

EMORY
UNIVERSITY

STUDENT NEW HIRE
TRAINING

Data Services
HR Web

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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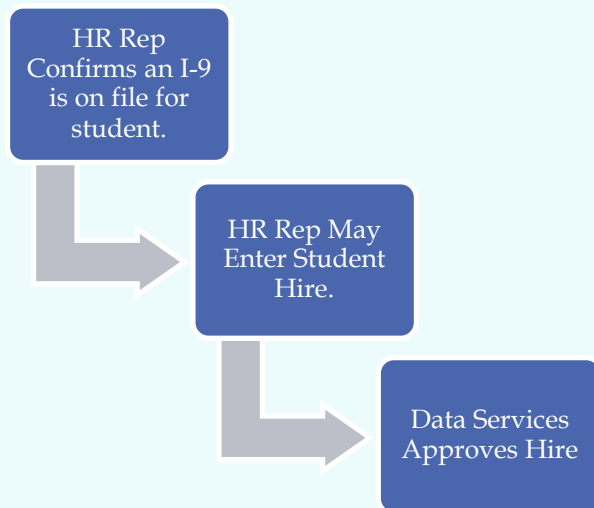
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STEPS TO HIRING A STUDENT

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.

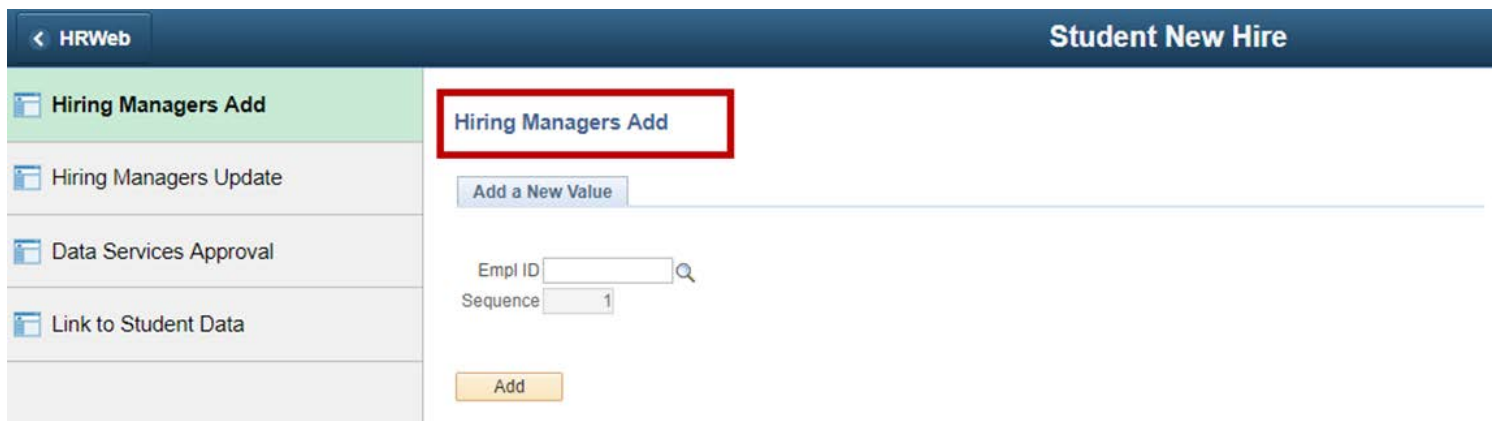
Entering a Student into HR Web>Student New Hire:

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

A screenshot of the 'Hiring Managers Add' form. The page has a dark blue header with 'HRWeb' on the left and 'Student New Hire' on the right. On the left side, there is a sidebar menu with four items: 'Hiring Managers Add' (highlighted in green), 'Hiring Managers Update', 'Data Services Approval', and 'Link to Student Data'. The main content area has a red box around the 'Hiring Managers Add' title. Below the title is a button labeled 'Add a New Value'. Underneath that are two input fields: 'Empl ID' with a search icon and 'Sequence' with the value '1'. At the bottom of the form is an orange 'Add' button.

