

UAccess EMPLOYEE

Hiring Request: Student Employees

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THE UNIVERSITY OF ARIZONA

Updated 11.22.2016 v. 2.03

Hiring Request: Student Employees

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| Record of Changes | | |
|-------------------|-----------|---|
| Date | Version # | Description |
| 01/08/2013 | 1.00 | DRAFT |
| 01/14/2013 | 2.00 | Updated screenshots to reflect current system changes. |
| 07/05/2013 | 2.01 | Updated to reflect changes to start date parameters and PCN look-up section |
| 07/30/2013 | 2.02 | Updated to reflect policy changes as well as a few internal formatting edits. |
| 11.22.2016 | 2.03 | Updated links to reflect merger of Systems Control with HR. and updated copyright |

Table of Contents

| | |
|---|-----------|
| Resources | 1 |
| Student Employees | 3 |
| Hiring a UofA Student | 3 |
| Additional Job..... | 18 |
| Appendix A: New Hire Process Flowchart (Grad & Undergrad)..... | 27 |
| Appendix B: New Hire Process Checklist – All Classifications..... | 29 |
| Appendix C: Handling Security Sensitive Information..... | 31 |

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

Resources

All of the materials covered in the workbook are also covered in the online tutorials (<http://employee.tutorials.arizona.edu>). Feel free to review those tutorials if you need a refresher.

And you are welcome to ask questions in the UAccess Employee group on the UAccess Community at <http://community.uaccess.arizona.edu>.

- UAccess Employee Resource page on UAccess Community: <http://community.uaccess.arizona.edu/uaccess-employee-resources>
(These resources include an Electronic I-9 Quick Reference Guide, Flowchart, FAQs, and Panopto Video Recording)
- Workforce Systems' website: <http://hr.arizona.edu/workforce-systems>
- Human Resources policies: <http://policy.arizona.edu/>
- Student Employment Manual: <https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual>

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

Student Employees

Hiring a UofA Student

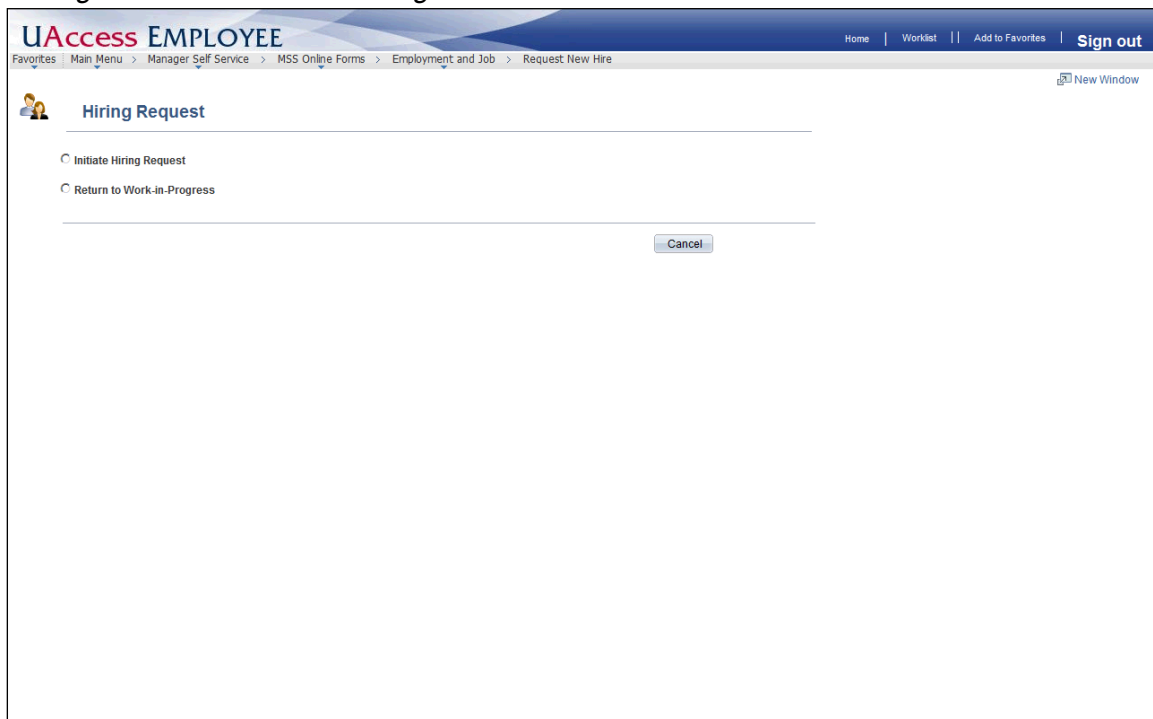
Procedure

In this tutorial you will initiate and submit a Hiring Request form to hire a current UA student.

You need some basic information about the candidate before you can start a Hiring Request form. The New Hire Information Worksheet (http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/uaccess-resources/New_Hire_Worksheet_07_31_14_3.doc) has been created for your convenience and can be filled out by the supervisor/hiring manager or any person who can provide the required information.

To navigate to the Hiring Request form, go to **NavBar > Navigator > Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire**.

Note: You can also use the *MSS WorkCenter & Approvals* tile located on the *UA Manager Self Service Home Page*.




The screenshot shows the UAccess EMPLOYEE web application interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, a breadcrumb trail reads: Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire. The main content area is titled "Hiring Request" and contains two radio button options: "Initiate Hiring Request" (selected) and "Return to Work-in-Progress". A "Cancel" button is located at the bottom right of the form area.

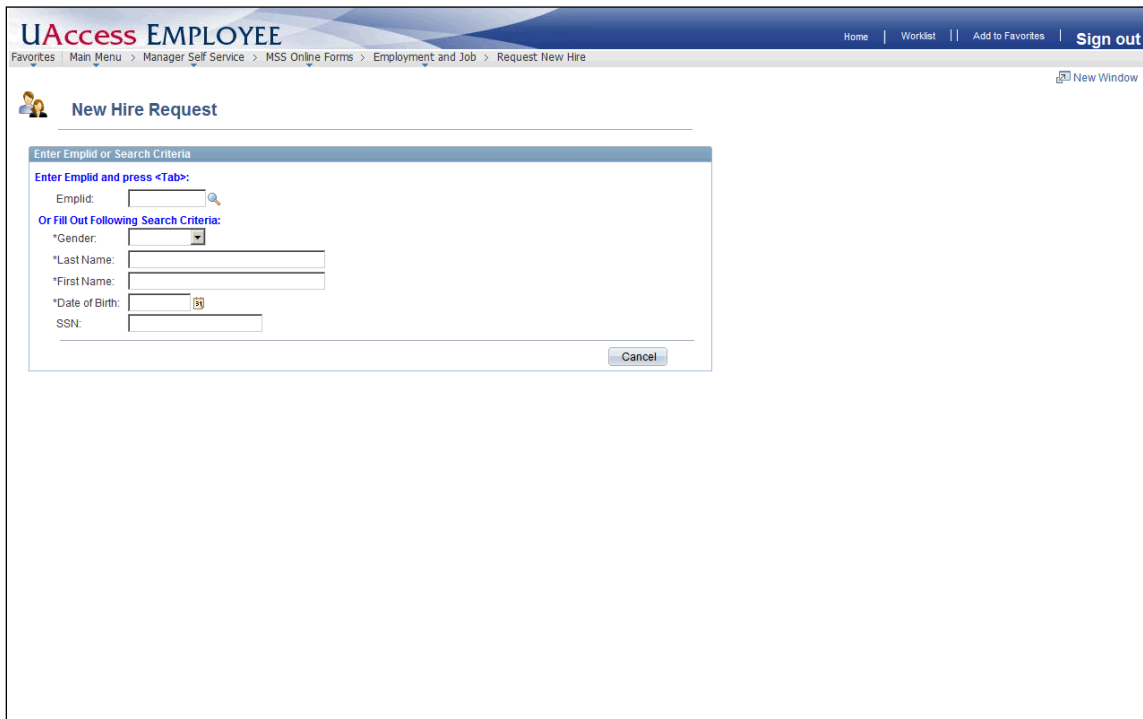
Training Guide

Hiring Request: Student Employees




University Information
Technology Services

| Step | Action |
|------|--|
| 1. | <p>There are three different hiring requests you can initiate: New Hire, Rehire or Additional Job. The application allows you to submit a specific type of request based on information you enter about the candidate.</p> <p>All three hiring requests are initiated by clicking the same radio button.</p> <p>Click the Initiate Hiring Request option.</p>  |



| Step | Action |
|------|---|
| 2. | <p>Use the New Hire Request search criteria fields to find any existing record for the candidate in the UAccess database. If you search for the person by name, you must use all required fields. The required fields are marked with an asterisk (*).</p> <p>If the person has any relationship (past or present) with the University of Arizona, it is best to search using the Student ID and/or EmplID (Employee ID) number (these two numbers should be interchangeable).</p> |

| Step | Action |
|------|---|
| 3. | <p>In this example you are hiring someone for a student job, therefore they must be enrolled in classes at the UA and will have a Student ID number. Enter the Student ID in the Emplid field.</p> <p>Note: <i>There are a variety of eligibility policies (like enrollment status and maximum weekly hours) for student positions. Be sure you are aware of these. Policy details for all student hires can be found in the Student Employment Manual (https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual).</i></p> <p>Enter "00728100" in the Emplid field, or hit [enter] on your keyboard to continue.</p> |
| 4. | <p>The screen refreshes once you click the tab key on your keyboard.</p> <p>Press [Tab].</p> |



