ABSTRACT
HR Web Student New Hire is designed to help you navigate HR Web to hire students and perform various Human Resources actions for students.

Brown, Lisa V.
HR Web Student New Hire
Table of Contents

HR Web Student Hire ......................................................... 2

Various HR Actions ......................................................... 14

Future Terms ................................................................. 15

Leave of Absence ......................................................... 16

Reporting Change ......................................................... 19

Personal Data ............................................................... 21

Emergency Contact ....................................................... 22

Earnings Distribution Change ................................. 23

Pay Rate Change .......................................................... 28

Terminate Student Employment ................................. 29

Appendix ................................................................. 32
Entering a Student into HR Web > Student New Hire:

Home Page > Emory HRWeb > Student New Hire

1. From the drop down of Home Pages click HRWeb
2. Click Student New Hire

Hiring Managers Add will display

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
Hiring Managers Add:

- Key the EE ID #
- Click Add

- If you do not have the EE ID#, click the spy glass
- Select the appropriate student name
  - The 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
- Move to next tab (Health & Safety)
  - 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)

CAUTION

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 20hrs 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 Ehraf
- Action/Reason is DTA/MSC

See Appendix for frequently used student job codes.
Account Data:

- Click the *spy glass* and select the appropriate Pay Configuration
- Key the appropriate DDI Unit
- Check Shift Eligible if applicable
- 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

Undergrad Student Employee/BW

Percent of Distribution and SpeedType fields do not display

For work study positions, you must enter the SpeedType where the department 20% distribution should be charged.
Example of Account Data tab for Monthly Student

**Undergrad Student Employee/MO**

- Pay Configuration does not display
- SpeedType defaults to “No”

![Image of HR Web Student New Hire interface]

**Notes**

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
Example of Account Data tab for Federal Work Study (FWS)

- Job Code is 9998
- Percent of Distribution is 30%
- Enter the SpeedType where 30% of the comp rate will be allocated
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 the job information for the student hire. 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].
**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**

<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>

---

**Notes**

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
**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.

___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

Notes
**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**

---

**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

*See p.21 for views of Reporting Changes*
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.*
EMERGENCY CONTACT

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Notes
From the drop down of home pages, Update Earning Distributions, Pay Rate Changes and Terminate Employees are handled via Emory HRWeb>Special Update> [specific action].

**Updating Earnings Distributions:**

1. From the drop down of Home Pages click HRWeb
2. Click Special Update
3. Click Earnings Distribution
4. Key the EE ID#
5. Click Search
6. Select the record number, if applicable
7. Enter the date in the Effective Date field
8. Click Select/Edit SpeedType
9. Key the SpeedType in the Combination Code field
10. Enter the percentage in the Percent of Distribution field
11. Click Ok
12. 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 (see p.25 for Job Summary views).*
Current Earnings Distribution (SpeedType Change Only)

- Enter the date in the Effective Date field
- Click Select/Edit SpeedType
  - ChartField Details box will display
- Key the SpeedType in the Combination Code field
- Click Ok
- Click Save

ChartField Details box will display

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
Earnings Distribution Change (Adding a SpeedType)

- Enter the date in the Effective Date field
- Click “+”
- Enter the SpeedType in the SpeedType field
- Enter the percentage in the Percent of Distribution field
- Click Save
Job Summary View of Earnings Distribution Change

- Click spy glass
- Click hyperlink for dept #

---

Notes

---

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
Job Summary View Displaying Earnings Distribution Changes

---

Notes

---

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
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.

**Notes**

**HRDS HR WEB STUDENT NEW HIRE** as of 09.18.17
**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**

---

**Notes**

HRDS HR WEB STUDENT NEW HIRE  as of 09.18.17
Select the employee

Click Continue

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 empid, 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:

Continue

Select Employees

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Empid</th>
<th>Empid Type</th>
<th>Empid Class</th>
<th>HR Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>Staff</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>Staff</td>
<td>Active</td>
</tr>
</tbody>
</table>

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17
**Terminate Employment (Con’t):**

- 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>9905</td>
<td>Research Fellow/Trainee</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>9998</td>
<td>Federal Work Study Student</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 Ehraf as EE Class 7, temporary staff.
Thank you for attending **HRDS Student Hire Training**.

**Congratulations!**

You are ready to hire students and complete various student Human Resources actions in **HRWeb** for your department!
Student Hire Contact:

Lisa Brown/LB
404.712.9274
lisa.brown2@emory.edu