Hiring Managers Add:

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

The screenshot shows the HRWeb interface for 'Student New Hire'. On the left is a navigation menu with options: 'Hiring Managers Add' (highlighted in green), 'Hiring Managers Update', 'Data Services Approval', and 'Link to Student Data'. The main content area is titled 'Hiring Managers Add' and contains an 'Add a New Value' button, an 'Empl ID' field with a search icon (highlighted in yellow and pointed to by a red arrow), a 'Sequence' dropdown set to '1', and an 'Add' button (highlighted with a red box).

- 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)

Notes

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)

The screenshot shows the 'Student New Hire' form in the HRWeb system. The 'Address Information' tab is selected and highlighted with a red box. The form contains the following fields and buttons:

- Address Information** (tab, highlighted with a red box)
- Health & Safety** (tab)
- Job Data** (tab)
- Account Data** (tab)
- Summary** (tab)
- Empl ID:** [text input]
- Name:** [text input]
- Date of Birth:** [text input]
- National ID ******* [text input]
- Edit National Id Details** (button, highlighted with a red box)
- HOME** [text input]
- City:** [text input]
- Country:** USA
- State:** [text input]
- Postal Code:** [text input]
- MAIL** [text input]
- City:** [text input]
- Country:** USA
- State:** [text input]
- Postal Code:** [text input]
- Save** (button)
- Add** (button)

At the bottom of the form, there is a navigation bar with the following tabs: [Address Information](#) | [Health & Safety](#) | [Job Data](#) | [Account Data](#) | [Summary](#)

Notes

Health & Safety:

- Select appropriate work setting i.e., Campus Services, Yerkes, or All Others by clicking the *spy glass*

The screenshot shows the HRWeb interface for a Student New Hire. The 'Health & Safety' tab is selected and highlighted with a red box. Below the tab, there is a field for 'Empl ID:' and a prompt: 'Please select work setting as appropriate for this student hire'. A red arrow points to a search icon (spy glass) next to this prompt. To the right of the prompt, the text 'Campus Services, Yerkes, or All Others' is highlighted with a red box. A 'Look Up' dialog box is open in the foreground, showing search results for 'Question Set ID'. The results are:

Question Set ID	Description
ALL OTHERS	All Others
CAMPUS SER	Campus Services
YERKES	Yerkes Primate Center

Notes

- Select Yes or No for each question
- Move to next tab (Job Data)

HRWeb Student New Hire

Address Information **Health & Safety** Job Data Account Data Summary

Empl ID:

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

Personalize | Find | First 1-3 of 3 Last

Question	*Yes or No
1 Will this individual be working for Campus Services?	Yes <input type="button" value="v"/>
2 Will this employee work in areas containing animals?	No <input type="button" value="v"/>
3 Will this employee need unescorted access to an irradiator?	No <input type="button" value="v"/>

Address Information | Health & Safety | Job Data | Account Data | Summary



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.

Notes

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)

The screenshot shows the 'Student New Hire' form in the HRWeb system, with the 'Job Data' tab selected and highlighted with a red box. The form contains the following fields and values:

Field	Value	Notes
Name	[Redacted]	Empl ID: [Redacted]
Term	5201	Spring 2020
Job Code	9900	Undergrad Student Employee/BW
Job Posting #	[Redacted]	
Job Start Date	01/14/2020	(MM/DD/YYYY)
Job End Date	05/10/2020	(MM/DD/YYYY)
Supervisor ID	[Redacted]	Please enter the supervisor responsible for managing and monitoring this student's work.
Department	830540	
Primary Department	830540	
Location Code	1380003	
Mailstop	1380-003-1A	
Pay Check Location	1380003	
Standard Hours	10	
Compensation Rate	9.50	(Enter using ##.## format.)

Legend:
* = Required Items
* = Required if Jobcode is 9998

Buttons: Save, Add

Navigation: Address Information | Health & Safety | Job Data | Account Data | Summary

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/MS*

The screenshot shows the 'Student New Hire' form in the HRWeb system, specifically the 'Job Data' tab. The form includes fields for Name, Empl ID, Term (5201, Spring 2020), Job Code (9900, Undergrad Student Employee/BW), Job Posting #, Job Start Date (01/01/2020), Job End Date (05/08/2020), Supervisor ID, Department (830540), Primary Department (830540), Location Code (1380003), Mailstop (1380-003-1AA), Pay Check Location (1380003), Standard Hours (20), and Compensation Rate (8.50). A red box highlights the 'Job Data' tab, and a red arrow points to the 'Job Posting #' field. The form also includes a 'Save' button and an 'Add' button. A legend at the bottom indicates that an asterisk (*) denotes required items, and a red asterisk denotes items required if the job code is 9998.