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Window

New Hire Request

Enter Emplid or Search Criteria

Enter Emplid and press <Tab>:

Emplid: 00728100

Or Fill Out Following Search Criteria:

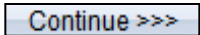
*Gender: Female

*Last Name: ANDRIST

*First Name: RANDEINE

*Date of Birth: 07/05/1975

Continue >>> Cancel


| Step | Action |
|------|--|
| 5. | <p>The other search fields populate with the corresponding data once the person record is located.</p> <p>Click the Continue button.</p> <p></p> |

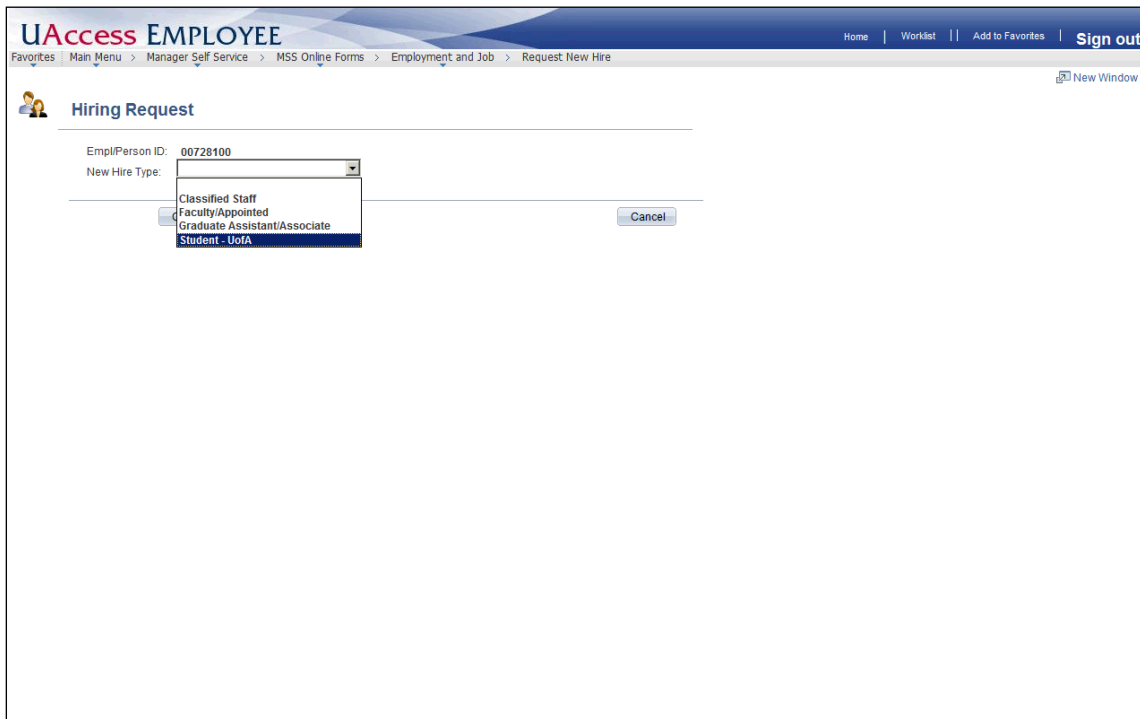
Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|---|
| 6. | <p>Next, select the appropriate New Hire Type for this hire.</p> <p>Click the New Hire Type drop-down list.</p>  |



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Window


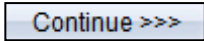
Hiring Request

EmplPerson ID: 00728100

New Hire Type:

- Classified Staff
- Faculty/Appointed
- Graduate Assistant/Associate
- Student - UofA

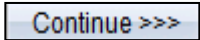
Cancel

| Step | Action |
|------|---|
| 7. | <p>Hire this person as Student - UofA.</p> <p>Click the Student - UofA list item.</p>  |
| 8. | <p>Remember, there are eligibility policies around enrollment status for student positions. This form does not check against enrollment records. Departments are responsible for confirming employment eligibility for any student hire.</p> <p>Click the Continue button.</p>  |
| 9. | <p>Your transaction number is displayed above the EmplID. This number appears in reports in UAccess Analytics and can be used to search for this transaction.</p> |

| Step | Action |
|------|---|
| 10. | <p>The employment Start Date is required and can be future dated as needed. Make sure to submit the new hire request form as soon as possible to allow sufficient time for the new hire to complete the I-9.</p> <p>The new hire must complete the I-9 on or before the start date. Failure to plan for sufficient routing and approval time can also result in employees not getting paid on time.</p> <p>Note: <i>The Start Date cannot be prior to the Visa Status Date.</i></p> <p>Enter "4.1.14" in the Start Date field, or hit [enter] on your keyboard to continue.</p> |



The screenshot shows the 'UAccess EMPLOYEE' web application interface. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire'. The page title is 'New Hire Request'. Below the title, the form displays the following information: 'Hire Type: Student - UofA', 'Transaction: 584231', 'Empl ID: 00728100', and 'Transaction Status: Not Submitted'. The 'Start Date' field is populated with '4.1.14' and has a calendar icon to its right. A 'Continue >>>' button is located below the Start Date field, and a 'Cancel' button is located further down.

| Step | Action |
|------|--|
| 11. | <p>Note: <i>For details on I-9 and Start Date policies, please refer to the Electronic I-9 training information on the UAccess Community Employee Resources page (http://community.uaccess.arizona.edu/uaccess-employee-resources).</i></p> <p>Click the Continue button.</p> <p></p> |

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Hire Request

Hire Type: Student - UofA Transaction Status: Not Submitted
 Transaction: 584231
 Empl ID: 00728100
 * Start Date: 04/01/2014

Personal Data

* First Name: Randeine Gender: Female
 Middle Name: Cis * Date of Birth: 07/05/1975
 * Last Name: Andrist Remote I-9- Emp working outside of AZ? ☐ Yes ☐ No

* Is the person a US Citizen or Permanent Resident? ☒ Yes ☐ No

* Select: ☒ Citizen ☐ Perm Resident

* Personal Email: train@gmail.com
 UA Directory Phone: Annual Review - Fac180

Position Information

* Position: Max Head Count: 0 [Position Cross-Reference](#)
 * Dept: Incumbent Count: 0 [Request Position Distribution Change](#)
 * ABOR Code: [Request Create/Modify Position](#)
 Posn Type Cd: * Class Indc:

* Alternate Title:

* Job Title:

* UA Title:

* Job FTE: * Standard Hours:


* PriHome Dept:

* Building: * Room: * PO Box:

Supervisor: Time Approver:

[Export Controlled Position:](#) [Security Sensitive Position:](#) [Risk Management Position:](#) [View Details](#)

| Step | Action |
|------|---|
| 12. | <p>Information pulled from the person record will prepopulate many fields in the Personal Data section.</p> <p>Remember required fields are marked with an asterisk (*).</p> |
| 13. | <p>Citizenship information will prepopulate but may be outdated. Confirm this information is current.</p> |
| 14. | <p>Use the Remote I-9 option in those cases where the new hire will not be working on campus and will not be available to present original I-9 employment authorization or identity documents to the hiring department.</p> <ul style="list-style-type: none"> • A Yes response will stop the electronic I-9 from being generated • A No response will trigger the electronic I-9 <p>Note: The electronic I-9 is included in the New Employee Work Center. Please refer to the Electronic I-9 training information on the UAccess Community Employee Resources page (http://community.uaccess.arizona.edu/uaccess-employee-resources).</p> |

| Step | Action |
|------|--|
| 15. | <p>Important! If the Yes option is chosen, the remote hire must complete a hard-copy I-9 form on or before their first day of work, and have it verified by an authorized agent within 3 business days. The new hire request will remain in a pending status until Systems Control receives the completed hard-copy I-9 and supporting documents.</p> <p>Click the No option.</p>  |
| 16. | <p>The Personal Email is a required field and should be prepopulated with an address from the student's record.</p> <p>It is important to confirm the address is correct. It will be used to send emails to the new employee alerting them to complete their on-line hiring forms. Failure to complete those forms will halt the hiring process.</p> |
| 17. | <p>UA Directory Phone is an optional field and the number entered for student hires is not displayed in the UA Phonebook.</p> <p>Note: <i>The Annual Review - Fac180 checkbox is not used for student hires.</i></p> |
| 18. | <p>Now that you are finished with the Personal Data area, you need to complete the required fields in the Position Information area.</p> <p>Links to other areas of Manager Self Service, like Position Cross-Reference and Request Position Distribution Change, are available for your convenience.</p> |
| 19. | <p>A position number is required before you can submit this form.</p> <p>There are a variety of ways to find a suitable position number. For example, you can use the Position Cross-Reference screen or the Vacant Positions report in UAccess Analytics.</p> |
| 20. | <p>Regardless of how you keep track of your positions, the position you use in this form must be actively funded. The application displays an error if you choose a position that lacks active funding.</p> <p>Note: <i>You will not be able to submit the Hiring Request until funding has been established. Refer to the Position Distribution Guide (http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Dist_Guide.pdf) for details on this process.</i></p> |

