



### Student Hiring - Prerequisites

**WARNING: THE FEDERAL GOVERNMENT REQUIRES THAT ALL COMPLETED FORMS BE ON FILE IN HUMAN RESOURCES. FEDERAL WORK STUDY OR PACE STUDENTS MUST BE AWARDED FUNDING FROM THE OFFICE OF FINANCIAL AID BEFORE YOU CAN HIRE THEM INTO WORKFORCE.**

1. New hire forms must be completed on or before the hire date and sent to Human Resources. Forms are to be completed in Centers of Excellence, or Human Resources.
2. If you are hiring an OU student proceed to Student Hiring section.
3. If you are hiring a Non-OU student (high school or Hocking College);
  - a) Due to process restrictions, Payroll requests the hiring forms be completed and submitted one week prior to employment start date.
  - b) HR will hire the student into the Oracle system in order to create an OHIO ID and PID for the student. The ID's are necessary to hire the student into WF, for the student to obtain an ID card, and in order to swipe a time clock.
  - c) If the student will be swiping a time clock, and their OHIO ID and PID have been created, send them to Bobcat Depot in Baker Center to obtain an ID card.
  - d) Once the Oracle hiring process is complete, you may hire the student into WF (see Student Hiring section). If student will be swiping a time clock, they may not be able to swipe until the day after the assignment is created in WF. The manager must input the time in/out manually until they can begin swiping a time clock.

### Student Hiring - Workforce

1. Log in at [workforce.ohio.edu](http://workforce.ohio.edu)
2. Click on the New Hire link in the Employees box.
3. Click the drop-down arrow to select the Assignment Group in which the student will be hire.
4. Enter student's PID number (include the P).
5. Click the Next button. Click the Next button again. If hiring an OU student, verify student's information is correct. If hiring a Non-OU student, "Employee not found in the system" message may appear.

**WARNING: NEVER REACTIVATE A TERMINATED ASSIGNMENT. IT WILL NOT PAY CORRECTLY.**

**NOTE:** The system attempts to connect to the PeopleSoft Student Information System to verify the student exists. If yes, the student's name, hire date, and Oracle job will appear. If not, STOP. Contact the Payroll Office. The hire date defaults to the first day of the current open pay period in WF. It is best to hire students into Workforce during the 2nd week of the pay period so you do not have to approve a zero-hour timesheet for the prior unprocessed pay period. In some cases, the manager will need enter the student's in/out times if they work the first week of the pay period. Otherwise, the student can do it on their own.

6. Click the Proceed button to move from the Warning Message window.
7. Click the Next button to proceed to the Assignment window.
8. Enter a unique Assignment Name for the student. The assignment name identifies the timesheet for the student when they log into Workforce to enter their time. Students may hold multiple positions on

# Workforce Software: Time & Attendance

## Hiring a Student

campus. A well-defined assignment name identifying the timesheet enables the student to select the appropriate timesheet when logging in.

- Assignment Name is limited to 16 characters (including spaces).
- If student wages are charged to multiple accounts, the New Hire process needs to be completed for each account number. A new Assignment name must be created for each account.

### Assignment Naming Convention:

- For a Regular Hourly student, enter HRLY-(your department name). You may use the name of a grant or project to which the student time is charged.
- For a Work Study student, enter FWS-(your department name).
- For a PACE student, enter PACE-(your department name).

**NOTE:** A student cannot have two assignments with the same name. Therefore, if you are rehiring a student, create an assignment name different from the student's previous assignment name.

9. Enter the costing information including appropriate Object Code.
  - Entity (XX), Source (XXXXXX), Organization (XXXXXXX), Activity (XXXX), Function (XX).
  - Object Code: Student Hourly and PACE, enter 706210. FWS enter 706215.
  - Project-Task-Award: If you need to charge a grant, only enter Object code and the Project-Task-Award number separated by the dashes.

**NOTE:** If you do not know the Work-Study/PACE account numbers, contact the Office of Student Financial Aid and Scholarships at [financial.aid.employment@ohio.edu](mailto:financial.aid.employment@ohio.edu).

10. Click the Next button to proceed to the Assignment Job and Rate window
11. Enter the job name and rate of pay.
  - The Job Name is limited to 16 characters (including spaces).
  - The Rate of Pay is entered using this format: XX.XX, do not use the \$ sign.

**NOTE:** The rate defaults to minimum wage. To request an increase in the hourly rate for Federal Work Study (FWS) or PACE students, contact the Office of Financial Aid at [financial.aid.employment@ohio.edu](mailto:financial.aid.employment@ohio.edu)

12. Click the Next button. The Review and Confirm window displays.
13. Review the information.
  - If the data is correct; click the Confirm button, then click the Proceed button. If the data is not correct, click the Previous button to move back to the screen containing the incorrect information. Enter the correct data.
  - Click the Next button to return to the Review and confirm screen.
  - Click the Confirm button, then the Proceed button to save the new hire.

