Use this process for students who have never had a job on campus.

**Start the Student Hire Process**

1. Enter the student’s name in the search field and press the Enter key.
2. Click on the student’s name to bring up their Pre-Hire record.
3. Click on the Action icon to the right of the student’s name, go Hire -> Hire Employee
4. Review the Supervisory Organization to make sure it is correct. Click OK.
5. Enter in the required data as shown below:

### Hire Employee

**Student Hire**

**IT Office Assistant - JM (Lisa Atwell)**

<table>
<thead>
<tr>
<th>Hire Employee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hire Date</strong></td>
</tr>
<tr>
<td><strong>Reason</strong></td>
</tr>
</tbody>
</table>

### Job Details

<table>
<thead>
<tr>
<th><strong>Employee Type</strong></th>
<th>Student (Fixed Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Profile</strong></td>
<td>Hourly Student</td>
</tr>
<tr>
<td><strong>Time Type</strong></td>
<td>Part time</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Worcester</td>
</tr>
<tr>
<td><strong>Work Space</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Pay Rate Type</strong></td>
<td>Hourly</td>
</tr>
</tbody>
</table>

### Additional Information

- **Job Title**: Hourly Student
- **Business Title**: Hourly Student
- **Location Weekly Hours**: 40
- **Scheduled Weekly Hours**: 10
- **FTE**: 25%
- **Annual Work Period**: (empty)
- **Work Period Percent of Year**: (empty)
- **Disbursement Plan Period**: (empty)
- **Job Exempt**: (empty)
- **Job Classifications**: (empty)
- **Workers’ Compensation Code from Job Profile**: 88668 - College - Professional Employees & Clerical (United States of America)
- **Work Shift**: (empty)
- **First Day of Work**: 08/09/2018
- **Continuous Service Date**: 08/09/2018
- **End Employment Date**: 08/31/2018
- **Benefits Service Date**: (empty)

You must open the Additional Details Section to add the following data: You may need to update the Job and Business Titles as they default in from the Job Profile. Make sure the Scheduled Weekly Hours are correct and enter the End Employment Date. Click Submit.
6. The Change Organizational Step will appear next. Click **Open**. Enter is the Cost Center. The Program and Fund should default in for you. Click **Submit**.

7. The Assign Costing Allocation for Hire Employee will appear next. Click **Open**. Choose the Costing Allocation Level of Worker and Position. Go to the bottom and enter in any relevant worktags. Click **Submit**.

8. The Propose Compensation Hire task will appear next. Click **Open**. Scroll down to the Hourly section and click the pencil icon. Enter in the correct hourly amount if it doesn’t default in with the correct hourly rate. Click **Submit**.

The HR Partner will need to approve. Once approved, the student will receive tasks in their inbox to step through Onboarding.