HR Web Student New Hire Training is designed to help you navigate HR Web to hire students and perform various Human Resources actions for students.
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Students may complete section 1 of the I-9 through Orientation.

https://www.hr.emory.edu/Orientation

(Do not create SNH entry if section 1 & 2 of the I-9 is not complete with supporting I-9 documentation attached to the Equifax record.)

When hiring a student that requires Section 1 & 2 of the I-9 (with attached documents) to be completed, please remember to complete the I-9 FIRST and then create the student new hire (SNH) entry. This helps with the SNH entry being approved timely.

Data Services requests that the SNH entry is not created prior to the completion of Section 1 & 2 of the I-9 (with attached documents) because notification is not received when your SNH entry is ready to be approved.

• If the I-9 is not complete, both Section 1 & 2, the SNH entry will be deleted. Please do not re-enter the SNH entry until the I-9 is complete, both Section 1 & 2 with supporting I-9 documentation attached.

• If the I-9 is incorrect, the SNH entry will be deleted. Please do not re-enter the SNH entry until the I-9 is complete, both Section 1 & 2 with supporting I-9 documentation attached.

Students may begin working once e-mail approval message is received.

If the student is biweekly paid, train him/her on KRONOS; the student may begin clocking in and out once the student is visible to the timekeeper on KRONOS.
Entering a Student into HR Web>Student New Hire:

Home Page (in PeopleSoft)> Emory HRWeb > Student New Hire

- From the drop down of Home Pages click HRWeb
- Click Student New Hire

- Next Hiring Managers Add will display
Hiring Managers Add:

- Key the EE ID # of the student
- Click Add

- If you do not have the student’s EE ID#, click the spy glass
- Select the appropriate student name
  - EE ID# will populate into the Empl ID field
- Click Add
  - System will move to first tab (Address Information)
**Address Information:**

- Verify name, DOB, and address
  - If you are hiring a Non-US Citizen and you have the SSN, click Edit National ID
  - At Change National ID, key the SSN
  - Click Ok
- Move to next tab (Health & Safety)
Health & Safety:

➢ Select appropriate work setting i.e., Campus Services, Yerkes, or All Others by clicking the spy glass
Select Yes or No for each question
Move to next tab (Job Data)

Please use caution when answering Health & Safety questions. Students may need additional training based on how the questions are answered. The student will receive an email for training. The HR Rep will need to contact the sender of the email to stop the emails.
**Job Data:**
- Select appropriate Term
- Key appropriate Job Code
- Key Job Start/End Dates
- Key Supervisor ID
- Key Department
- Key Primary Department
- Key Location Code
- Key Mailstop
- Key Pay Check Location
- Key Standard Hours
- Students are permitted to work a maximum of 20 hrs. per week
- Key Compensation Rate
- Move to next tab (Account Data)
Job Posting # only applies to Federal Work Study (FWS) positions and it is obtained from Handshake.

The Job Posting field for a FWS student requires an 8-digit number. Handshake generates a 7-digit job number. ***Leading digit must be zero, “0”

When class is not in session (summer and winter breaks) non FWS students can work up to 40hrs/wk. When classes resume, the HR Rep will have to decrease the student’s hours to 20 or less via e-HRAF.
*Using Action/Reason as DTA/MSC
Account Data:

- Click the spy glass and select the appropriate Pay Configuration
- Key the appropriate DDI Unit
- Check Off-Site Clock-In Allowed if applicable
- Department SpeedType Default is already defaulted to No
- Enter the Percent of Distribution
- Enter the SpeedType
  - If the SpeedType should be defaulted to the department, simply click the radial button next to Yes
  - Distribution percentage and SpeedType information will not be entered.
- Move to the next tab (Summary)
Example of Account Data Tab with Dept SpeedType Default: Yes

- Percent of Distribution and SpeedType fields do not display
Example of Account Data Tab for Federal Work Study Student FWS

- Job Code is 9998
- Percent of Distribution is 30%
- Enter the SpeedType where 30% of the comp rate will be allocated

Notes
Summary:

- Displays summary of the information entered for the student
- Click Save at the bottom of the page
- Print summary page for student file

Do Not Click Add on the Summary Tab. “Add” will not save your entry. You must click Save to save the student job entry!
Various Human Resources Actions via HR Web

There are numerous human resources actions that are completed via HR Web for students including location changes, updating emergency contact information, correcting the employee mailstop and pay location, entering future terms, requesting leave of absences, updating personal data, making reporting changes, updating earnings distributions and terminating employees.