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|---|
| 21. | <p>You should also take care to make sure the correct Time Approver is associated with the position.</p> <p>Note: There are a variety of additional Position Management tasks involved in choosing and properly establishing a suitable position. For details, please refer to the Position Management Quick Reference Guide (http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Mgmt_Guide.pdf).</p> <p>Enter "1813867" in the Position field, or hit [enter] on your keyboard to continue.</p> |
| 22. | <p>The screen refreshes once you press the tab key on your keyboard.</p> <p>Press [Tab].</p> |

UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Hire Request

Hire Type: Student - UofA Transaction Status: Not Submitted

Transaction: 584231

Empl ID: 00728100

* Start Date: 04/01/2014

Personal Data

* First Name: Randeine Gender: Female

Middle Name: Cis

* Last Name: Andrist * Date of Birth: 07/05/1975

* Is the person a US Citizen or Permanent Resident? ☒ Yes ☐ No

* Remote (9- Emp working outside of AZ?) ☐ Yes ☒ No

* Select: ☒ Citizen ☐ Perm Resident

* Personal Email: train@gmail.com

UA Directory Phone: Annual Review - Fac180

Position Information

* Position: 1813867 Max Head Count: 99 Position Cross-Reference

Dept: 0430 Mathematics Incumbent Count: 0 Request Position Distribution Change

* ABOR Code: Student Worker Request Create/Modify Position

Posn Type Cd: N/A * Class Ind: Student Employees

* Alternate Title: IM&E Facilitator

* Job Title: Student Group C

* UA Title: Student Group C

* Job FTE: * Standard Hours:

* Pri/Home Dept: 0430 Mathematics

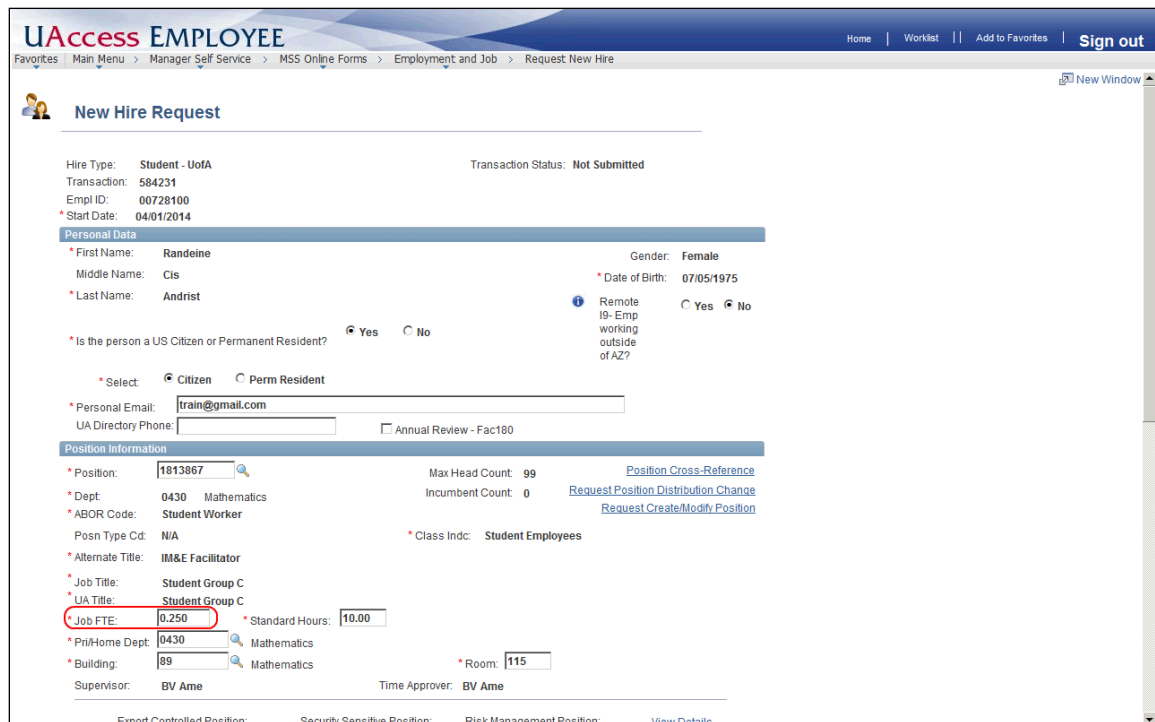
* Building: 89 Mathematics * Room: 115

Supervisor: BV Ame Time Approver: BV Ame

Enroll Controlled Position: Security Sensitive Position: Risk Management Position: View Details

| Step | Action |
|------|--|
| 23. | <p>Attributes associated with the selected position such as ABOR code and Job Title are brought into the Position Information section.</p> <p>Many of these attributes, are displayed for reference only and cannot be updated.</p> |

| Step | Action |
|------|---|
| 24. | In most cases you are able to edit the Alternate Title from within the New Hire Request form; However, in cases where the position is a pooled position (multiple incumbents) the alternate title cannot be edited in this form. In those cases, changes can be made to the alternate title using the Request Create/Modify Position form. |
| 25. | <p>You must indicate either the Job FTE or the number of Standard Hours (hours per week) for this position. Entering one of these values automatically calculates and populates the other.</p> <p>Full Time Equivalent (FTE) is the percentage of time an employee works represented as a decimal point. The minimum FTE per position should not be less than .025.</p> <p>Note: Be sure you are aware of the FTE policies for Student hires. These can be found in the Student Employment Manual (https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual).</p> <p>Enter "10" in the Standard Hours field, or hit [enter] on your keyboard to continue.</p> |
| 26. | <p>The screen updates once you click the tab on your keyboard.</p> <p>Press [Tab].</p> |

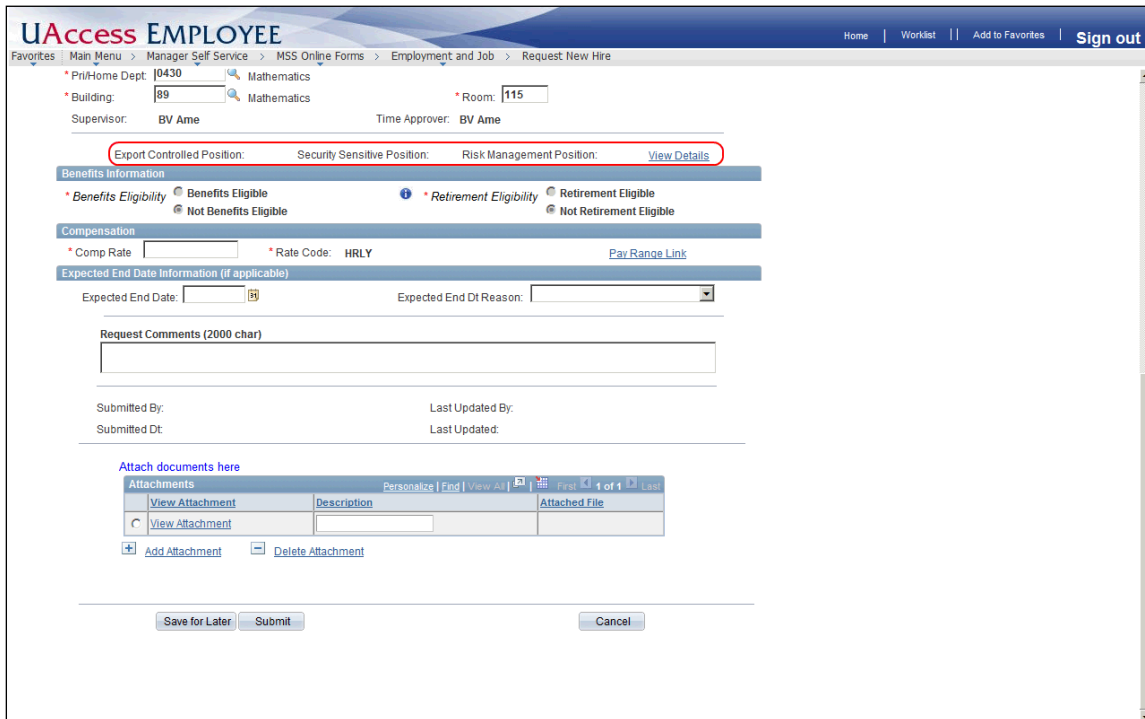


The screenshot shows the 'New Hire Request' form in the UAccess EMPLOYEE system. The form is titled 'New Hire Request' and includes a navigation bar with links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The form is divided into several sections: 'Personal Data', 'Position Information', and 'Job Details'. The 'Personal Data' section includes fields for First Name (Randeine), Middle Name (Cis), Last Name (Andrist), Gender (Female), Date of Birth (07/05/1975), and a checkbox for 'Remote I9- Emp working outside of AZ?'. The 'Position Information' section includes fields for Position (1813867), Dept (0430 Mathematics), ABOR Code (Student Worker), Posn Type Cd (N/A), and Class Indc (Student Employees). The 'Job Details' section includes fields for Job Title (Student Group C), UA Title (Student Group C), Job FTE (0.250), Standard Hours (10.00), Pri/Home Dept (0430 Mathematics), Building (99 Mathematics), Room (115), Supervisor (BV Ame), and Time Approver (BV Ame). The form also includes a 'Transaction Status' of 'Not Submitted' and a 'Transaction' number of 584231. The 'Job FTE' field is highlighted with a red box.

