSoft Systems” window. As a side note, there are up to 3 different PeopleSoft databases that a person can potentially access from this page given that they have the appropriate security permissions. The 3 databases are “Financial
Information”, “Campus Solutions System” and “Human Resources”. To use the “Hire New Candidate (Student)” form you must be working in the “Human Resources” database.

4) After entering into the Human Resources database you will find several topic sections in the “HR Self Service” window, each with their own clickable sub-items. You will need to locate and click on the topic section “Candidate/Employee Transaction”. This item is usually located towards the bottom of the “HR Self Service” window.

5) After clicking the “Candidate/Employee Transaction” link you will arrive at a page with another menu capped with the header “Candidate/Approve Hire”. In the menu below that header click the option “Hire New Candidate (Student)”. This will take you to the “Hire New Candidate” page.

6) On the “Hire New Candidate” page you are given instructions and information for how to start using the form, as well as an explanation of a section on this page that (if applicable) would show any hire forms you have started but have not yet submitted. Directly underneath the instructional paragraphs you will find the “Add New Candidate” section which contains just a single button labeled “Add”. Click the Add button to begin using the form.

**INSTRUCTIONS FOR FORM PAGE 1: SELECT OR ENTER STUDENT ID; ENTER START AND END DATES; VERIFY STUDENT ELIGIBILITY**

1) After clicking the Add button the first page of the form will load. Within the “Add Candidate Hire Details” window there is a drop-down menu containing options for the type of student you want to hire. Select whichever student type you want to hire, either “Non-Work Study Student”, or “Work Study Student”.

2) Upon selecting the student type, a list of information will load into the “Add Candidate Hire Details” window. The first items are numbered 1 through 7 and are capped with the header “Instructions for hiring a student employee”. This list covers various student requirements such as posting your student job through BroncoJobs, meeting credit enrollment requirements, complying with I-9 regulations, telecommuting policy, minimum pay rate and background checks, etc. **Please read this section carefully** before you proceed and click any of the hyperlinks in this section for more information about that particular topic/requirement.

3) Below the list of 7 items is another bullet pointed list with the header “Please have the following information ready prior to completing this hire”. This list represents all of the information you will need to have in order to complete this form.

4) It’s worth mentioning that there are 2 hyperlinked items in this list. The third bullet down in the list, “Know the type of work and generic title”, contains a link that will open up a separate browser tab showing a table 40 rows deep and 7 columns across that describes the types of student job classifications you’ll be asked to choose from on the second page of this form. This new page that opens is titled “Student Employment Hire Classifications”. The link to get to this page is
provided in this early part of the form so that a user can think about what job category and title might apply to the job their student will perform.

5) Another hyperlink is present in the final bulleted item, “Answers to Background Check questions”. This will open a new browser tab with the page heading, “Background Check Questions”. This is a list of questions you’ll be asked on the second page of this form to determine if your student will need to have a background check completed as a condition of employment. The list is broken down into 3 sections, “Criminal Conviction Check”, “Motor Vehicle Check” and “Credit Check”. You are being provided with this list at the beginning of the hire form because you should consider the description of duties your student will perform and whether a background check might be required.

6) If you are hiring a Non-Work Study student, please skip this paragraph and move to the next one. If you’re hiring a work study student, a field will appear just below the bulleted list that requires you to select the fiscal year in which your student will work. Click the drop-down list and choose the correct year. When you have chosen the year, a sentence will appear just below this drop down list that states the specific date range in which the student can work for that fiscal year. Any employment that occurs outside of that fiscal year time period will require you to rehire the student as a non-work study student.

7) The next step is to enter the student’s 9-digit ID number into the “Enter Candidate ID” field. If you do not have the student’s ID number, click the “look-up” icon just to the right of the student ID field. A new window will appear on the screen containing several fields that allow you to search for a student by criteria such as their first and last name or national ID (Social Security Number). Enter any search criteria you have into the fields provided and click the “Look Up” button which lies directly beneath the search criteria fields. The search results will come up in a 6 column table in the bottom half of the look-up window. Column 2 contains the name so you might use that column to identify your student if multiple results come up. Click the name of the student and the window will close and the student’s ID number will populate the ID number field on the form. To the right of the look-up icon the student’s name will appear so that you can confirm that this is indeed the student you were intending to hire.

8) The next step is to enter the start date into the “Employment Start Date” field. You should enter the date in a MM/DD/YYYY format, though it’s ok to use dashes, it will translate it into the proper format. To the right of the start date field is a calendar icon where a user could select a date from a calendar. If you’re using a screen reader it’s recommended that you simply type in the date as the functionality of the calendar will vary with different screen readers.