**NOTE:** The student will appear in your approval table immediately. The new student should have immediate access to their own timesheet after you hire them into the Workforce system. Some payroll processes must run before the student is able to swipe in/out on a time clock. The manager may enter the time in/out for the student until the student can swipe in/out on the time clock.

# Workforce Software: Time & Attendance

## Hiring a Student

### Edit Existing Assignment for An Employee

**NOTE:** Use this process for permanent rate and/or costing changes.

1. Click on the Edit Assignments link in the Employees box.
2. Enter employee information (Last Name, First Name or Employee Number). Enter \* in Assignment Status.
3. Click the Search button.
4. Click on the appropriate student employee Assignment that needs updating.
5. Verify the student employee information displayed. Click the Proceed button.
6. Edit costing information, if necessary. (Refer to step #8 under Student Hiring section.) Click the Next button to proceed.
7. Edit Rate of Pay, if necessary.

**WARNING: DO NOT CHANGE A JOB NAME: IT WILL CAUSE A PROBLEM. PLEASE REFER TO THE "ADD A NEW JOB" SECTION FOR INSTRUCTIONS FOR A NEW JOB NAME.**

8. Click the Next button. The Review and Confirm window displays.
9. Review the Edit Assignment Information.
10. If correct, click Confirm then click Proceed. Otherwise, see #13 in Student Hiring.

### Add A New Assignment For Existing Employee in Your Group

Follow steps #1-12 in the Student Hiring section. Hire the existing employee with a different Assignment Name. Pay special attention to instruction # 8.

#### **ADD A NEW JOB TO AN EXISTING ASSIGNMENT**

**NOTE:** Both jobs must be charged to the same account number. If a different account is to be charged, a new Assignment needs to be created.

1. Click on the Edit Assignments link in the Employees box.
2. Enter employee information (Last Name, First Name or Employee Number). Enter \* in the Assignment Status.
3. Click the Search button.
4. Click on the appropriate student employee Assignment that needs editing.
5. Verify the student employee information displayed. Click the Proceed button. Account Costing & Assignment Name can be changed, if necessary.
6. Click the Next button.
7. Under the Action column click Insert button. A duplicated second row appears.
8. On the bottom "Job" row, enter a NEW "Job" Name (limited to 16 characters) and Rate of Pay.
9. Click the Next button. The Review and Confirm window displays.
10. Review the Edit Assignment Information, especially new Job and Rate.
11. If correct, click Confirm then Proceed. Otherwise see #13 in Student Hiring

# Workforce Software: Time & Attendance

## Hiring a Student

WARNING: THERE IS A SHORT TIME-DELAY AFTER ADDING A NEW JOB TO AN ASSIGNMENT BEFORE IT APPEARS ON THE TIMESHEET.

**NOTE:** When a student with multiple assignments and/or jobs logs into Workforce and selects the My Timesheet link, they select the appropriate assignment from a list of all of their active assignments. Next, they select the appropriate job and begin entering time. A student who swipes a time clock with multiple assignments/jobs will have the option to choose the appropriate assignment /job when swiping in.

### **TERMINATE A STUDENT ASSIGNMENT**

You MUST terminate student Assignments after the student stops working in your department. Students whose assignments are not been terminated from the system will continue to have access and will be able to enter hours charged to your department account number. (If a classified employee needs to be terminated, contact payroll.)

WARNING: DO NOT TERMINATE YOUR STUDENT EMPLOYEE UNTIL THEIR LAST TIMESHEET HAS BEEN PROCESSED, THE NEW PAY PERIOD HAS OPENED, AND THEY HAVE A ZERO (0) HOUR TIMESHEET. DO NOT "REMOVE" STUDENTS FROM YOUR GROUP. AFTER YOU HAVE TERMINATED THE STUDENT ASSIGNMENT. IT WILL NO LONGER APPEAR IN YOUR GROUP WHEN THE NEXT PAY PERIOD OPENS. WHEN A STUDENT HAS NO HOURS WORKED IN A PAY PERIOD, YOU SHOULD APPROVE THE ZERO HOUR TIMESHEET.

1. Click on the Edit Assignments link in the Employees box.
2. Enter employee information (Last Name, First Name or Employee Number). Enter \* in the Assignment Status.
3. Click the Search button.
4. Click on the appropriate student employee Assignment to be TERMINATED.
5. Verify the student employee information displayed. Click the Proceed button.
6. Click in the Assignment Status field and change the A to a T.
7. Click the Next button to proceed to the Assignment Job and Rate window. Do not make any changes.
8. Click the Next button to proceed to the Review and Confirm window.
9. Review the terminated assignment. If correct, click Confirm then Proceed, otherwise see step #13 in Student Hiring section.

For further instruction, refer to:

<https://www.ohio.edu/hr/resources/hr-system-training>