Training Guide

Hiring Request: Student Employees

| Step | Action |
|------|--|
| 27. | Notice the Job FTE field is now populated. |
| 28. | <p>The Pri/Home Dept (primary/home department) along with the Building and Room number are used for paycheck (if applicable) and for mail distribution.</p> <p>You can edit this information here as well as in the Personal Information and UA Title Management forms.</p> |
| 29. | Click the scrollbar. |



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

[Main Menu](#) > [Manager Self Service](#) > [MSS Online Forms](#) > [Employment and Job](#) > [Request New Hire](#)

* Pri/Home Dept: 0430 Mathematics
 * Building: 89 Mathematics
 * Room: 115
 Supervisor: BV Ame Time Approver: BV Ame

Export Controlled Position: [View Details](#) Security Sensitive Position: Risk Management Position:

Benefits Information
 * Benefits Eligibility: ☐ Benefits Eligible ☒ Not Benefits Eligible
 * Retirement Eligibility: ☐ Retirement Eligible ☒ Not Retirement Eligible

Compensation
 * Comp Rate: Rate Code: HRLY [Pay Range Link](#)

Expected End Date information (if applicable)
 Expected End Date: Expected End Dt Reason:

Request Comments (2000 char)

Submitted By: Last Updated By:
Submitted Dt: Last Updated:

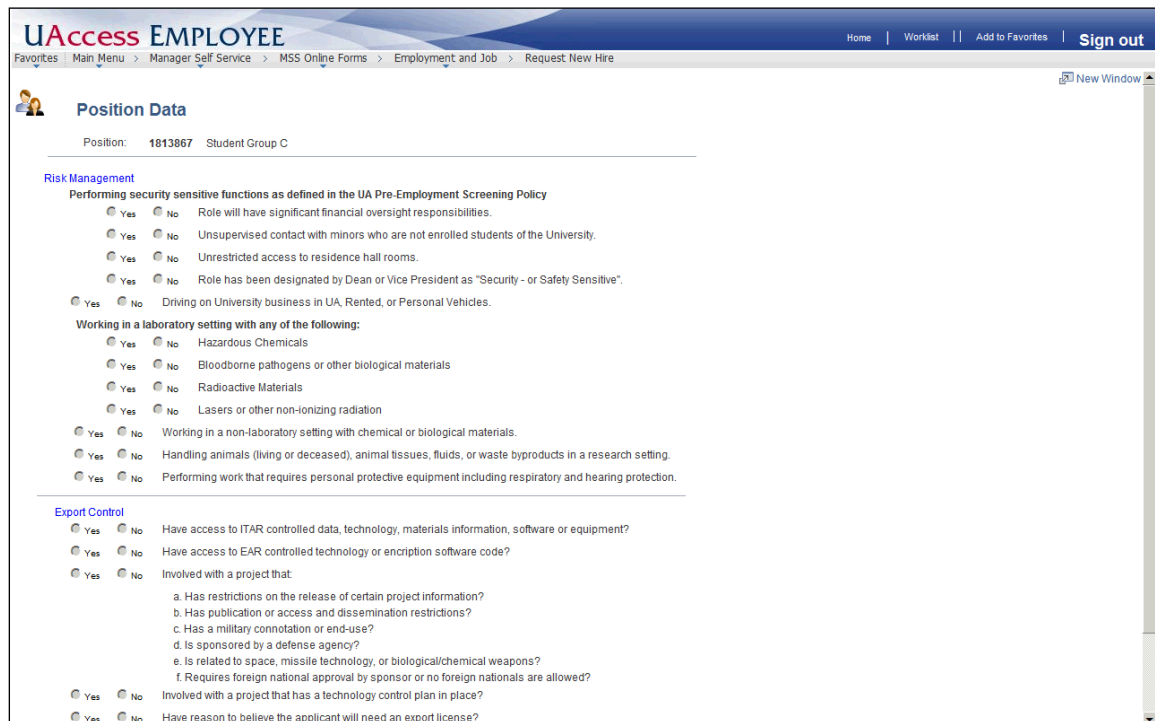
[Attach documents here](#)

Attachments: Personalize | End | View All | First | 1 of 1 | Last
 View Attachment Description Attached File
 View Attachment
 Add Attachment Delete Attachment

[Save for Later](#) [Submit](#) [Cancel](#)

| Step | Action |
|------|--|
| 30. | <p>Position management questions identify positions as Export Controlled, Security Sensitive, and Risk Management positions. Answers to these questions are analyzed and displayed on the bottom of the Position Information section.</p> <p>A Y or N flag is displayed to indicate how these questions were answered. The Y flag, along with other criteria is used to route New Hire transactions to Export Control, Human Resources and Risk Management for approval and, as applicable, to initiate processes, like a background check and finger print notice.</p> |

| Step | Action |
|------|---|
| 31. | <p>A Y icon for Security Sensitive positions will trigger a freeform text field to appear so you can enter the account number you wish to use to pay for the required background check.</p> <p>The absence of a Y or N indicates questions were left unanswered on the Request Create/Modify Position form and if a background check is needed, you must manually request it.</p> |
| 32. | <p>Details on how these questions were answered are available behind the View Details link.</p> <p>Click the View Details link.</p> <p>View Details</p> |



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Position Data

Position: 1813867 Student Group C

Risk Management

Performing security sensitive functions as defined in the UA Pre-Employment Screening Policy

☐ Yes ☐ No Role will have significant financial oversight responsibilities.

☐ Yes ☐ No Unsupervised contact with minors who are not enrolled students of the University.

☐ Yes ☐ No Unrestricted access to residence hall rooms.

☐ Yes ☐ No Role has been designated by Dean or Vice President as "Security - or Safety Sensitive".

☐ Yes ☐ No Driving on University business in UA, Rented, or Personal Vehicles.

Working in a laboratory setting with any of the following:

☐ Yes ☐ No Hazardous Chemicals

☐ Yes ☐ No Bloodborne pathogens or other biological materials

☐ Yes ☐ No Radioactive Materials

☐ Yes ☐ No Lasers or other non-ionizing radiation

☐ Yes ☐ No Working in a non-laboratory setting with chemical or biological materials.

☐ Yes ☐ No Handling animals (living or deceased), animal tissues, fluids, or waste byproducts in a research setting.

☐ Yes ☐ No Performing work that requires personal protective equipment including respiratory and hearing protection.

Export Control

☐ Yes ☐ No Have access to ITAR controlled data, technology, materials information, software or equipment?

☐ Yes ☐ No Have access to EAR controlled technology or encryption software code?

☐ Yes ☐ No Involved with a project that:

a. Has restrictions on the release of certain project information?

b. Has publication or access and dissemination restrictions?

c. Has a military connotation or end-use?

d. Is sponsored by a defense agency?

e. Is related to space, missile technology, or biological/chemical weapons?

f. Requires foreign national approval by sponsor or no foreign nationals are allowed?

☐ Yes ☐ No Involved with a project that has a technology control plan in place?

☐ Yes ☐ No Have reason to believe the applicant will need an export license?

| Step | Action |
|------|---|
| 33. | Click the scrollbar. |
| 34. | <p>Click the Return button.</p> <p>Return</p> |
| 35. | Benefit options default to <i>Not Eligible</i> for student positions. |

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|--|
| 36. | <p>The Comp Rate must be at least the minimum of the pay grade assigned to the position. For Student Groups A-D the associated Rate Code defaults to an hourly rate.</p> <p><i>Note: If the Comp Rate exceeds the maximum of the pay grade, a warning message displays, a special comment box is provided, and you are required to enter justification.</i></p> <p>Enter "10" in the Comp Rate field, or hit [enter] on your keyboard to continue.</p> |
| 37. | <p>A link to the pay grade range is provided as a resource.</p> <p>Click the Pay Range Link.</p> <p>Pay Range Link</p> |

UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Pay Ranges

Job Code 120474 Student Group C

Salary Administration Plan OTH

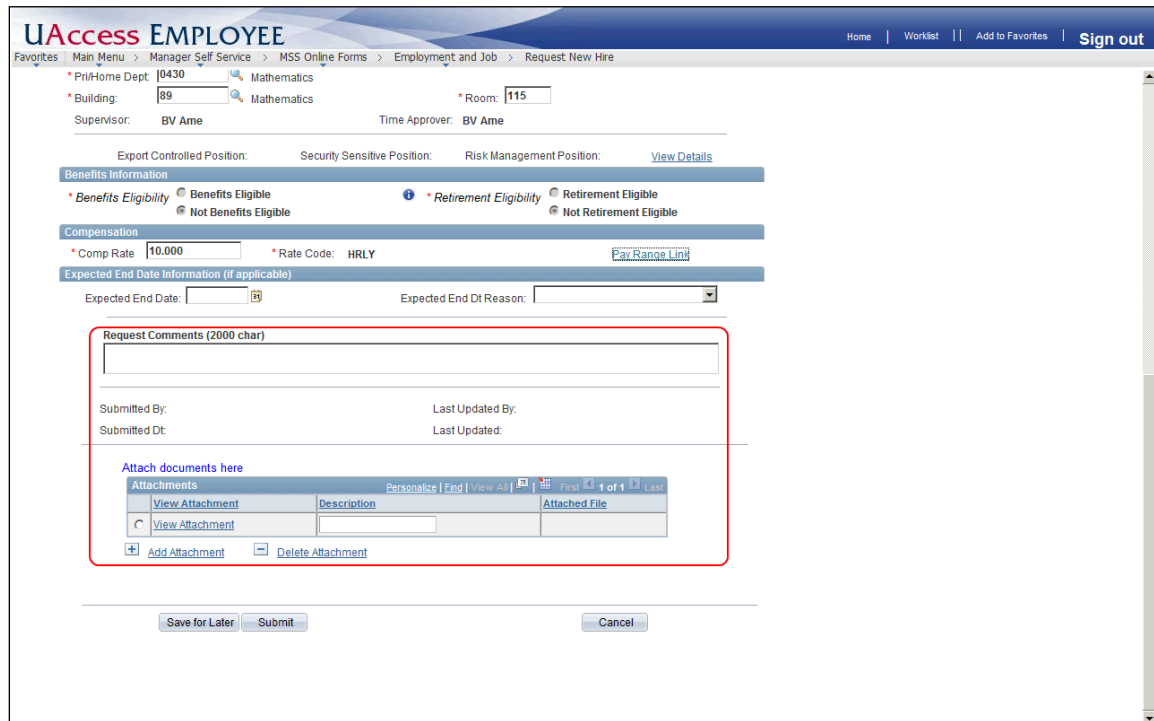
Salary Grade 97 OTH-Graded-Student Group C

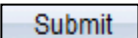
| | | | |
|------------|-----------|------------|-----------|
| Min/Hour | 9.000000 | Max/Hour | 22.500000 |
| Min/Month | 1566.000 | Max/Month | 3915.000 |
| Min/Annual | 18792.000 | Max/Annual | 46980.000 |

OK Cancel

| Step | Action |
|------|---|
| 38. | <p>The pay range minimum and maximum rates are shown by hour, month, and year.</p> <p>Click the OK button.</p> <p>OK</p> |

| Step | Action |
|------|--|
| 39. | An Expected End Date is not required for UofA Student Hires (unless a Visa is involved). However, if an end date is set, an Expected End Dt Reason must be selected from the drop down list. |



| Step | Action |
|------|--|
| 40. | <p>The ability to enter comments and upload attachments is available in all Manager Self Service requests. Business rules for specific field values within the Hiring Request form determine if comments or attachments are required.</p> <p>Initiators and approvers may upload and remove attachments to and from the request while the transaction is pending. Only the initiator or approvers for the transaction can view attachments.</p> <p>There are no required attachments for student hires.</p> |
| 41. | DO NOT scan security sensitive documents in order to attach them to this document. See Appendix C for details. |
| 42. | <p>After reviewing the information in the form one last time, you are ready to submit the request for approval.</p> <p>Click the Submit button.</p> <p></p> |

Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|---|
| 43. | <p>The approval path displays at the bottom of the request.</p> <p>Click the scrollbar.</p> |

UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Benefits Information

* Benefits Eligibility ☐ Benefits Eligible ☒ Not Benefits Eligible

* Retirement Eligibility ☐ Retirement Eligible ☒ Not Retirement Eligible

Compensation

* Comp Rate 10.000 * Rate Code: HRLY Pay Range Link

Expected End Date Information (if applicable)

Expected End Date: Expected End Dt Reason:

Request Comments (2000 char)

Submitted By: Matt Rall Last Updated By: Matt Rall

Submitted Dt: 02/20/2014 12:27PM Last Updated: 02/20/2014 12:27:06.000000PM

Attach documents here

| View Attachment | Description | Attached File |
|--|-------------|---------------|
| <input type="checkbox"/> View Attachment | | |

Stage 1

Transaction 584231: Pending

Path 1 - Students

```

graph LR
    A[Pending  
Multiple Approvers  
NH HR Dept Approver] --> B[Not Routed  
Multiple Approvers  
NH College Flex2 Approver]
    B --> C[Not Routed  
Multiple Approvers  
NH Systems Control Approver]
  
```

| Step | Action |
|------|--|
| 44. | <p>In most cases the only entities involved in the approval path for student hires are the department and Systems Control. The college is skipped unless the position is state funded or the college approvers have requested to be provisioned with the New Hire-Flex2 role as shown in this example.</p> <p>Note: Refer to the Student Hiring Process Flowchart (http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee_Hiring_Student_Grad_Flowchart.pdf) (Appendix A) for details.</p> |
| 45. | <p>Congratulations. You have completed a Hiring Request form to fill a student position. Be sure to review the other tutorials for details on initiating other types of hiring requests.</p> <p>End of Procedure.</p> |

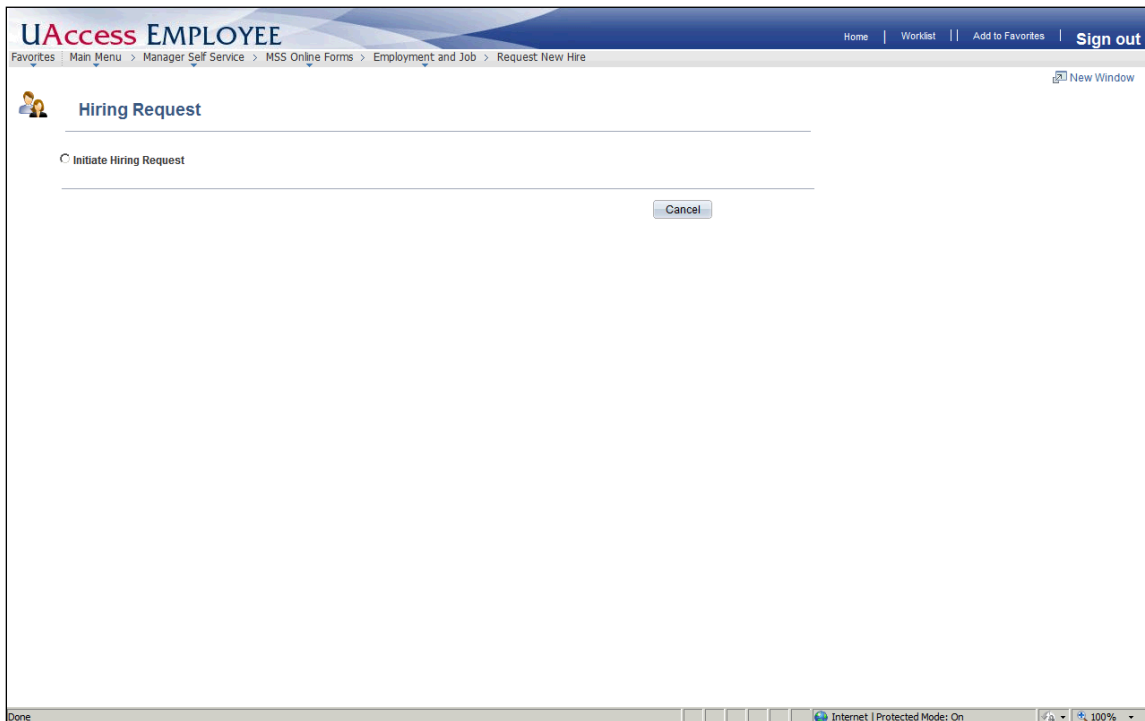
Additional Job



Procedure


It is not uncommon for a student employee to have more than one job on campus. When you initiate a Hiring Request for a student who is already employed, you are automatically routed to the Additional Job form.

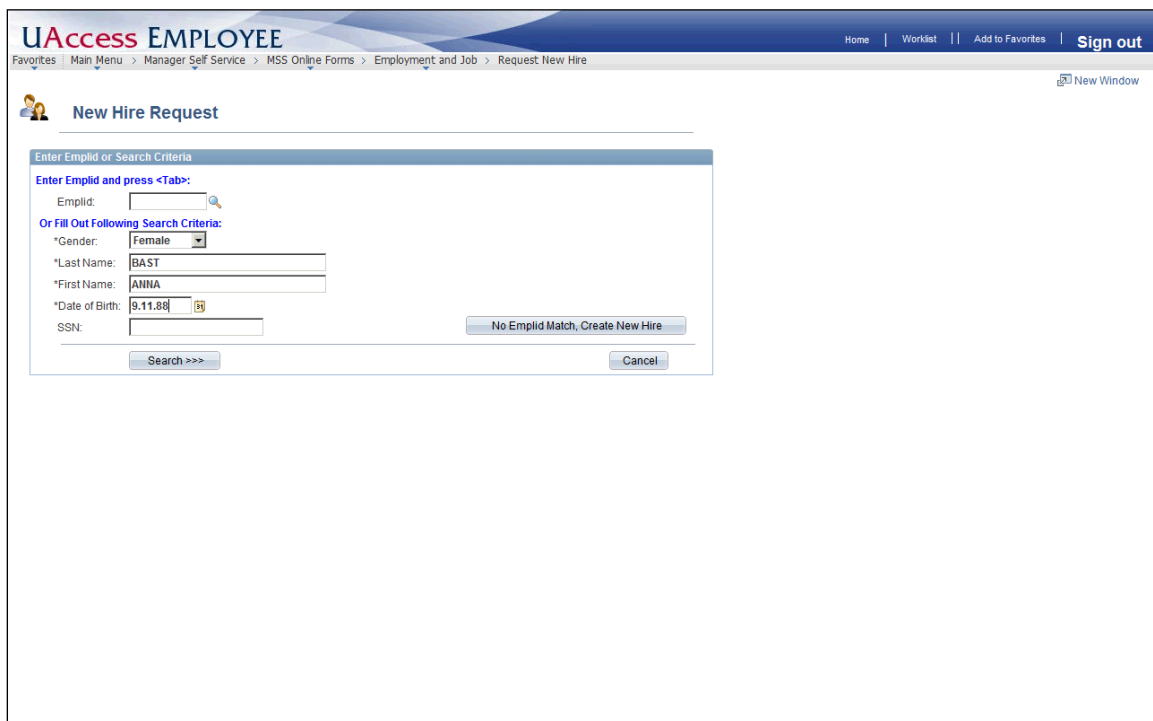
Steps for submitting an Additional Job form are similar to those for submitting a Hiring Request form; therefore this tutorial focuses on the steps that differ.