9) After entering the Employment Start Date you will next enter the Employment End Date. Same set-up as the start date, type the date into the field in MM/DD/YYYY format and then tab out of the field.

10) If you are hiring a work study student (as opposed to a non-work study student), as soon as you tab out of the End Date field you will need to click on the “Check Eligibility” button which is located just to the right of the start/end date fields, underneath where the candidate’s name appeared. You must click this button to verify that the student is eligible for work study employment. The form won’t let you continue unless you click the Check Eligibility button. After clicking the button navigate down to the next section, “Eligibility Information”.
11) In the Eligibility Information section it will start with a list of 3 items: the student’s name, the student’s career status (undergraduate or graduate) and the student’s current course load. If the student is an undergraduate they must be enrolled in at least 6 credits to be eligible for student employment. If they are a graduate student they must be enrolled in 5 credits. The system will check to see that they are enrolled in the minimum number of credits or, at the very least, have intent to enroll for the next academic period.

12) Below the eligibility requirements statement another statement will appear which says that your student either meets or does not meet student employment requirements. If they do not meet the requirements you will need to hire them as a non-student employee. There is a button at the bottom of this form page that you will click to proceed with hiring them as a non-student temporary employee. Navigate to and click that button to do so. If your student IS eligible for student employment, you may proceed.

13) Underneath the eligibility determination statement will be another statement saying whether the student has a current I-9 form on file with the University. If they do not, a notification will be sent to them upon your submittal of this form. This notification will advise the student to report to the HRS offices prior to beginning work to complete their I-9 paperwork. If, on the other hand, the student’s I-9 is current, the statement will advise that no further action is required with regards to their I-9 form.

14) If this student is currently working in another student job, you may still hire the student but you will need to review the information about their other job(s) in the next section, titled “This candidate holds these other positions at Boise State University”. This section will appear as a table with 3 rows and 9 columns and lists (among other things) the student’s other job titles, supervisor names and standard hour that they work per week. Please consider whether your job will cause them to exceed the policy limit of 30 hours per week (20 hours per week for international students).

15) If you are hiring a work study student, then immediately after this section will appear another brief 3-item list that will confirm the student’s work study funds, the type of funds, and their current balance. If their funds balance will be depleted before the end of your job assignment you will need to be ready to submit a funding source change if you intend to keep them working beyond that point.

16) If the student didn’t have any other jobs, and this will not be a work study hire, then after the I-9 status message you would simply navigate down to the bottom of the page and click the “Next” button to proceed to page 2.

INSTRUCTIONS FOR FORM PAGE 2: SELECT JOB TYPE; ENTER PAY/HOURS; SELECT DEPARTMENT/SUPERVISOR

1) Upon clicking the Next button on the previous page you will arrive at page 2 of the form. At the top of page 2 underneath the page heading and the candidate’s name you will find a series of 4 buttons that allow you to navigate to other pages of
the form. The “Save for Later” button can only be used if you have completed the form at least half way down the second page, specifically, through to the HR Department ID field. If you try to save the page before getting to that point a warning message will appear on the screen requiring you to provide the HR Department ID before proceeding.

2) The first section you come to will be the Candidate Hire Information section. This will list the 4 pieces of information you provided on page 1: the student’s name, ID number, start date, and end date.

3) The next section begins the effort of determining which type of job you plan to hire your student into. It’s called “Candidate Hire Job Details”. Within that section are several sub-sections, the first being “Work Study (or Non Work Study) Student Job Information. A descriptive 2-sentend paragraph tells you to review the Student Employment Hire Classifications by clicking the hyperlink. This will open up the Student Employment Hire Classifications table in a new window.

4) The Student Employment Hire Classifications table consists of 7 columns and approximately 40 rows. This table provides a categorical list of all possibly student job types and job titles. The easiest way to navigate through the table is to navigate downward cell by cell in the first column, “Type of Work”. This will give you general work type categories. The next column to the right will give you the “Generic Titles” (aka, job titles) within each of those “Type of Work” categories. The third column, “Job Duties”, provides descriptions of each job. Your goal here is to match up the job title with the type of work your student will be performing. In each cell of the “Job Duties” column there are example job titles you can reference to narrow it down further. These examples are given at the tail-end of each description of job duties. In the remaining columns to the right you’ll find the Pay Level (which has little relevance for the purposes of filling out this form), and the minimum, mid-point and maximum pay rates for each row/job type. Again, the best way to use this table is to start in column 1 navigating downward through the Types of Work, then use columns 2 and 3 to determine specifically which job most closely matches the work your student will be performing. Make note of the “Type of Work” and the “Generic Title’ and move back to where you left off on the hiring form.