HRWeb Student New Hire

Address Information Health & Safety **Job Data** Account Data Summary

Name: _____ Empl ID: _____

Term: 5201 * Spring 2020

Job Code: 9900 * Undergrad Student Employee/BW

Job Posting #: _____ *

Job Start Date: 01/01/2020 * (MM/DD/YYYY)

Job End Date: 05/08/2020 * (MM/DD/YYYY)

Supervisor ID: _____ *

Please enter the supervisor responsible for managing and monitoring this student's work.

Department: 830540 *

Primary Department: 830540 *

Location Code: 1380003 *

Mailstop: 1380-003-1AA *

Pay Check Location: 1380003 *

Standard Hours: 20 *

Compensation Rate: 8.50 * (Enter using ##.## format.)

* = Required Items
* = Required if Jobcode is 9998

Save Add

Address Information | Health & Safety | Job Data | Account Data | Summary

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)

HRWeb Student New Hire

Address Information | Health & Safety | Job Data | **Account Data** | Summary

Name: _____ Empl ID: _____
Department: _____
Job Code: 9900

Pay Configuration

Pay Shift Eligible Off-Site Clock-In Allowed

Configuration:

Dept SpeedType Default: Yes No For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.

	Percent of Distribution	SpeedType	Total Percent
1	<input type="text" value="100.000"/>	<input type="text" value="0000000711"/>	100.00

Personalize | Find | View All | First 1 of 1 Last

Save Add

Address Information | Health & Safety | Job Data | Account Data | Summary

Example of Account Data Tab with Dept SpeedType Default: Yes

➤ Percent of Distribution and SpeedType fields do not display

The screenshot shows the HRWeb interface for a Student New Hire. The 'Account Data' tab is selected and highlighted with a red box. The 'Job Code' field is also highlighted with a red box and contains the value '9900'. The 'Dept SpeedType Default' is set to 'Yes', which is highlighted in a yellow box. The 'Pay Configuration' section shows 'Pay Configuration: 0104' and 'DDI Unit:'. There are checkboxes for 'Shift Eligible' and 'Off-Site Clock-In Allowed'. A 'Save' button is visible at the bottom left, and an 'Add' button is at the bottom right. The breadcrumb trail at the bottom reads: Address Information | Health & Safety | Job Data | Account Data | Summary.

Notes

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

The screenshot shows the 'Student New Hire' interface in HRWeb. The 'Account Data' tab is selected. The 'Job Code' is 9998. The 'Pay Configuration' section shows 'Pay 0104' and 'DDI Unit'. The 'Dept SpeedType Default' is set to 'No'. A red box highlights a note: 'For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.' A table below shows the distribution details:

Percent of Distribution	SpeedType	Total Percent
30	0000000711	

A red arrow points to the '30' in the 'Percent of Distribution' column. The 'Save' and 'Add' buttons are visible at the bottom.

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

Student New Hire

Address Information | Health & Safety | Job Data | Account Data | **Summary**

Name: [Redacted] Empl ID: [Redacted]
National ID: [Redacted] Date of Birth: [Redacted]

Job Code: 9900 Undergrad Student Employee/BW
Job Posting #: [Redacted]
Job Start Date: 01/14/2020
Job End Date: 05/10/2020
Supervisor ID: 0410653 [Redacted]

Department: 830540
Primary Department: 830540 ECAS: PreHealth Mentoring Ofc
Location Code: 1380003 GOODRICH C. WHITE HALL
Pay Check Location: 1380003 GOODRICH C. WHITE HALL
Mailstop: 1380-003-1AA Affiliated Organizations
Std Hrs/Wk: 10.00
Comp Rate: \$9.500000
Fall Award Amount:
Spr Award Amount:
Smr Award Amount:
Pay Configuration: 0104

DDI Unit:
 Off-Site Clock-In Allowed Shift Eligible
Dept SpeedType Default: Yes No

Account Distribution		
Percent of Distribution	SpeedType	Total Percent
1	100.000 0000000711	100.00

Health & Safety Questions

Work Setting: CAMPUS SER

Question	Yes or No
1 Will this individual be working for Campus Services?	Yes
2 Will this employee work in areas containing animals?	No
3 Will this employee need unescorted access to an irradiator?	No

DO NOT CLICK ADD

Save **Add**

Address Information | Health & Safety | Job Data | Account Data | Summary

Do Not Click Add on the Summary Tab. "Add" will not save your entry. You must click Save to save the student job entry!