If you need to review how to complete a Hiring Request for a student, please refer to the *Manager Self Service > Employment and Jobs > Hiring Student & Graduate Students > Hiring a UofA Student* tutorial.



| Step | Action |
|------|--|
| 1. | Click the Initiate Hiring Request option.  |
| 2. | In this tutorial, you will search for the student hire by name instead of by EmplID. (Remember Student ID and Employee ID are interchangeable) Click the Gender drop-down list.  |

| Step | Action |
|------|---|
| 3. | Click the Female list item.  |
| 4. | Enter " bast " in the Last Name field, or hit [enter] on your keyboard to continue. |
| 5. | Enter " anna " in the First Name field, or hit [enter] on your keyboard to continue. |
| 6. | Enter " 9.11.88 " in the Date of Birth field, or hit [enter] on your keyboard to continue. |



UAccess EMPLOYEE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

New Window

New Hire Request

Enter Emplid or Search Criteria

Enter Emplid and press <Tab>:

Emplid:

Or Fill Out Following Search Criteria:

*Gender:

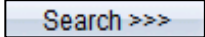

*Last Name:

*First Name:

*Date of Birth:

SSN:

No Emplid Match, Create New Hire

| Step | Action |
|------|--|
| 7. | Click the Search button.  |
| 8. | The screen indicates this is an additional job based on the current employment status of this individual in the system. Click the Additional Job Type drop-down list.  |

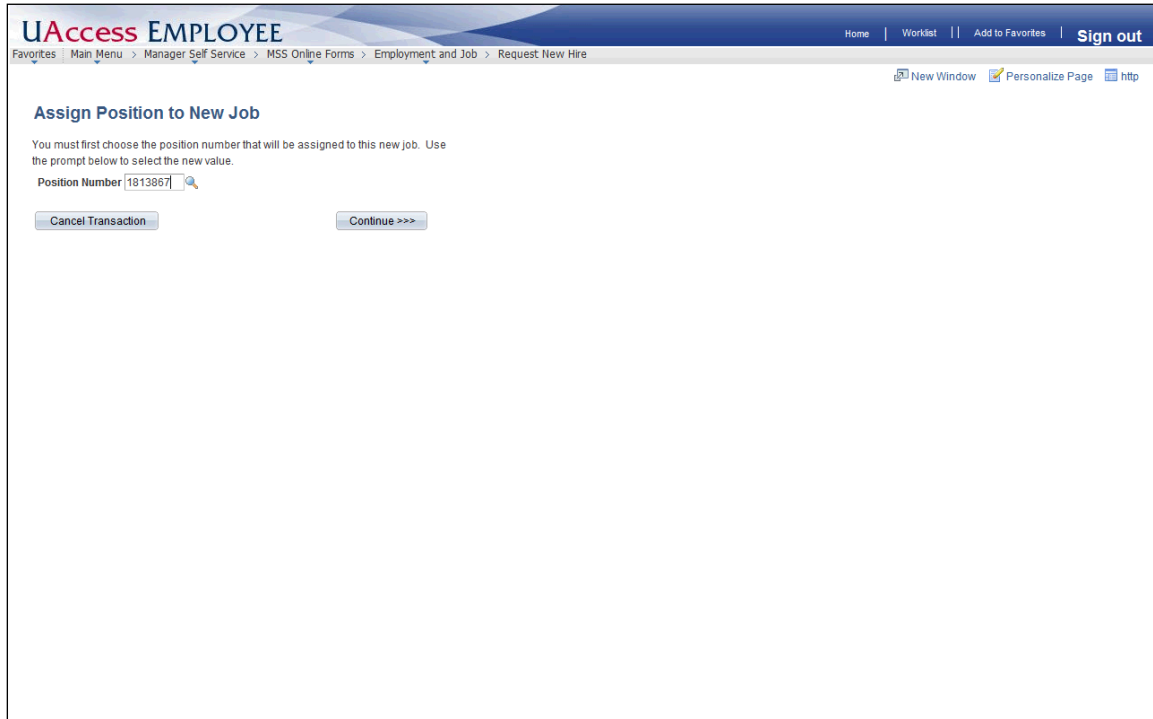
Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|--|
| 9. | <p>There is currently only one Additional Job Type to choose from but this list will continue to grow as the other employee categories for the New Hire process become available in UAccess Employee.</p> <p>Note: <i>If the student is already working at full time status (1.0 FTE), there will be no options listed. In those cases you cannot hire the student until their FTE has been lowered for their current job.</i></p> <p>Click the Student list item.</p> <p>Student</p> |
| 10. | <p>Enter the PCN that will be assigned to this student for this job. Be sure the position has been configured correctly and completely including the correct funding and time approver.</p> <p>Note: <i>For details on position management tasks, please refer to the Position Management Quick Reference Guide</i> http://hr.arizona.edu/sites/default/files/hr/Workforce-Systems/training-guides/manager-quick-reference/MSS_Position_Mgmt_Guide.pdf.</p> <p>Enter "1813867" in the Position Number field, or hit [enter] on your keyboard to continue.</p> |



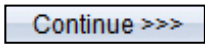
UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

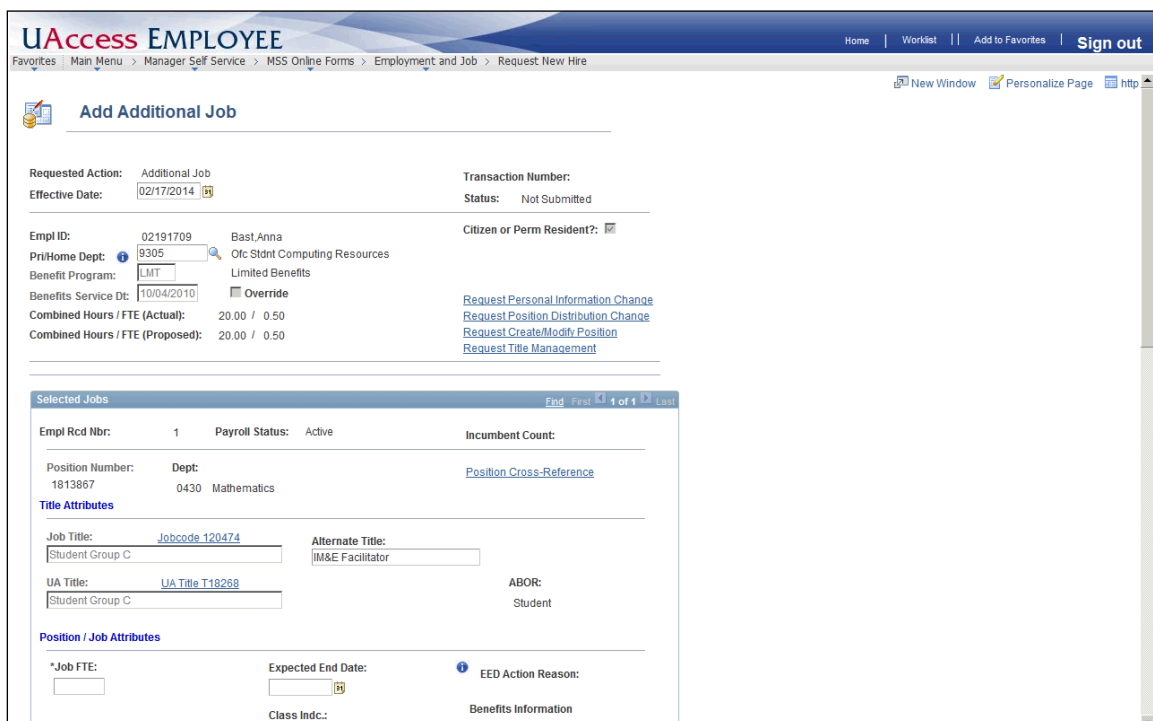
Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Assign Position to New Job

You must first choose the position number that will be assigned to this new job. Use the prompt below to select the new value.