5) Upon returning to the form, beneath the hyperlink paragraph you just read, are two drop-down lists. The first asks you to choose the Type of Work the student will be doing. Select the type of work in the drop-down list. The second asks you to choose the student’s generic title. Open the drop-down list and select the appropriate job title. Just below these drop-down items is another sub-section called “Duties for this job may include”. It pulls the job description from that table into the form so you can verify again that this selected job matches the duties your student will be performing.

6) Directly beneath the job description window is another item asking you to provide a “Specific Job Title”. This is an optional field. The Specific Job Title is otherwise known as an employee’s Business Title. This is the job title that will appear on the employee’s paycheck stub. If there is a need to customize the student’s business title, enter that title into the field directly to the right. Otherwise, leave the field as it is with the defaulted generic title listed in it. The form will not let you proceed to page 3 unless this field is populated either with the generic title or a custom title.

7) The next sub-section is the “Hourly Wage Range for this Job” section. Here you will provide the rate of pay and number of hours per week. You will first come across a 2 row, 5 column table that lists the pay range for the job you selected. Directly below that table is a paragraph that describes the recommended starting pay rate and best practices for pay equity. In the
column, “25th%”, is the recommended starting pay rate. If your student has performed this type of work before and has experience, use discretion to pay the student what you feel is appropriate. The next field allows you to type in the pay rate. You do not need to type in a dollar sign.

8) The next field is the “Estimated Hours per Week” field, also known as the employee’s standard hours per week. In the field directly to the right, enter the number of hours you estimate the student will work each week. Directly below this field is a paragraph which mentions BSU policy 7000 and the hours limits for students. If your student has other jobs as well, please be mindful in hour many hours per week you’re planning to work them.

9) The next field item, “Bi Weekly Amount” is grayed out and not usable unless you are hiring a non-work study Student Resident Assistant. Only these employee types can be paid on a bi-weekly stipend amount. If that is what you’re hiring, please enter the dollar amount in this field, otherwise move down to the next item which is to identify the HR Department ID.

10) The HR Department ID field can be filled in by typing in the 5-digit HR Department ID number, or you can click the look-up icon just to the right of the field and look up the HR Department ID using a variety of search criteria. A look-up window will pop up and you can use that to search for and choose the correct HR Department ID for this student hire. This is the department in which the student will be working. At this point you can now save the form for later by clicking the “Save for Later” button at either the very top or the very bottom of this form.

11) The next field is the Supervisor ID field where you will need to type in the Supervisor’s employee ID number. Just like the HR Department ID field, if you don’t know the Supervisor’s ID number please use the look-up tool to search for the employee’s ID number by name and other criteria.

---

**INSTRUCTIONS FOR FORM PAGE 2 (CONT’D): BRONCOJOBS ID; LOCATION; FUNDING; BACKGROUND CHECKS**

1) The next field is the “BroncoJobs” field where you will provide the BroncoJobs ID number. When you post a student position on BroncoJobs you are always issued a BroncoJobs ID number. If you have this number please click the radio button “Yes” and enter it in the field just to the right of the radio buttons. If you did not advertise this position on BroncoJobs, click the radio button “No”. Just below this button a new section will open up asking you to provide the reason why you did not post the job on BroncoJobs. The Career Center manages BroncoJobs and gathers this information in their reports. Click the radio button for the appropriate reason or choose the “Other” option and type your answer in the field just to the right of that selection.

2) After completing the BroncoJobs question you will be asked to advise if the student will work within the state of Idaho. BSU is required to withhold income taxes for any state outside of Idaho, so if you click the “No” radio button you must provide the city and state of where the student will be working so that our Tax Compliance Department is alerted to this. A telecommute form may be required so please work with the Tax Compliance Department to ensure we are in compliance.
3) If you are hiring a work study employee then an additional field will appear that asks you whether the student will perform their work on the BSU Campus. We are required to provide this information for audit purposes so if you click the “No” radio button a new section will pop up beneath that and will ask you to provide the address for where the student will be working if not on the BSU campus. Type the address into the fields provided. Again, this section only appears if you are hiring a Work Study student. It does not apply to Non Work Study students.