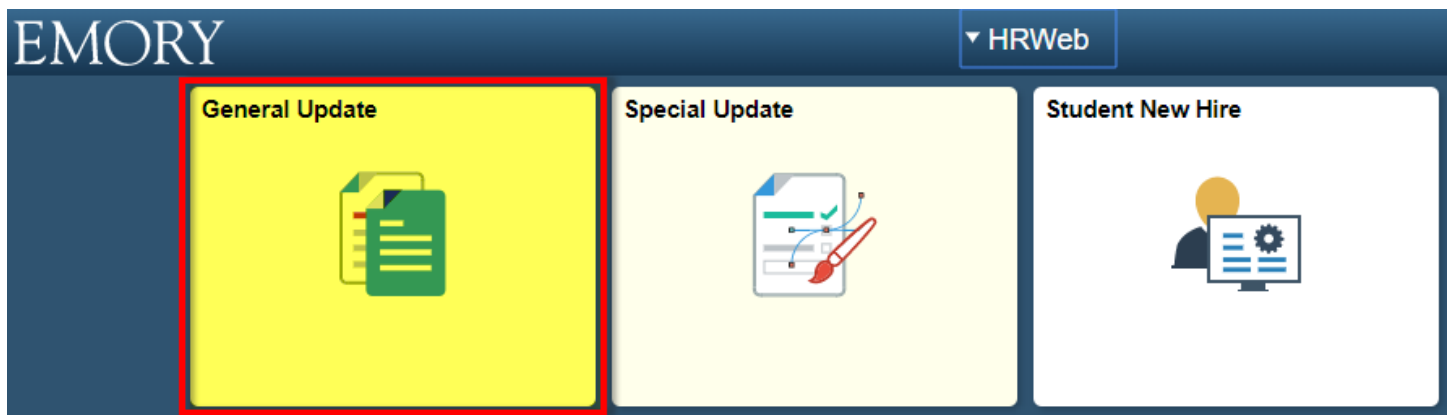
Various Human Resources Actions via HR Web

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

<u>Future Termination Reason</u>	<u>Description</u>
G	TMP - End Temp Employment
L	CNT - End of Contract

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

The screenshot displays the 'Leave Administration' interface. A sidebar on the left shows 'Leave of Absence' selected. The main content area has a search bar with 'LOA' entered. Below the search bar, employee information is shown: Company: EUV (Emory University), Business Unit: EMUNV, Department: [redacted], Location Code: [redacted], Payroll Status: Active, Job Code: [redacted], Last Date Worked: [redacted], and Expected Return Date: [redacted]. The search criteria are highlighted in yellow: Effective Date: 10/01/2017, Action: LOA, and Reason Code: SLA. At the bottom, there are 'Save' and 'Return to Search' buttons.

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**

Leave Administration

Leave of Absence

LOA

Employee Empl ID Empl Record 0

Company: EUV Emory University Payroll Status: Active
Business Unit: EMUNV Job Code:
Department: Last Date Worked:
Location Code: Expected Return Date:

Find | View All First 1 of 1 Last

Effective Date: 10/20/2017 Action: RFL Reason Code: RFL

Save Return to Search

Notes

Reporting Change:

- From the drop down of Home Pages click HRWeb
- Click General Update
- Click Supervisor Change
- Enter the effective date of the reporting change
- Key the Department number or select the *spy glass* and select the department number
- Click Continue
- Check the box for the appropriate employee
- Click Continue
- Ensure *Reporting Change Date is accurate
- Type the name of the new supervisor into the *Supervisor field or click the spy glass and select the appropriate name
- Click Submit
- Click OK on the Save Confirmation page

The screenshot displays the HRWeb interface for a 'General Update'. On the left is a navigation menu with 'Supervisor Change' highlighted in yellow. The main content area is titled 'Job_Summary' and includes a search section with the following fields:

- Find an Existing Value button
- Search Criteria dropdown
- Empl ID: begins with [text box]
- Empl Record: = [dropdown]
- Last Name, First Name: begins with [text box]
- First Name: begins with [text box]
- Last Name: begins with [text box]
- Department: begins with [text box]

At the bottom of the search section are buttons for Search, Clear, Basic Search, and Save Search Criteria.

