HOW TO REPORT A HIRE / MAKE A CHANGE

This step-by-step document will walk you through how to request that the Student Employment Office hire a new student employee for your department, make a change to, extend, or end a student hire. This process is not done through Handshake. Handshake is used solely for the purpose of viewing applications and setting up interviews for jobs you've posted. Once you've reviewed those applications and chosen the student(s) you would like to hire, you are then able to request that those hires be processed through the Report a Hire form. This allows those students to clock their hours into UltraTime and be paid.

Please contact us if you have any questions or concerns along the way.

Student Employment
Phone: 616-331-3238
Email: studentjobs@gvsu.edu

Throughout the process, please check and double check that the information you are entering is correct. Entering incorrect information slows down our process and increases the time it takes for us to hire your student employees.

*All images used are examples and will not match your unique hiring information.

1. Start by going to the Student Employment website at www.gvsu.edu/studentjobs.
2. Click on the yellow button titled "On-Campus Supervisors: Report a Hire / Make a Change to a Hire."
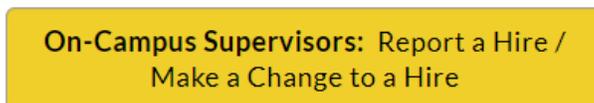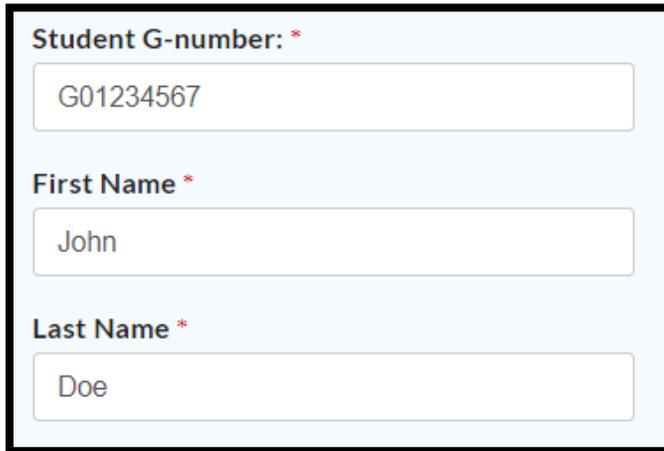

The Report a Hire form is only available for GVSU faculty/staff members to access. Therefore, you will need to login using your GVSU network ID and password in order to access the form.

3. Login
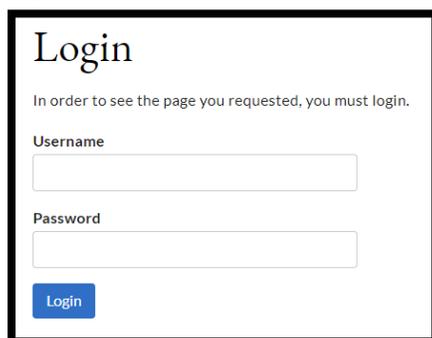
4. Enter the student's first name, last name and G#. If you do not know the G# you will need to reach out to the student. Our office cannot provide that information.

> **Student G-number:** *
>
> G01234567
>
> **First Name** *
>
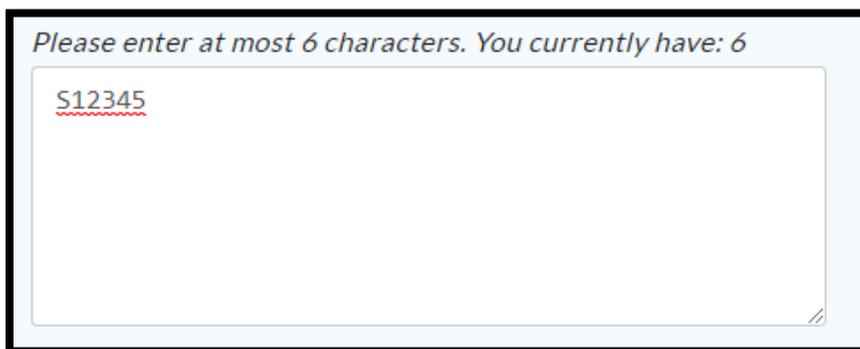> John
>
> **Last Name** *
>
> Doe

5. Select whether or not your student employee has been awarded Federal Work-Study. If you are unsure you can go to our homepage at www.gvsu.edu/studentjobs and click on the green button titled "Federal I-9 Form & Federal Work Study Lookup for On-Campus Supervisors."

> **Federal I-9 Form & Federal Work Study Lookup for On-Campus Supervisors**

Then click on the blue button titled "Student Employment Status." From there you will enter the student's G# and the page will let you know, yes or no, whether or not the student has been awarded Federal Work-Study and if they have an I-9 on file.

> 💼 **Student Employment Status**

6. Enter the banner position number. The banner position number is the letter "S" or "W" followed by 5 numbers. If your student has Federal Work-Study the position number will start with a "W." If your student does not have Federal Work-Study, or you are hiring for the Spring/Summer semester, the position number will start with an "S."