4) The next section, “Funding Information”, requires that you provide the funding source(s) for your student employee. (If you are hiring a work study employee you will not have to complete this step as this field will be auto-populated with the work study account number. You can move to the next paragraph below if you are hiring a work study student.) The funding source field appears in a 2 row, 6 column table. In the field in row 2, column 2, type in the funding source (otherwise known as the funding account number). If you do not know the funding source please check with your department manager to obtain that information. If you want to choose the funding source from a list of approved sources, click the look-up icon just to the right of that field. A window will pop up on the screen allowing you to search for the correct funding source by the name of the funding source (Description) or the first few characters of the funding source (GL Combination Code). Back to the form: the next field is in column 4 row 2, the “% Distribution” column, where you will enter the percentage of funding that will come from that funding source. If you have just one funding source for this employee, type 100 into this field. If your employee will be funded by multiple fund sources, move to the button to the immediate right of the % Distribution field. It is a button with a plus sign on it, indicating that you want to add an additional funding source. Upon clicking it, another row will appear below the row you’re currently in. This row will be a duplicate of the first row but you will need to enter in the account code and distribution percentage again. Repeat this process to add more funding sources as appropriate.

5) The next field below is the “Backup Funding Source” field. If you are hiring a work study student, you are required to identify a backup funding source and enter it into this field. Use the look-up button to search for the funding source if necessary. This field is to be completed strictly for verification purposes. The system will not automatically switch to the backup funding source should work study funds run out. You must still submit an employee change request to change funding sources. Please contact the Payroll and Personnel Processing department for assistance with a funding source change.

6) The next section is “Time Sheets Payment Method”. Here you will choose between 2 radio buttons. If you want your student to be able to log portions of their total hours to different funding sources, select the first button, “Allocated Funding Distribution”. If you do not want to give the student the ability to do this, select the second button so that all hours are paid to a set funding distribution.

7) The next section is called “Background Checks”. If you had previously submitted a background check request form for this student, you will still need to complete this section. Below is a 2-column, 12-row table that is broken into 3 sections: a Criminal Conviction Check section, a Motor Vehicle Check section and a Credit Check section. Within each section is a list of qualification questions where there is a check box at the end of each question in its own column. Click that check box at the end of any question that applies to the work your student will be performing. If it does not apply, leave it blank. Once you have answered all of the questions move to the next section of the page.
8) The next section is also called “Background Checks” but it simply provides a summary of the background checks that will be requested based on your previous answers to the qualification questions. The Employment Services office will coordinate the background check process and they will be required to approve your hiring request before it can be entered into the system.

**INSTRUCTIONS FOR FORM PAGE 2 (CONT’D): REVIEW AND/OR ADD APPROVERS; SUBMIT FOR APPROVAL; MONITOR YOUR REQUESTS**

1) The next section is the “Approvers” section. This lists the default approvers who will be reviewing and either approving or denying your request. This section features a basic 2 column table that lists the approver’s role and their name. Immediately below this table are two “Additional Approver” fields. This allows you to add additional approvers to the front end of the sequence of approvers. You may select the approver by either typing in their username or by clicking the look-up button and searching for the person. Remember, the “username” is the just first few characters of that person’s email address, before the @ sign. Once you have selected the additional approver, move down below that section to a set of 4 buttons. You can either navigate to the previous page, click the next button, save for later or cancel. To proceed, click the “Next” button.

2) The next page that comes up features a summary section that lists all of the data that you entered on the form. This is so you can review everything you have entered to ensure it is accurate. The list features the data label on the left, then the data value on the right. There are 16 items in the list, including the candidate’s name, job title, wage and start/end dates, among other things.

3) Below the list of items is a section that states the funding source you selected. Below that is the backup funding source you provided (if applicable). Below that is a list of the student’s other current jobs (again, only if applicable). Below that is a section titled “Notifications will be sent…….” This describes the types of notifications that will be sent out when you click the Submit button below it. If all of the information on this screen is correct, submit the form by click the “Submit” button at the bottom of the page.

4) Upon clicking the Submit button the system will verify all information (which may take several seconds) then the screen will turn dark and a small message window will appear in the middle of the screen that says “Thanks you for submitting your request.” Click the OK button and the screen will return to normal brightness. It will show a graphic that illustrates the sequence of approvers who will review the hiring request. Each approver step is featured in its own little box that has a heading of either “Pending”, “Approved”, “Not Routed” or “Denied”. Each box also contains the name of the approver, their approver role, and (if applicable) the time and date they approved the request. When you submit a hiring request you can return to the system to review this graphic at any time. This allows you to monitor who is currently reviewing the request and of course who has approved the request thus far.