Position Number

| Step | Action |
|------|--|
| 11. | Click the Continue button.  |



UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Add Additional Job

Requested Action: Additional Job Transaction Number:

Effective Date: 02/17/2014 Status: Not Submitted

Empl ID: 02191709 Bast Anna Citizen or Perm Resident?: ☒

PriHome Dept: 9305 Ofc Stdnt Computing Resources

Benefit Program: LMT Limited Benefits

Benefits Service Dt: 10/04/2010 Override

Combined Hours / FTE (Actual): 20.00 / 0.50

Combined Hours / FTE (Proposed): 20.00 / 0.50

[Request Personal Information Change](#)

[Request Position Distribution Change](#)

[Request Create/Modify Position](#)

[Request Title Management](#)

Selected Jobs Find First 1 of 1 Last

| | | | | |
|------------------|---------|-----------------|------------------|--|
| Empl Rcd Nbr: | 1 | Payroll Status: | Active | Incumbent Count: |
| Position Number: | 1813867 | Dept: | 0430 Mathematics | Position Cross-Reference |

Title Attributes

Job Title: Jobcode 120474 Alternate Title: IM&E Facilitator

UA Title: UA Title T18268 ABOR: Student


Position / Job Attributes


*Job FTE: Expected End Date: EED Action Reason:

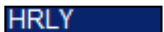

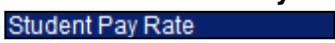
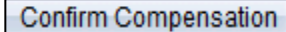
Class Indc.: Benefits Information

Training Guide

Hiring Request: Student Employees

| Step | Action |
|------|--|
| 12. | <p>Enter the start date for the new job in the Effective Date field.</p> <p>Remember to make sure there is sufficient time for all approvals and the creation of a timesheet. Student workers without timesheets can't get paid.</p> <p>Enter "4.1.14" in the Effective Date field, or hit [enter] on your keyboard to continue.</p> |
| 13. | <p>The Combined Hours/FTE (Proposed) data updates to reflect the additional hours/FTE once you enter the newly assigned hours FTE in the Position/ Job Attributes fields below.</p> |
| 14. | <p>Links to other areas of Manager Self Service, like Request Personal Information Change or Request Title Management, are available for your convenience.</p> |
| 15. | <p>Attributes associated with the chosen PCN are shown on the page. You cannot edit the Dept or Title Attributes.</p> |
| 16. | <p>You must enter the FTE for this job. Remember, student employees have FTE limits. Policy details for all student hires can be found in the Student Employment Manual (https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual).</p> <p>Enter ".10" in the Job FTE: Required field, or hit [enter] on your keyboard to continue.</p> |
| 17. | <p>Now that you have entered the FTE, the Combined Hours/FTE (Proposed) data reflects the additional four hours a week (.10 FTE) you assigned to this student.</p> |
| 18. | <p>Click the scrollbar.</p> |
| 19. | <p>The fields in the Compensation section are blank and must be updated. Begin by selecting a Rate Code.</p> <p>When the rate code is selected from the drop-down list, the Comp Freq automatically populates.</p> <p>Click the Rate Code drop-down list.</p> <p></p> |




| Step | Action |
|------|---|
| 20. | Click the HRLY list item.  |
| 21. | You must choose a reason for the compensation change before the Comp Rate field can be updated. Click the Reason drop-down list.  |
| 22. | Click the Student Pay Rate list item.  |
| 23. | Now you can enter the Comp Rate (in this case, the hourly rate.) Enter " 10 " in the Comp Rate field, or hit [enter] on your keyboard to continue. |
| 24. | Once the Compensation section is complete, the Confirm Compensation button must be clicked. Click the Confirm Compensation button.  |

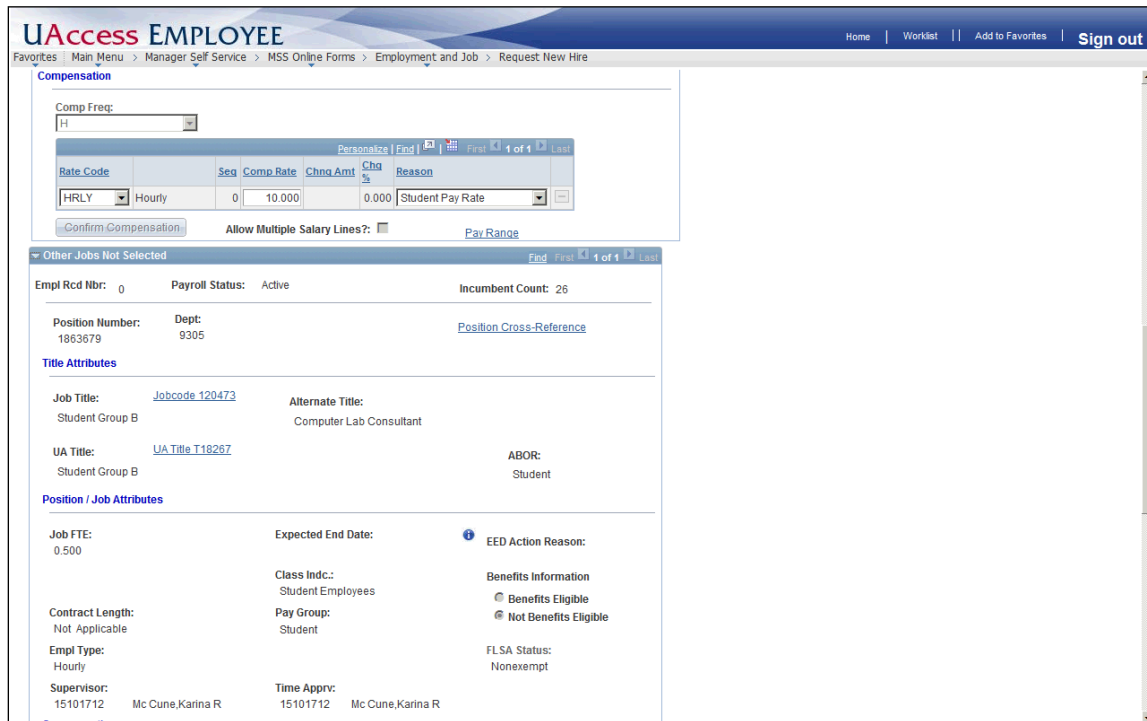
Training Guide

Hiring Request: Student Employees



University Information
Technology Services

| Step | Action |
|------|--|
| 25. | <p>As you know, the student you are trying to hire is already employed at the university.</p> <p>You have the ability to see information about that job in this form.</p> <p>Click the Expand Other Jobs Not Selected drop-down list.</p>  |



UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Manager Self Service | MSS Online Forms | Employment and Job | Request New Hire

Compensation

Comp Freq:

Rate Code: Hourly

Seg: 0 Comp Rate: 10.000 Chg Amt: 0.000 Chg %: 0.000 Reason: Student Pay Rate

Confirm Compensation Allow Multiple Salary Lines?: ☐ Pay Range

Other Jobs Not Selected Find First 1 of 1 Last

Empl Rcd Nbr: 0 Payroll Status: Active Incumbent Count: 26

Position Number: 1863679 Dept: 9305 [Position Cross-Reference](#)

Title Attributes

Job Title: [Jobcode 120473](#) Alternate Title: Computer Lab Consultant

UA Title: [UA Title T18267](#) ABOR: Student


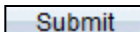
Position / Job Attributes

Job FTE: 0.500 Expected End Date: EED Action Reason:

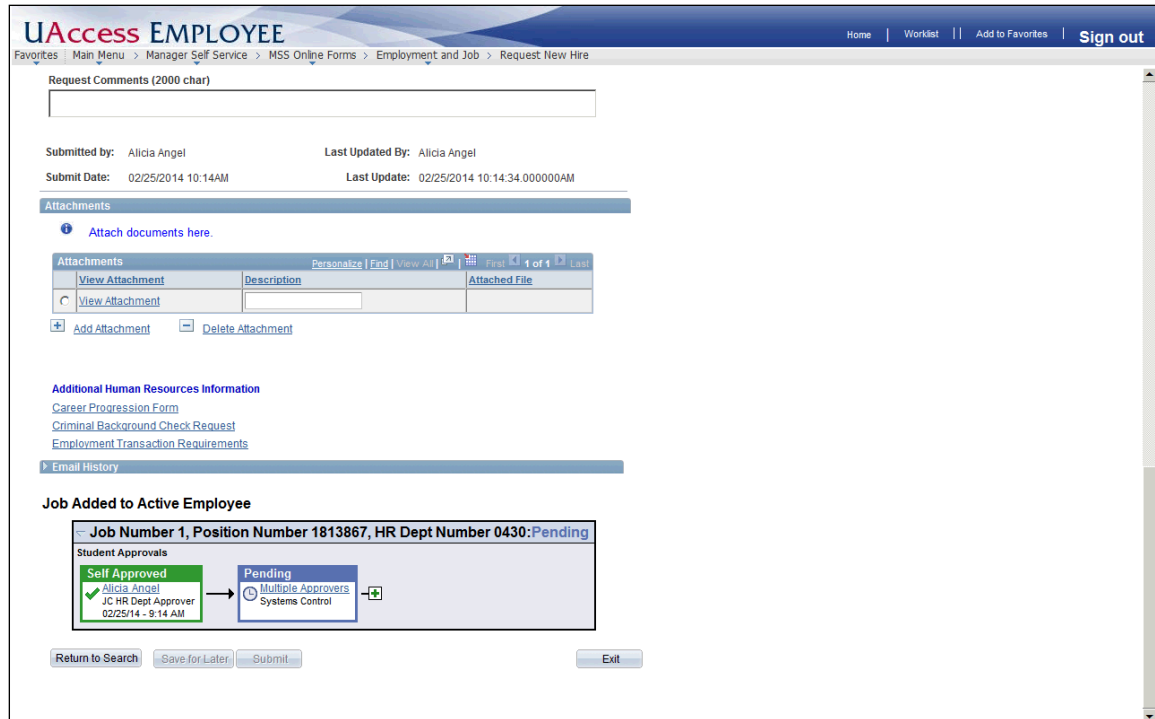
Contract Length: Not Applicable Class Indc.: Student Employees Benefits Information

