

Student Hiring Manual

PeopleSoft 9.2

Updated 2-27-2023

Contents

Frequently Asked Questions	3
Prior to Creating a Student Employee Appointment.....	4
Access to eRecruit.....	4
Creating a Student Employee Appointment.....	5
New Hire	5
Concurrent/Transfer Hire	5
Add Hire: Hire Form	6
Hire Form Data.....	6
Job Information.....	6
Compensation rate	7
Earnings Distribution.....	7
Work Address.....	7
Action & Action Reason	7
File Attachments	8
Undergraduate Appointments.....	8
Graduate Appointments	8
Pay Rate Changes.....	8
Transfers	8
Work Study Appointments (Transfers)	8
Comments.....	8
Save	8
Submit.....	8
Edit or Withdraw an ePAF.....	9
View an ePAF/Check Status of Preboarding and Student Employee Registration	10
Terminate Student Employment	12

Frequently Asked Questions

Q: How many hours are student employees allowed to work per week?

A: Student employees have a maximum of 20 hours per week that they are allowed to work across all University of Missouri jobs. Non-international students can work up to 28 hours per week with advisor approval. The FTE listed on the job record is the max you can have a student work for your department, if you want to increase their hours you need to submit a job change and update the ePAF. If approved, then they can begin working additional hours.

Prior to Creating a Student Employee Appointment

Access to eRecruit

User will need to have appropriate access in hrprd.umssystem.edu to login and create the appointment.

If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to hrs@mst.edu.

Missouri S&T

PeopleSoft HR/Payroll Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS				
To request or make changes in security access of the Human Resource/ Payroll modules of PeopleSoft. This form must be typed or printed in ink. Users must be trained in PeopleSoft HR and/or Payroll prior to receiving access.				
Complete this form to add access for a new user who is responsible for HR/Payroll, delete access for an employee who is no longer responsible for HR/Payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form				
User Name (Last, first, middle initial)		Employee ID		
Home Department HR DeptID	Campus/Business Unit	Home Department Name		
Reason For Request				
Prepare PAFs Input Payroll/Paid Time Off (Time & Labor) Other, Explain _____				
PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only)				

DEPARTMENT ACCESS REQUESTED				
Department DeptID	Action Requested (check one)			Time Keeper Access (type Y if Yes)
	New	Addition	Deletion	
	New	Addition	Deletion	
	New	Addition	Deletion	
	New	Addition	Deletion	
	New	Addition	Deletion	
	New	Addition	Deletion	
USER ACKNOWLEDGEMENT				
I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.				
User Signature (required)			Date	
ACCESS AUTHORIZATION				
Director or Department Chair Signature			Date	
Vice Provost/Vice Chancellor			Date	
HR USE ONLY				
Human Resources		Date Trained: HR and Payroll Modules		
		Date Trained: PAF Processing		

Send this completed and signed form to Human Resources

The form can be found at <https://hr.mst.edu/resources/forms/> under PeopleSoft Access Request.

Note: The turnaround time for setting up security access is typically a week.

Creating a Student Employee Appointment



In hrprd.umsystem.edu select the **ePAF Homepage** tile.

Start a Personnel Action Form

Search for Person
Just Search In

In the upper left-hand corner of the screen, enter the **Emplid number** and click **Search**. Verify that the student you select is the correct student.