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.

*Department	Description
830540	ECAS: PreHealth Mentoring Ofc

Reporting Change

Select the employees to be assigned to a new supervisor.

Instructions

Select the employees to be assigned to the new supervisor. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select *Continue* to enter the new supervisor.

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees

Reports To: As Of: 04/03/2015

Select	Name	Empl ID	Empl Rod#	Empl Class	HR Status
<input type="checkbox"/>			0	Staff	Active
<input checked="" type="checkbox"/>			1	Student employee	Active
<input type="checkbox"/>			2	Student employee	Active

Request Reporting Change

Instructions

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			
Name	Job Title	Empl ID	Supervisor
	Grad Student Employee/Mo		

Reporting Change Details

*Reporting Change Date **Enter effective date**

New Information	Current Information
*Supervisor <input type="text"/>	

(Name Format: First Last)

* Required Field

[Return to Select Employees](#)

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

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

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.

The screenshot shows the 'Special Update' interface in HRWeb. On the left is a navigation menu with 'Earnings Distribution' highlighted. The main content area is titled 'Special Update' and contains a form for 'Earnings Distrib'. The form includes fields for Employee, Empl ID, Empl Record, Department, and GRS. Below these are radio buttons for 'Dept SpeedType Default: Yes' and 'No'. A table titled 'Current Earnings Distribution' shows one entry with Effective Date 09/01/2016, SpeedType 0000057356, and Percent of Distribution 100.000. Below this is a 'Change Earnings Distribution' section with a table for adding new entries. The table has columns for SpeedType, Select/Edit SpeedType, Percent of Distribution, Grant End Date, Monthly Rate, and Annual Rate. A 'Save' button and a 'Return to Search' button are at the bottom. A message box at the bottom states: 'After hitting Save, if you receive a message that you are not authorized for the next component, click OK in the message box. That will save your entry which you can then confirm by going to the Job Summary page to view Earnings Distribution for the effective date you entered.'

Effective Date	SpeedType	Percent of Distribution	Grant End Dt	Monthly Rate	Annual Rate
09/01/2016	0000057356	100.000	01/31/2021		

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate
0000057356	Select/Edit SpeedType	100.000	01/31/2021		

ChartField Details

Employee ID

Combination Code

ChartField Details box
 ← will display.
 Enter SpeedType Information

Please note: Account 50999 is a default value for all HR SpeedTypes and will account for the employee and/or earnings code when the payroll is distributed system. You cannot choose another account value on this page.

ChartField Detail

Account	Operating Unit	Department	Fund C
<input type="text" value="50999"/>	<input type="text" value="20000"/>	<input type="text" value="737000"/>	<input type="text" value="5200"/>

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

HRWeb Special Update

Job Summary

Employee: [redacted] Empl ID: [redacted] Empl Record: 0

Eff Date: 09/01/2013

Primary Dept and Pay Check Location

Company: EUV Primary Department ID: [redacted]

Job Information

Eff Date: 01/01/2016 Action: DTA Rsn Code: CFS Correction-FICA Status Act Date: 01/11/2016 Supervisor: [redacted] Comp Freq: M Monthly Comp Rate: Annual Rate:

Dist type: N Salary Grade: 099 Elig Config 1: PTTEMP Std Hours: 10.00 FTE: 0.250000 Future Term Date: 09/01/2021 Future Term Rsn: TMP - End Temp Employment

Select DeptID: Enter a department or click the lookup icon to select a department to view account distribution below.

