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How to Find your Student Position Number

1. Go to www.gvsu.edu/budgets/foaphome.htm
2. Enter your Fund and Organization number.

University Budgets
Student position numbers will start with an “S” or a “W”.

- The “S” position number is used when a student does NOT have work study.
- The “W” position number is used for work study students.
  - **ALWAYS** enter the “W” position number on the Job Board.
    We will convert the position number to an “S” when necessary.

If you do not find an “S” or a “W” position number, you will need to contact the **budget** office to have a student position number created.
How to Determine if Student has an I9

LakerJobs
1. Log into LakerJobs
2. Click on STUDENT SEARCH.

Student Search
3. Search for student with one of the following:
   1. First & Last name
   2. Gnumber
   3. Email
4. Click SEARCH
Student Search

5. Click on Students Name.

I-9 Form Field will say “YES” then we have

RECEIVED an I9.

Field is EMPTY: we are missing the I9
How to Report a Hire

1. Log into LakerJobs

2. Click on REPORT A HIRE in the quick links to the left.
Student Search

3 Enter the students Gnumber and hit search

Make sure correct student was found.

Under Action click on SELECT STUDENT.
Job Selection

6. Search for job you are hiring student for.
7. Click on SELECT JOB.

Hire Screen

8. Enter START DATE and END DATE. These dates MUST be the start and end dates for PAY PERIODS.
9. Enter WAGE and HOURS.
10. Click FINISH
How to Find Work Study Award and/or Remaining Amount of Money

LakerJobs
1. Log into the LakerJobs
2. Click on STUDENT SEARCH.

Student Search
3. Enter G NUMBER of student.
4. Click SEARCH
Student Search

5 Click on Students Name.

Student Profile

At the bottom of page you can see Work Study Balance Per year.

*A figure in (parenthesis) means the student is over their award limit. SEO will adjust Student to be a Non-Work Study Student.
How to Increase a Student’s Wage

LakerJobs

1. Log into LakerJobs
2. Click on My Jobs.

My Jobs

3. Click on the “P” under Activity
Placements for Job

4. Look for **Student**
5. If you have more than one page of students, it will be easier to search by sorting the placements by “**End Date**”.
   (You will need to Click on **End Date** twice).
6. Click **View** under Action.

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**Student Placement**

7. Click **EDIT** in the Placement Information banner.
Student Placement

8 Change the END DATE to the end of the current pay period.
9 Click Save
10 Now you will need to “REPORT A HIRE”. Use the start date for the next pay period and the higher wage for the student.

OLD Placement

NEW Placement
How to End a Student’s Assignment

1. Log into LakerJobs
2. Click on My Jobs.
3. Click on the “P” under Activity
Placements for Job

4 Look for Student

5 If you have more than one page of students, it will be easier to search by sorting the placements by “End Date”.

   (You will need to Click on End Date twice).

6 Click View under Action.

Student Placement

7 Change the END DATE in the Placement Information banner to the current PAY PERIOD end date.

8 Last day of work was 10/18/2013. However, Last day of PAY PERIOD is 10/26/2013.

*The student will remain on Ultra Time through the end of the pay period.