HR Front End Transaction – Adding a Student Job

Overview
Transaction type: Add a Job
Routing: Org Initiate, Org Review, Org Apply for Non-FWS OR Student Employment Apply for FWS
Documents to attach:
- Job description (Does not need to be attached if entered in the Job Comments)

HR Front End Detailed Steps
1. Search for employee and open Employee Record View. (UIN search is quickest and most accurate.)
2. To verify FWS eligibility, click the FWS tab. If the FWS tab is not present the student does not have a FWS award. A FWS award listed must have Status Accept and be for the current academic year to be used. (You may also use the RJASEAR form in BANNER to view FWS eligibility.)
3. Select Transactions»Add a Job.
4. Select Employee Group S-Student and click Continue.
5. Job Dates screen:
   a. Verify Job Employee Class is SA.
   b. Type Job Begin and Job End Dates (end date required for FWS & International Student employees).
   c. Click Continue.
6. Enter position number in I have a position number field, or perform a position search by ORG and select the desired position. Choose position based on FWS/non-FWS status and correct experience/salary range.
7. Click Continue.
8. Position Data for SA positions is not editable in an Add a Job transaction. All Student positions have Type P-Pooled. If position maintenance is required contact Student Employment. Click Continue.
9. On the Job Data screen:
   a. Job FTE defaults to 0.00 and is not editable.
   b. Type the Hourly rate and press Tab.
   c. Review Timesheet COA and Org and edit if needed.
   d. Time Entry Method defaults to Web. Remember to edit it if necessary.
   e. Verify the Job Labor Distribution:
      i. If a change is needed to existing values click on that field, overwrite the numbers, and click Update to the right of the LD row. Note: You must click Update next to each LD row for which you change values.
      i. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click Add LD.
f. Type a Job Comment that includes the job description (or attach through document attach), contact email & phone number, and click Add Comment. Note: Once the comment is added you cannot change or remove it.
g. Click Continue.

10. Add required attachment(s) as follows:
   a. Click Attachments tab
   b. Click Add Attachment
   c. Click Browse, select document to attach (either on your hard drive or network drive).
   d. Click Open
   e. Click Add
   f. Select Document Type, and type a Description.
   g. Repeat as necessary for additional documents. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.
h. Click Done.
i. You may change the Doc Type in Employee Record View by using the drop down box. You can also edit the Description. Then click Save Attachment.

11. If student owns no other jobs, change the Home ORG to your ORG: (Non-FWS only)
   a. Click Add Change
   b. Select Employee Data Change from the Transactions menu.
   c. Expand the Employee General Information accordion.
   d. Change the Home ORG to the correct ORG
   e. Click Save.

12. Routing:
   a. Review all changes again and click Route. Should get message success routing to ORG Review stop.
   b. Transaction appears in Org reviewer Group Inbox. Org reviewer must Take Ownership, review, and Route. Should get message success routing to appropriate Apply stop:
      i. If Non-FWS transaction appears in ORG Apply Group Inbox. Org applier must Take Ownership, review, and Apply.
      ii. If FWS transaction appears in Student Employment Group Inbox. Student Employment must Take Ownership, review, and Apply.