# 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)

Policy reference or detail: See General Guidelines for Student Employment for eligibility information (http://www.osfa.illinois.edu/aid/employment/guidelines.html).

## *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. <u>If Non-FWS</u> transaction appears in ORG Apply **Group Inbox**. Org applier must **Take Ownership**, review, and **Apply**.
       ii. <u>If FWS</u> transaction appears in Student Employment **Group Inbox**. Student Employment must **Take Ownership**, review, and **Apply**.