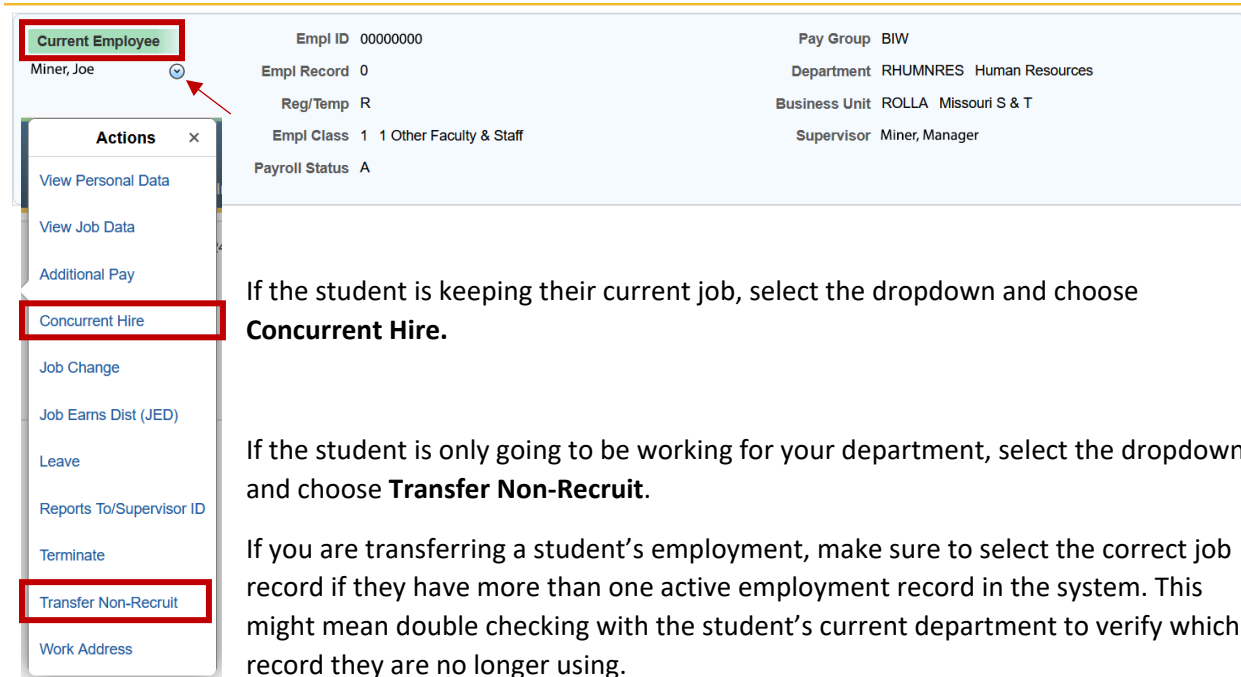
New Hire

If the record shows that they are not a Current Employee, select the dropdown and choose **Hire Non-Recruit**.

Now skip to the **Add Hire: Hire Form** section of the manual.

Concurrent/Transfer Hire

If the record shows that they are a Current Employee, you must find out if the student will be keeping their current job and working a second job with your department or if they will be transferring to your department and ending employment with the current department.



Current Employee Miner, Joe	Empl ID 00000000 Empl Record 0 Reg/Temp R Empl Class 1 1 Other Faculty & Staff Payroll Status A	Pay Group BIW Department RHUMNRES Human Resources Business Unit ROLLA Missouri S & T Supervisor Miner, Manager
---------------------------------------	---	---

Actions x

- View Personal Data
- View Job Data
- Additional Pay
- Concurrent Hire**
- Job Change
- Job Earns Dist (JED)
- Leave
- Reports To/Supervisor ID
- Terminate
- Transfer Non-Recruit**
- Work Address

If the student is keeping their current job, select the dropdown and choose **Concurrent Hire**.

If the student is only going to be working for your department, select the dropdown and choose **Transfer Non-Recruit**.

If you are transferring a student's employment, make sure to select the correct job record if they have more than one active employment record in the system. This might mean double checking with the student's current department to verify which record they are no longer using.

Add Hire: Hire Form

+ Add Hire : Hire Form

Form ID 3338616

Personal Information

Job Data

Name Miner, Joe
Empl ID 00000000
Empl Record 0

Hire Form Data

*Effective Date
*Business Unit
*Employee Class

Work Address

Is a Work Address change needed? No

Address Line 1 113 Centennial Hall

The form ID will be listed in the top right-hand corner of the screen.

Hire Form Data

Hire Form Data

*Effective Date
*Business Unit
*Employee Class

Do you have a position number? No

Enter the **Effective Date** and “tab”, business unit should be **ROLLA**, employee class will be **A Student Employees**.

Leave the position number as **No** there should not be a position number used for these appointments.

