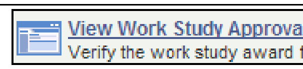
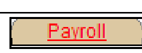
Hiring a College Work Study Student

1.	Under the **Menu Bar,** click the **Financial Aid** link. 
2.	Click the **View Work Study Approval** button. 
3.	Click on the student's **ID number** box.
4.	In the **Academic Institution** Field, type in URIPS
5.	Type current fiscal year in the **Aid Year** field.
6.	Click the **Search** button. 
7.	If the **Word Study Placement** panel shows, this means the student does in fact have a college work study award. Be sure to check the following: 1- **Award Status** -should say accepted. 2- **Accepted** amount 3- **Disbursed** amount If you receive a message that says "**No Matching Values**", please talk to your student to see if they have college work study. ***<u>Do not hire</u>*** them in the college work study job code until you verify that they do have a college work study award. If they do not have an active college work study award, you must hire them with the job code of IN5240 Once you have verified whether or not your student has a college work study award, you can then go on to hire them.
8.	Under the **Menu Bar,** Click the **Workforce Administration** link. 
9.	Click on the Personal Information link. Under the **Organizational Relationships** folder, click **New Employment Instance**
10.	Click on the **EmplID** number. **Tab** out and the system will assign the next available record number for your student.
11.	Click the **Add** button. 
12.	In the **Effective Date** enter in the hire date.
13.	The **Action/Reason** should always be Hire on a new employee instance.
14.	Enter in the Department number **in** the **Department** field and tab out. Once you tab out all departmental information will default in.
15.	Click the **Job Information** tab.
16.	Enter the **Job Code**. For a College Work Study student, the Job Code is **IN5239**. Tab out of the Job Code field.
17.	Adjust the **Standard Hours** accordingly.
18.	Click the **Payroll** tab. 
19.	Type in **STU** in the **Pay Group** field and tab out.

20.	Click the **Salary Plan** tab. Salary Plan
21.	Click on the **Step Look Up** button.
22.	Click on the appropriate **Step** which will bring in the compensation amount.
23.	Click the **Compensation** tab. Compensation
24.	Click on the **Default Pay Components** to bring in the compensation amount. Default Pay Components
25.	Once you verify the hourly amount is correct, Click on the **Save** button.
26.	****NEW STEP**** Under the **Menu Bar**, Click the **Job Information Link.** This is a required step in order to enter in the termination row. Job Information
27.	Click the **Job Data** button.
28.	Click on the **EmplID** number and Tab out.
29.	Click on the **Record Number** you are currently working on.
30.	Click on the plus **(+)** button to **Add a New Row**.
31.	Enter the termination date of the job **in** the **Effective Date** field.
32.	Select "**Termination**" from the **Action/Reason** drop down box and select termination.
33.	Click on the **Save** button. Save
34.	Click on the **Employment Data** link in order to set up the **Time Reporter Data** for your student. Employment Data
35.	Click on the **TIme Reporter Data** link. Time Reporter Data
36.	Click on the **Payable Time Start Date** and enter the start date of the job.
37.	Click on the **Effective Date** box and again enter in the date of the Job hire. **Time Reporter Status** should be **Active**.
38.	Click the **Workgroup Look up** button.
39.	Click on the **Internal Hourly Positive Pay** link. INT HOURLY Internal Hourly Positive Pay
40.	Click the **Look up Taskgroup** button.
41.	Click on the **Commitment Accounting** link. PSNONCATSK Commitment Accounting
42.	Click on **Add a Row**. You **must** add in the Inactive row in order for time reporter data to work.
43.	In the **Effective Date** field enter the date the job is terminated.
44.	Change the**Time Reporter Status** to **Inactive**.
45.	Click **OK** OK
46.	Click the **Save** button. Save
47.	**End of Procedure.**