Generally a student’s location, mailstop and pay location are rarely changed. The information for these three fields entered in HR Web>Student New Hire at the time of hiring the student is the information that remains in these fields until the student’s position is termed.

From the Main Menu, Future Terms, Leave of Absence, Reporting Change, Personal Data and Emergency Contact, are handled via: Emory HRWeb>General Update>[specific action].

Notes
**Entering Future Terms:**

- From the drop down of Home Pages click HRWeb
- Click General Update
- Click Future Terms
- Key the EE ID#
- Click Search
- Enter the Future Termination Date
- Click the *spy glass*
- Select the appropriate Future Termination Reason

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<table>
<thead>
<tr>
<th>Future Termination Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>TMP – End Temp Employment</td>
</tr>
<tr>
<td>L</td>
<td>CNT – End of Contract</td>
</tr>
</tbody>
</table>

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**Notes**
Requesting Leave of Absence:

*Student leave of absence (SLA) should be used only for graduate level students with continuous or consecutive employment within the same department. The action LOA is an unpaid status; therefore, monthly-paid students placed on LOA will not receive their salaries and stipends while in this status. Hourly paid students will also not receive pay, by virtue of not having hours in Kronos.

*SLA is not for undergraduate students, unless the student has a track record of working in your department and returning to your department. Under no circumstances is SLA permissible for Federal Work Study Students.

Leave of Absence:
- From the drop down of Home Pages click HRWeb
- Click Leave Administration
- Click Leave of Absence
- Key the EE ID#
- Click Search
- Enter the Effective Date
- Click the spy glass for the Action and select LOA
- Click the spy glass for the Reason Code and select SLA
- Click Save
Leave of Absence (Con’t):

Returning the student from LOA/SLA
- Enter the Effective Date
- Click the *spy glass* for the Action and select **RFL**
- Click the *spy glass* for the Reason Code and select **RFL**
Reporting Change:

1. From the drop down of Home Pages click HRWeb
2. Click General Update
3. Click Supervisor Change
4. Enter the effective date of the reporting change
5. Key the Department number or select the *spy glass* and select the department number
6. Click Continue
7. Check the box for the appropriate employee
8. Click Continue
9. Ensure *Reporting Change Date is accurate
10. Type the name of the new supervisor into the *Supervisor field or click the spy glass and select the appropriate name
11. Click Submit
12. Click OK on the Save Confirmation page
Views of Reporting Changes

Reporting Change

Initiate a reporting change for one or more of your employees.

Instructions

Follow this process to assign one or more employees to a new supervisor:
1. Enter the date the reporting change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date

Enter the date this change is effective: 04/03/2015

Grid

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>635460</td>
<td>ECAS: PerHealth Mentoring Office</td>
</tr>
</tbody>
</table>

Continue

Request Reporting Change

Below is a list of the employees you selected for the reporting change. Select Submit once you have entered the reporting change information.