Job Information

Job Information

*Supervisor ID
*Department
*Job Code
Location Code
*Standard Hours
FTE 0.000000
*Tax Location Code
*FICA Status-Employee
Working Title

Auto Term Date
Appointment End Date
CSD

Enter the **Supervisor ID**, **Department**, and **Auto Term Date** if applicable.

For the **Job Code** select the appropriate title from the list at <https://hr.mst.edu/position-management/recruit/student-employee-recruitment/>, under Student Titles as the bottom of the page, the location code and tax location code will autofill.

Enter the number of hours the student will be working per week in the **Standard Hours** field.

FICA Status should be **Exempt**, enter an appropriate **Working Title**.

Compensation rate

Compensation rate

*Compensation Rate

Compensation Frequency H

Pay Group BIW

Enter the rate of pay based on the pay guidelines at <https://hr.mst.edu/position-management/recruit/student-employee-recruitment/>, under Student Wages at the bottom of the page.

Earnings Distribution

Earnings Distribution

UPPERCASE letters required for data entry on this form.

Earnings Code	MoCode	Job Code Set ID	Job Code	Department	Combination Code	Percent of Distribution	Insert A Row	Delete A Row
1 REG		ROLLA	4022			0.000000	+	-

Enter the appropriate **MoCode**, it will need to be entered in all caps, then enter the **Percent of Distribution**.

Totals

Total Distribution Percent 100.000000

Difference Value 0.000000

Confirm the total distribution percent is 100. If it is not, you will need to adjust the percent of distribution lines under the earnings distribution section.

Work Address

Work Address

Is a Work Address change needed? No

Address Line 1 113 Centennial Hall

Address Line 2 300 W 12th Street

City Rolla

State MO

Postal Code 65409

Work Telephone

If the appointment is being created as a concurrent hire, you do not need to change the work address. This is a fluid field and whatever is entered as the work address will also show up in the website directory.

Address Line 1 should be the room and building number, Address Line 2 should be the street address

Action & Action Reason

Action & Action Reason

Action HIR

Verify the Action and Reason codes make sense.

Reason CON

File Attachments

Undergraduate Appointments

- Student application (only required for new hires/rehires)
- Training Acknowledgement form (only required for new hires/rehires)
- Advisor approval for FTE exceeding .5 (20 hours), but no more than .7 FTE (28 hours)

Graduate Appointments

- Training acknowledgment form (new hires/rehires)
- Advisor approval for FTE exceeding .5 (20 hours), but no more than .7 FTE (28 hours)
- Graduate waiver of enrollment
- GTA workshop assessment report or GTA workshop completion certificate for Graduate Teaching Assistant positions, if not previously held.

Pay Rate Changes

- When the student is at or above the state minimum (\$12.00) and which the request is equal to or exceeds \$1.00 per hour HR approval is required to be attached. Email msthrsupport@mst.edu for pay increase approval prior to submitting the ePAF.
- Pay increases are effective at the start of the pay period approval is obtained.

Transfers

- Transfers require supervisor email release from previous department

Work Study Appointments (Transfers)

- When transferring a student out of a work study appointment into an undergraduate appointment, attach the following forms:
 - Student application
 - Training Acknowledgement form
 - Transfer approval from Financial Aid

Comments

When appropriate enter comments if they will be beneficial to the reviewer/approver.

Save



If you realize you do not have everything you need to submit the ePAF, you can write down the eform number and **Save** it and then go back to it later to complete and Submit.

Submit



Once you are finished editing the form you can **Submit** it.

Edit or Withdraw an ePAF

After you submit an ePAF but before it is approved, you can edit or withdraw it if you need to make changes to it or you no longer need it.

Start a Personnel Action Form

Search for Person

Just Search In

Act on Personnel Action Form

-
-
-
-
-
-
-
-

Select **Update an ePAF**

Search by:

Enter the **Form ID** and **Search**

Make the necessary changes. Then scroll to the bottom of the form, enter a comment for either what you updated or why the form is being withdrawn, and either **Resubmit** or **Withdraw** as appropriate.