Department Default SpeedType:

Look Up Select DeptID

Department begins with:

Description begins with:

Search Results

Department	Description
862140	GRS: GDBBS NS

HRWeb Special Update

Eff Date: 09/01/2013 Campus Mail Loc: [redacted]

Primary Dept and Pay Check Location

Company: EUV Primary Department ID: [redacted]

Job Information

Eff Date: 01/01/2016 Company: EUV Dist type: N Salary Grade: 099

Action: DTA Location Code: [redacted] Elig Config 1: PTTEMP

Rsn Code: CFS Correction-FICA Status Dept ID: [redacted] Std Hours: 10.00

Act Date: 01/11/2016 Job Code: [redacted] FTE: 0.250000

Supervisor: [redacted] Empl Class: [redacted] Future Term Date: 09/01/2021

Comp Freq: M Monthly Empl Status: Active Future Term Rsn: TMP - End Temp Employment

Comp Rate: Annual Rate:

Select DeptID: Enter a department or click the lookup icon to select a department to view account distribution below.

Department Default SpeedType:

Earnings Distribution

Dept ID	Fiscal Year	SpeedType Dept Default Yes:	No:
862140	2018	<input type="radio"/>	<input checked="" type="radio"/>
Effective Date	Eff Seq	Distr %	Grant End Date
09/01/2017	0	100.000	01/31/2021

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

Pay Rate Change

EMP ID: Empl Record: 1

Job Code: 9909 Department: 830540 ECAS: PreHealth Mentoring Ofc

Salary Grade: 099 Min:

Comp Rate: \$500.000000 Max:

Annual Rate: \$6000.000 Effdt: 03/01/2015

Next Review Date: Review Rating: Review Date:

Effective Date: 04/01/2015 Reason Code: MER

Calculate By: Amount Calc Percent Calc Review Only

Compensation Rate: 600.000000 Change Percent: -20.000

Review Rating: Review Date: Next Review Date:

Calculated Amounts	
Inc Amt:	100.000000
Annual Inc:	1200.000
Annual Rate:	7200.000
Percent Inc:	20.00

Attachments

View Attachment	Description	Last Update Date/Time	Uploaded By
View Attachment			

Attachments

+ Add Attachment

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.*

Submit Confirmation

The submission was successful.
Change will appear in HRWeb after final approval is received.
Please use the navigation bar above to process another transaction or to return to the Main Menu.

OK

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

The screenshot shows the HRWeb interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items, with "Terminate Employee" highlighted in green at the bottom. The main content area has a dark blue header with "Special Update" on the right and "HRWeb" with a back arrow on the left. Below the header, the "Terminate Employee" option is highlighted with a red box. Underneath, there is a sub-header "Initiate a request to terminate an employee(s)." followed by a section titled "Instructions" with three numbered steps. Below the instructions is a date input field labeled "Enter the as of date" with the value "08/28/2017" highlighted in yellow. Underneath the date field is a "Grid" table with two columns: "*Department" and "Description". The first row of the grid has a yellow background and contains the number "1" in the first column and a search icon in the second column. Below the grid is a "Continue" button highlighted with a red box.

Terminate Employee
Initiate a request to terminate an employee(s).

Instructions
Follow this process to terminate an employee(s):

1. Enter the date the termination 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 effective date for this termination. 08/28/2017

Grid Personalize | Find | First 1 of 1 Last

*Department	Description
1	<input type="text" value=""/> 🔍

Continue

- Select the employee
- Click Continue

HRWeb **Special Update**

Terminate Employee
Select the employee(s) to be terminated.

Instructions
Select the employee(s) to be terminated. You will be able to process only those employees that report to you as of the date entered on the first page.
Use "Find" to search by emplid, Last Name, First Name or any item on the employee list. Click on the column name to sort employee list by that column.
Once you have finished click *Continue* to enter the termination reason

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees
Reports To: As Of: 08/28/2017

Continue

Select Employees

Select	Name	Empl ID	Empl Rcd#	Empl Class	HR Status
<input type="checkbox"/>			0	Staff	Active
<input checked="" type="checkbox"/>			0	Staff	Active
<input type="checkbox"/>			0	Staff	Active
<input type="checkbox"/>			0	Staff	Active

- 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

HRWeb **Special Update**

Terminate Employee
Termination Details
Below is a list of the employees you selected for termination. Select Submit once you have entered the termination information.

Selected Employees

Empl ID	Last Name	First Name	Job Title

Termination Details

*Termination Date: 08/28/2017 Enter effective date

*Reason for Termination: End Temporary Employment

* Required Field
Submit

[Return to Select Employees](#)

Terminate Employee
Save Confirmation

The Save was successful.

OK

APPENDIX

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

** 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!