Empl Type: Hourly Pay Group: Student ☒ Benefits Eligible ☒ Not Benefits Eligible

Supervisor: 15101712 Mc Cune,Karina R Time Apprv: 15101712 Mc Cune,Karina R FLSA Status: Nonexempt

| Step | Action |
|------|--|
| 26. | <p>Click the Collapse Other Jobs Not Selected drop-down list.</p>  |
| 27. | <p>The ability to enter comments and upload attachments is available in all Manager Self Service requests.</p> <p>Remember, DO NOT scan and attach security sensitive documents to any UAccess Employee transaction.</p> <p>Click the scrollbar.</p> |
| 28. | <p>You are ready to submit your new hire (additional job) request.</p> <p>Click the Submit button.</p>  |

| Step | Action |
|------|----------------------|
| 29. | Click the scrollbar. |



UAccess EMPLOYEE Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > MSS Online Forms > Employment and Job > Request New Hire

Request Comments (2000 char)

Submitted by: Alicia Angel Last Updated By: Alicia Angel
Submit Date: 02/25/2014 10:14AM Last Update: 02/25/2014 10:14:34.000000AM

Attachments

Attach documents here.

| View Attachment | Description | Attached File |
|-----------------|-------------|---------------|
| View Attachment | | |

Add Attachment Delete Attachment

Additional Human Resources Information

[Career Progression Form](#)
[Criminal Background Check Request](#)
[Employment Transaction Requirements](#)

Email History

Job Added to Active Employee

Job Number 1, Position Number 1813867, HR Dept Number 0430: Pending

Student Approvals

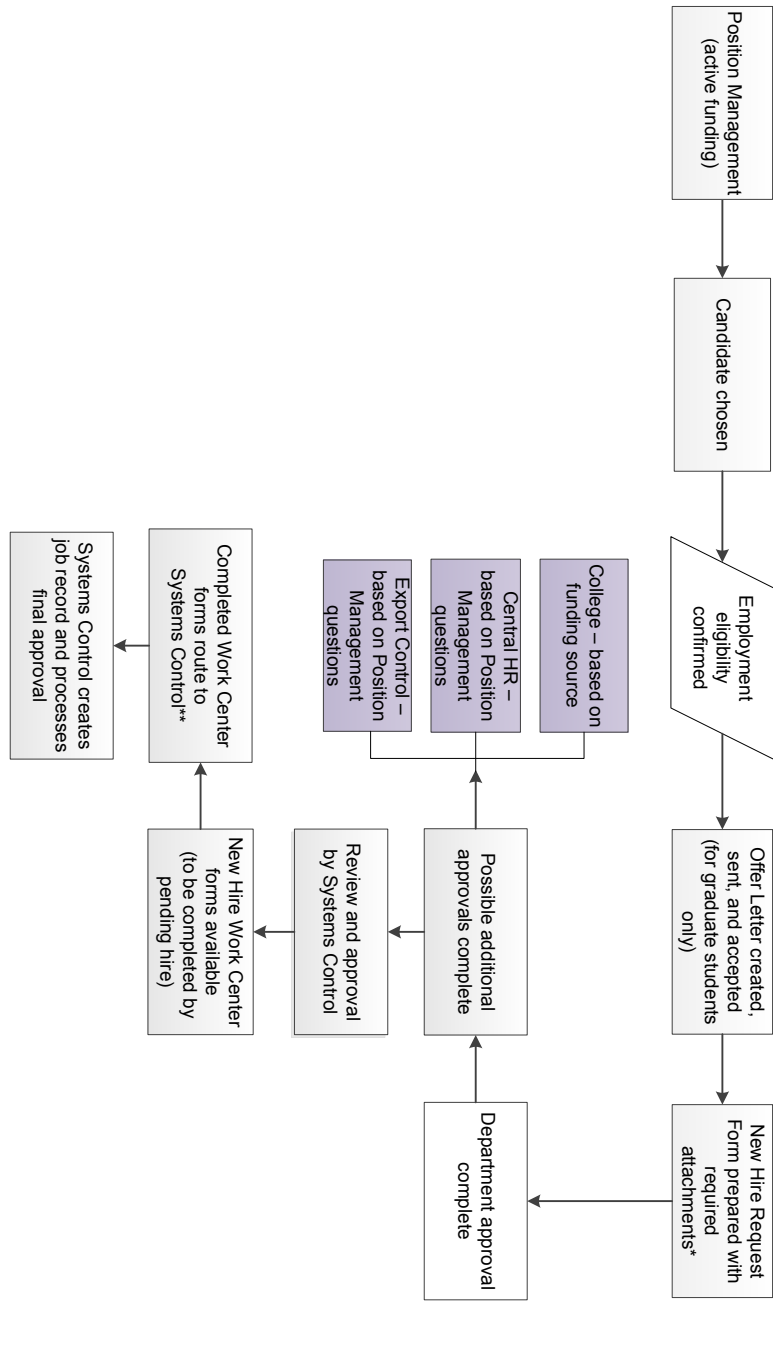
Self Approved
 ✓ Alicia Angel
 JC HR Dept Approver
 02/25/14 - 9:14 AM

Pending
 Multiple Approvers
 Systems Control

Return to Search Save for Later Submit Exit

| Step | Action |
|------|---|
| 30. | Congratulations. You have completed the Additional Job form to hire a student employee who is currently employed at the UA. End of Procedure. |

Appendix A: New Hire Process Flowchart (Grad & Undergrad)



* Required attachments: Offer Letter required for Graduate students

** Completed electronic I-9 routes separately from New Hire Request and involves additional approvals

updated 07.10.2014 v.1.05

Appendix B: New Hire Process Checklist – All Classifications

- ☐ Business Office informed of the need for a new or replacement position
- ☐ Available budget confirmed
 - Use Budget Office web site (account # needed)
- ☐ Identify PCN
 - Use Position Cross Reference in UAccess Employee or Vacant Position report in UAccess Analytics (Business Manager Home Page)
- ☐ Make sure PCN is actively funded
 - Use Position Distribution Request form
- ☐ Time Approver assigned to PCN
 - Use Modify/Create Position Request form
- ☐ Position Management questions answered
 - Use Modify/Create Position Request form
- ☐ PCN Set-up for Work Study (undergrad student hires only)
 - Use Modify/Create Position Request form
- ☐ Publicize employment opportunity in appropriate locations
 - Career Track – faculty, appointed, and classified
 - Make note of Career Track job number for future use
 - Wildcat Job Link – grad assistant/associate
- ☐ Verify employment eligibility (FTE, DCC status, visa status, class enrollment for grad/undergrad student hires)
- ☐ Offer letter created
 - Use RPO for offer letters to applicable faculty/appt
 - Template on HR website for all others
- ☐ Offer letter approvals
 - ☐ Department approval(s)
 - ☐ College approval (if applicable)
 - ☐ Provost (if applicable)
 - ☐ Other position specific approvals
- ☐ Offer letter accepted
 - Signed offer letter returned from pending hire (includes grads)
- ☐ Initiator completes and submits New Hire Request Form
 - Required attachments: Signed offer letter (includes grads), application (excludes grads and undergrad students), resume'/CV (if required in Career Track), if a non- competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<http://policy.arizona.edu/human-resources/noncompetitive-selection>)
 - Requires Career Track job number (excludes grads and undergrad students)
 - Submitted request triggers electronic I-9 unless Remote I-9 box is checked on form
- ☐ Pending hire completes hiring forms in UAccess Employee (New Employee Work Center)
 - Completed forms trigger final approval by Systems Control
 - Completed Electronic I-9 routes separately for approval and E-Verification
Note: *Systems Control must have the original I-9 and copies of the supporting documentation for this final approval.*
- ☐ New hire accepts contract in UAccess Employee (Does not include undergrad students or classified staff)

Appendix C: Handling Security Sensitive Information

If you are dealing with an I-9 you will be handling security sensitive documents. You may be tempted to scan these documents so you can attach them to the Hiring Request or the Electronic I-9. DO NOT DO THIS.

The act of scanning a document makes an electronic copy that you must destroy and in most cases you do not have control over where that copy is stored. Instead, please send hard copies to Systems Control and they will be scanned using a secure process and attached to the forms for you.

Sensitive Data is data whose unauthorized disclosure may have serious adverse effects on the university's reputation, resources, services, or individuals. Sensitive Data includes social security numbers, credit card information, and anything else that can be used to facilitate identity theft. It also includes federally protected data such as student information and medical information, as well as passwords, account information, restricted data, and any other unique identification. A primary source of risk in higher educational institutions is the retention of old data, particularly class rosters.

Follow this link for information from the Information Security team
<http://security.arizona.edu/data-management-faculty-and-staff>