Withdrawing an ePAF will end the processing of that form and you will not be able to make future edits to it. You would need to start a new ePAF.

View an ePAF/Check Status of Preboarding and Student Employee Registration



Select the **ePAF Homepage** tile

Act on Personnel Action Form

- [ePAF Introduction](#)
- [New Hire \(Create emplid\)](#)
- [Evaluate an ePAF](#)
- [Update an ePAF](#)
- [View an ePAF](#)**
- [Job Data](#)
- [Form Admin Tool](#)
- [ePAF Classic](#)

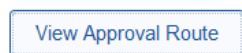
Select **View an ePAF**

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
Empl ID	Begins With	<input type="text"/>
Effective Date	is Equal To	<input type="text"/>
Business Unit	Begins With	<input type="text"/>
Department	Begins With	<input type="text"/>
Name	Begins With	<input type="text"/>
Original Operator	Begins With	<input type="text"/>

Enter the **Form ID** or **Empl ID** and **Search**

Once the form opens, scroll to the bottom of the page and select **Next**, then **View Approval Route**.



Cancel **You have successfully acted on your eForm.** Done

Review/Edit Approvers

Campus Workflow

▼ G3FORM_ID=3340361 Pending

Rosie

<input checked="" type="checkbox"/> Approved GT ROBOT-Don't Rmv Whois Rosie 02/24/23 11:45 AM	<input type="checkbox"/> Pending GT ROBOT1-Don't Rmv Preboarding Complete Rosie
---	--

If the student has not completed both the preboarding documents and Student Employee Registration Rosie will be pending.

Cancel **You have successfully acted on your eForm.** Done

Review/Edit Approvers

Campus Workflow

▼ G3FORM_ID=3336637 Approved

Rosie

<input checked="" type="checkbox"/> Approved GT ROBOT-Don't Rmv Whois Rosie 02/20/23 12:18 PM	<input checked="" type="checkbox"/> Approved GT ROBOT1-Don't Rmv Preboarding Complete Rosie 02/23/23 4:46 PM
---	--

Once section 2 of the I-9 has been completed, Rosie will change to approved.

Cancel **You have successfully acted on your eForm.** Done

Review/Edit Approvers

Campus Workflow

▼ G3FORM_ID=3336637 Approved

Rosie

<input checked="" type="checkbox"/> Approved GT ROBOT-Don't Rmv Whois Rosie 02/20/23 12:18 PM	<input checked="" type="checkbox"/> Approved GT ROBOT1-Don't Rmv Preboarding Complete Rosie 02/23/23 4:46 PM
---	--

HR Approval

▼ G3FORM_ID=3336637 Approved

HR Approval

<input checked="" type="checkbox"/> Approved Approver, HR Hire HR 02/24/23 11:15 AM

After HR has reviewed and approved the ePAF, the HR Approval box will change to Approved.

Terminate Student Employment



In hrprd.umssystem.edu select the **ePAF Homepage** tile.

Start a Personnel Action Form

Search for Person

Just Search In

In the upper left-hand corner of the screen, enter the **Emplid number** and click **Search**. Verify that the student you select is the correct student.

Current Employee Miner, Joe

Empl ID 00000000 Pay Group BIW

Empl Record 0 Department RHUMNRES Human Resources

Reg/Temp R Business Unit ROLLA Missouri S & T

Empl Class 1 1 Other Faculty & Staff Supervisor Miner, Manager

Payroll Status A

Actions x

- View Personal Data
- View Job Data
- Additional Pay
- Concurrent Hire
- Job Change
- Job Earns Dist (JED)
- Leave
- Reports To/Supervisor ID
- Terminate**
- Transfer Non-Recruit
- Work Address

Select the dropdown and choose **Terminate**.

Verify that you have selected the correct job record and position.

Status Change Data

*Action

*Reason

*Effective Date

Last Date Worked

Select the appropriate Reason, this will normally be **End of Appointment**.

The effective date should be the day after the last day worked. When you enter the **Effective Date** and **Tab** the **Last Date Worked** with autofill.

Attach resignation letter as appropriate and enter comments, then **Submit**.