5) To monitor the status of requests you have submitted, there is a bar near the top of the screen which contains a “file-path”. It starts with “Favorites” and continues with “Main Menu”, “Self Service”, “Candidate/Employee Transaction” and so forth.
Click the “Candidate/Approve Hire” link and select “Hire New Candidate Status” from the drop-down that appears. In the screen that comes up there’s a 9-column 2-plus row table that appears in the top portion of the screen. This table lists all hiring requests that you’ve either started or submitted. You can toggle down through column 2 to locate the hiring request by the name of the student employee. You can of course organize the table data by clicking any of the column headers. Column 5, “Status”, will allow you to organize the table so that you can view and locate requests that are awaiting approval. Just click the student employee’s name (hyperlink) and it will lead you to a screen that shows the approval workflow graphic mentioned in the previous paragraph.

**APPROVING A HIRING REQUEST**

1) You will know that you have a hiring request to approve if you receive an email stating such. Another way to learn of this is to monitor your “Worklist” in PeopleSoft. The Worklist is accessed by a link in the top left corner of any PeopleSoft screen. The Worklist will list any pending tasks that require you to take an action, including pending hiring requests. Simply open the task items with the hyperlink provided and you may render an “Approve” or “Deny” decision. You can get to this same screen if you use the hyperlink in the approval notification email mentioned at the beginning of this paragraph. If you deny a request, the system won’t let you submit the denial action until you have left a comment in the comments text box. Comments need to explain why you have disapproved the request.

**MANAGING DELEGATION**

1) If you are normally an approver of certain transactions and you want to assign your approval authority to someone else, you can do this through PeopleSoft “Manage Delegation”. Following the access path described at the beginning of this instruction set, you need to navigate to the PeopleSoft home page, find the “Candidate/Employee Transaction” section within the “HR Self Service” window and click the “Delegation” link. This will take you to a page headed by “Delegation” and within that section a link, “Manage Delegation”. Click the link to that section and a new page will appear. There are 3 hyperlinks dispersed among some text. The first hyperlink “Learn More about Delegation” takes you to a page with text describing how delegation works. The second hyperlink “Create Delegation Request” takes you a page where you can start the delegation process. And a third link “Review My Proxies” will appear if you have previously delegated to someone. This link will allow you to review those previous delegations and see the status of each. Continue to the next paragraph for a step-by-step instruction on how to initiate a delegation.

2) After clicking the second link “Create Delegation Request” you will arrive at a page that will ask you to enter the start and end date of the delegation. The start date will default to today’s date, so if you need to change it just type in the appropriate date in MM/DD/YYYY format. The end date will default to blank so you’ll need to enter the end date or leave it blank if you want the delegation period to be open-ended. Click the “Next” button below to proceed.

3) The next page will require you to select the type of transactions for which you want to delegate approval authority. A list appears that may only feature one item, such as “New Candidate Hire”, or several items. Select the types of transactions your delegate should be able to approve, then click the “Next” button below to proceed.

4) On the next page you will select the person you want to delegate to. You can either choose a name from the table provided, or you can search for the person by name. On this page it defaults to a 7-column table which will show all your direct
reports and your supervisor. Simply click the radio button in the left column next to the name of the person you want to delegate to. If the person you want to delegate to is not shown in this list, click the hyperlink directly above the table, “Search by Name”. A new screen will appear, “Select Proxy by Name”. Navigate down to the “Last Name” field and type in the person’s last name or search for their last name by using the look-up button. After typing the name, tab out of the field and the system will verify the name is valid. Move directly below that field to the “First Name” field and provide the first name. Once both the last name and first name fields are filled, click the “Search” button directly below those fields. A table exists below the Search button that will list any and all employees who match your search criteria. Select the radio button to the left of the name of the person you want to delegate to and then click the “Next” button directly below the table. A confirmation screen will come up. Once you confirm the request an automated email will be sent to the delegate and they will need to click the provided hyperlink and approve your request in PeopleSoft. You’ll be notified that they have either accepted or rejected your delegation request.

5) To revoke a delegate request that you already submitted, click on the “Review My Proxies” link on the Manage Delegation page. In the table that appears on the next screen, locate the name person whose delegation you want to revoke and click the button to the left of their name. Below the table locate and click the “Revoke” button. This will cancel the delegation and will notify the delegate of such.