> *Please enter at most 6 characters. You currently have: 6*
>
> S12345

If you do not know your banner position number you can look it up on the Budget Office website at www.gvsu.edu/budgets/foap-position.htm. After entering your Fund and Organization information the website will provide you with a list of available student position numbers within your department.

7. Enter the Org code from your department FOAP. If you do not know this information, contact your department head or office coordinator. Student Employment is not able to provide you with this information.

Please do not enter the entire FOAP. The Org number is the second set of numbers in your FOAP. For example, the Org number in FOAP 123456-12345- 1234-123 would be 12345.
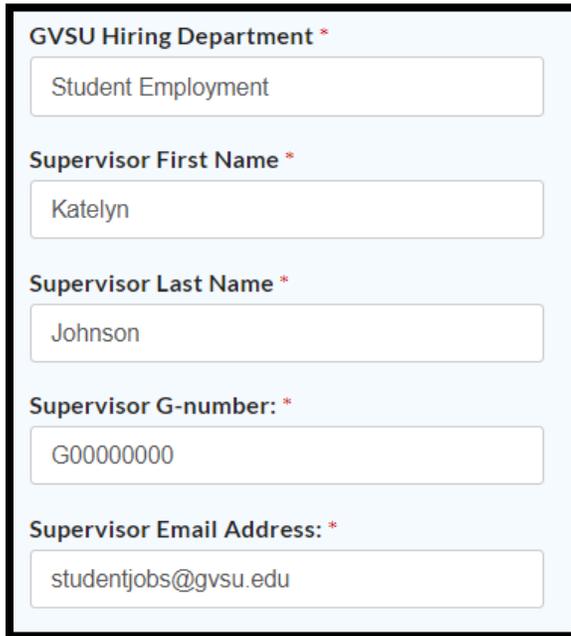
Org number from FOAP

12345

8. Please enter the Student Job Title that was chosen when the job position number was originally created. If you do not the know the job title, please provide us with a similar job title that best fits the position.

Student Job Title *

Student Assistant - Regular

9. Enter the wage the student will be earning. You must choose a wage listed within the drop-down menu. You are not able to request in between wages.

Hourly Wage: *

$10.65

10. Enter the department and supervisor information. The person listed as the supervisor will be the person responsible for approving UltraTime hours. This is also the person who will receive reports regarding the student employee.

GVSU Hiring Department *

Student Employment

Supervisor First Name *

Katelyn

Supervisor Last Name *

Johnson

Supervisor G-number: *

G00000000

Supervisor Email Address: *

studentjobs@gvsu.edu

11. Choose what type of change you are requesting.
    a. **Reporting a Hire** – Choose this option for a new hire that has not yet been processed. For example, a new student hire or rehiring for a new semester.
    b. **Ending a Position** – Choose this option for a hire that is currently active but needs to be ended. You will need to choose the start date of the current hire and provide the date the hire needs to end. If you do not know the exact start date, provide the answer that you think fits best.
    c. **Supervisor Change** – Choose this option for a hire that is currently active and needs the supervisor to be changed. You will be asked to provide the current supervisor, the new supervisor, as well as the date this change needs to be made.
    d. **Increasing a Wage** – Choose this option for a hire that is currently active and needs a wage increase due to a new semester starting, more responsibility, or a scheduled pay increase. The wage increase will go into effect on the start date that you choose. To process a wage increase for a pay period that has already closed, please contact Student Employment and Payroll so we can process a retro-pay.
    e. **Decreasing a Wage** – Choose this option for a hire that is currently active and needs a wage decrease due to disciplinary reasons or to fix a wage that was previously set too high. Please make sure the student is aware of this decrease.

12. Add any notes you believe Student Employment may need to know. We will review these notes before processing the hire and reach out to you if need be. If you do not have any additional information, please leave this section blank.

What type of change is this? *

Reporting a hire ▾

Effective Start Date of Hire or Change: (must start at beginning of a pay period) *

05/03/2020 ▾

Effective End Date of Hire or Change: (must end at the end of a pay period) *

08/22/2020 ▾

Notes for Student Employment:

I-9 form still needs to be completed.

13. Please let us know whether or not this job is part of the Student Employment+ program. If you have questions about this program please visit www.gvsu.edy/studentjobs/seplus.

Is this job considered a SE+ job? *

No ▾

14. Please let us know if the work expected of the student is being done virtually.

Is this job a virtual job? *

No ▾

15. If the job is being done virtually, please let us know whether or not this job is being done within the state of Michigan. If the job is being done virtually outside Michigan, please specify where. We need to know this information for tax purposes.

Where is the student geographically located? *

In Michigan ▾

OR

Where is the student geographically located? *

Outside Michigan ▾

Please provide the City, State and Country (if applicable). *

Chicago, IL

16. Click "Submit"

Submit

Congratulations! You've reported a hire! Please give our office 1-2 business days to complete the process. The supervisor listed on the hire will receive an email notification when your hire is complete. This will allow you to double check the hire for accuracy and can be kept in your student records. Please contact us if you have any questions or concerns.

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