Selected Employees

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Empl ID</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Student Employee/Mo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reporting Change Details

* Reporting Change Date: 04/03/2015
Enter effective date

* Supervisor

{Name Format: First Last}

Submit

* Required Field

Notes
**Updating Personal Data:**

- From the drop down of Home Pages click HRWeb
- Click General Update
- Click Personal Data
- Key the EE ID#
- Click Search
- Select Contact Information Tab
- Click View Address Detail
- Click “+” icon
- Click Add Address
- Key appropriate address fields
- Click OK
- Click Save

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*Department must ensure that the student’s personal information on the Personal Information panel mirrors the student’s personal information in Opus.*

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**Update Emergency Contact Information:**

- From the drop down of Home Pages click HRWeb
- Click General Update
- Click Emergency Contact
- Key the EE ID#
- Type the name in the Contact Name field
- Click the dropdown box for Relationship to Employee and select the appropriate relationship
- Check the appropriate box for Primary Contact, Same Address as Employee or Same Phone as Employee
- Key the Phone number
- Click Save
Updating Earnings Distributions:

- From the drop down of Home Pages click HRWeb
- Click Special Update
- Click Earnings Distribution
- Key the EE ID#
- Click Search
- Select the record number, if applicable
- Enter the date in the Effective Date field
- Click Select/Edit SpeedType
- Key the SpeedType in the Combination Code field
- Enter the percentage in the Percent of Distribution field
- Click Ok
- Click Save

- To enter additional speedtypes to existing earnings distributions, click “+”
- Enter the speedtype in the SpeedType field
- Enter the percentage in the Percent of Distribution field
- Click Save

*You will be directed to view the changes in Job Summary.*
Enter SpeedType Information

ChartField Details box will display.

Once on Summary Page Click spy glass
Click hyperlink for dept #

View Changes Entered
Creating Pay Rate Changes:

- From the drop down of Home Pages click HRWeb
- Click Special Update
- Click Pay Rate Change
- Key the EE ID#
- Click Search
- Key the correct date in the Effective Date field
- Click the box for Amount Calc in the Calculate By field
- Enter the compensation in the Compensation Rate field
- Press Tab on your keyboard
- Click Submit

* Enter the new **monthly** or hourly rate in the Compensation Rate field. Do **not** enter the difference in this field. In this example, the comp rate increased by $100.

Clicking OK on the Submit Confirmation page will bounce you to the Job Summary page. You will receive an email stating the pay change has been submitted and requires approval. You will receive notification upon final approval.
Terminate Employment:

➢ From the drop down of Home Pages click HRWeb
➢ Click Special Update
➢ Click Terminate Employee
➢ Enter the Effective Date of the Termination
➢ Key the Department number or select the *spy glass* and select the department number
➢ Click Continue

➢ Select the employee
➢ Click Continue
- Make sure the effective date in the Termination Date field is accurate
- Click the drop down box in the Reason for Termination field and select **End Temporary Employment**
- Click Submit *You will be directed to Save Confirmation screen
- Click OK
## Appendix

<table>
<thead>
<tr>
<th>JOB CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9900</td>
<td>Undergrad Student EE/BW</td>
</tr>
<tr>
<td>9901</td>
<td>Training Fellow</td>
</tr>
<tr>
<td>9909</td>
<td>Grad Student EE/MO</td>
</tr>
<tr>
<td>9910</td>
<td>Undergrad Student EE/MO</td>
</tr>
<tr>
<td>9911</td>
<td>Grad Student EE/BW</td>
</tr>
<tr>
<td>9912</td>
<td>Grad Asst. Teaching</td>
</tr>
<tr>
<td>9958</td>
<td>Pre Doctoral NRSA Fellow</td>
</tr>
<tr>
<td>9959</td>
<td>Undergraduate NRSA Fellow</td>
</tr>
<tr>
<td>9998</td>
<td>Federal Work Study</td>
</tr>
<tr>
<td>9913</td>
<td>Non-Emory Student/BW</td>
</tr>
<tr>
<td>9914</td>
<td>Non-Emory Student/MO</td>
</tr>
</tbody>
</table>

*Job Codes 9913 and 9914 for non-Emory students are not hired via HR Web Student Hire. These hires are completed via ICIMS as EE Class 7, temporary staff.*
Thank you for attending HR Data Services Student Hire Training.

Congratulations!

You are ready to hire students and complete various student Human Resources actions in HRWeb for your department!