

## Hiring an Institutional Pay Student

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| 1.  | Under the <b>Menu</b> bar, Click on the <b>Financial Aid</b> link.                          |
| 2.  | Click the <b>View Work Study Approval</b> button.<br>  |
| 3.  | Type in the student's <b>ID Number</b> .  |
| 4.  | In the <b>Academic Institution</b> field, type in <b>URIPS</b> .  |
| 5.  | Type the current fiscal year in the <b>Aid Year</b> field.  |
| 6.  | Click the <b>Search</b> button.    |
| 7.  | <b>"No matching values were found"</b><br>This means the student doesn't have an active College Work Study award and must be hired using Job Code <b>IN5240</b> .             |
| 8.  | Under the <b>Menu</b> bar, Click the <b>Workforce Administration</b> link.<br>               |
| 9.  | Click on the <b>Personal Information Folder</b> .<br>  |
| 10. | Under the <b>Organizational Relationships</b> Folder, Click <b>New Employment Instance</b>  |
| 11. | Type in the <b>Student's ID number</b>  |
| 12. | Once you tab out of the <b>EMPID field</b> the system will assign the next available <b>job record #</b> for the student  |
| 13. | Click the <b>Add</b> button.   |
| 14. | Type in the <b>Effective Date</b> of the job hire.  |
| 15. | The <b>Action/Reason</b> will always be <b>Hire</b> for a new employee instance.  |
| 16. | In the <b>Department</b> field, type in the <b>Department number</b><br><b>Tab out</b> . All departmental information will default in.  |
| 17. | Click the <b>Job Information</b> tab.    |
| 18. | In the <b>Job Code field</b> , type IN5240.<br><b>Tab out</b> and the job title and standard hours will default in.   |
| 19. | In the <b>Standard Hours</b> box, enter the number of hours your student will work.   |
| 20. | Click the <b>Payroll</b> tab.    |
| 21. | In the <b>Pay Group</b> field, type STU. <b>Tab out</b> .   |
| 22. | Click the <b>Salary Plan</b> tab.   |
| 23. | To bring in the correct pay rate, Click the <b>Look Up</b> button next to the Step box.  |
| 24. | Click the <b>Step</b> you want to pay your student.   |

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| 25. | Click the <b>Compensation</b> tab.   |
| 26. | Click the <b>Default Pay Components</b> button.   |
| 27. | Verify the <b>Comp Rate</b> is correct.   |
| 28. | Click the <b>Save</b> button   |
| 29. | <b>**NEW STEP**</b><br>Under the <b>Menu Bar</b> , click on the <b>Job Information Link</b> .  |
| 30. | Under the <b>Job Information Folder</b> , Click on the <b>Job Data</b> button.  |
| 31. | Type in the <b>EmplID #</b> of the student.   |
| 32. | Click the <b>Search Results</b> table.   |
| 33. | Select the appropriate record number from the <b>Search Results</b> .   |
| 34. | On the right hand side of the screen, click the <b>plus(+)</b> button to add a new row.   |
| 35. | In the <b>Effective Date</b> field, enter in the <b>termination date</b> .  |
| 36. | Select <b>Termination</b> from the <b>Action/Reason</b> drop down list.   |
| 37. | Click the <b>Save</b> button.    |
| 38. | Click the <b>Employment Data</b> link.   |
| 39. | Click the <b>Time Reporter Data</b> link.   |
| 40. | In the <b>Payable Time Start Date</b> field, enter the day the job begins. This should equal the hire date on job data.   |
| 41. | In the <b>Effective Date</b> field, enter the begin date of the job. This again should be equal to the hire date.   |
| 42. | <b>Time Reporter Status</b> should be <b>Active</b> .    |
| 43. | Click the <b>Look up</b> button next to the <b>Workgroup</b> field                            |
| 44. | Click <b>INT Hourly -Internal Hourly Positive Pay</b> .                                       |
| 45. | Click the <b>Look up</b> button next to the <b>Taskgroup</b> field.                           |
| 46. | Click <b>PSNONCATSK - Commitment Accounting</b> .   |
| 47. | In order for the time reporter data to work, it must also have an inactive row.<br><br>Click the <b>plus (+)</b> button to add a row.   |
| 48. | In the <b>Effective Date</b> field, enter in the date <b>job termination date</b> . This will equal the term date on the job data page.   |
| 49. | Select <b>Inactive</b> from the <b>Time Reporter Status</b> drop down box                    |
| 50. | Click the <b>OK</b> button.    |
| 51. | Click the <b>Save</b> button.    |
| 52. | <b>End of Procedure.</b>  |

