VARIOUS STUDENT HR ACTIONS VIA HR WEB
# Table of Contents

HR Web Student Hire ................................................................. 3
Future Terms ................................................................................. 9
Leave of Absence .......................................................................... 10
Reporting Change ......................................................................... 12
Personal Data ................................................................................ 14
Emergency Contact ....................................................................... 15
Earnings Distribution Change .................................................... 16
Pay Rate Change ........................................................................... 18
Terminate Student Employment .................................................. 19
Appendix ....................................................................................... 21
**Entering a Student into HR Web>Student New Hire:**

Main Menu>Emory HRWeb>Student New Hire>Hiring Managers Add

- From the Main Menu click **Emory HRWeb**
- Click **Student New Hire**
- Click **Hiring Managers Add**

**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**)

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**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)

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**HRDS – STUDENT NEW HIRE** as of 04.01.15
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)

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

HRDS - STUDENT NEW HIRE as of 04.01.15
**Job Posting** # only applies to Federal Work Study (FWS) positions

*The Job Posting* # is automatically populated by Eagle Ops

When class is not 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.

**Federal Work Study Ex:**

Job Code for FWS is 9998

See Appendix for frequently used student job codes.

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**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)

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**Notes**

*HRDS - STUDENT NEW HIRE as of 04.01.15*
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 Smartkey Default is already defaulted to No
- Enter the Percent of Distribution
- Enter the Smartkey
  - If the Smartkey should be defaulted to the department, simply click the radial button next to Yes
  - Distribution percentage and Smartkey information will not be entered.
- Move to the next tab (Summary)

Undergrad Student Employee/BW

Undergrad Student Employee/Mo

HRDS – STUDENT NEW HIRE as of 04.01.15
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!
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 Main Menu click **Emory 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 – STUDENT NEW HIRE as of 04.01.15
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 Main Menu click Emory HRWeb
- Click General Update
- 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

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Notes
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

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Notes
Make **Reporting Changes:**

- From the Main Menu click **Emory HRWeb**
- Click **General Update**
- Click **Reporting 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**
- 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

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**Notes**

*See p.13 for views of Reporting Changes.*

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*HRDS – STUDENT NEW HIRE* as of 04.01.15
Views of *Reporting Changes*

**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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Empl ID</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Student</td>
<td>Employee</td>
<td>Mo</td>
<td></td>
</tr>
</tbody>
</table>

**Reporting Change Details**

*Reporting Change Date: 04/03/2015*

Enter effective date

<table>
<thead>
<tr>
<th>New Information</th>
<th>Current Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

*(Name Format: First Last)*

*Required Field*

*Return to Select Employees*
Updating **Personal Data**:  
- From the Main Menu click **Emory 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**

_________________________________________________  
_________________________________________________  
_________________________________________________  
_________________________________________________  
_________________________________________________  

**Notes**

*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 Main Menu click Emory 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

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**Notes**
From the Main Menu, Update Earning Distributions, Pay Rate Changes and Terminate Employees are handled via Emory HRWeb>Special Update> [specific action].

**Updating Earnings Distributions:**

- From the Main Menu click Emory 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 Smartkey
- Key the smartkey in the Combination Code field
- Enter the percentage in the Percent of Distribution field
- Click Ok
- Click Save
  - To enter additional smartkeys to existing earnings distributions, click “+”
  - Enter the smartkey in the Smartkey 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. 17 for Job Summary views).*
Current Earnings Distribution

Earnings Distribution Change

Job Summary View (click spy glass)

Job Summary View (click hyperlink for dept name)

Job Summary View Displaying Earnings Distribution Changes

HRDS – STUDENT NEW HIRE as of 04.01.15
Creating **Pay Rate Changes**:  
- From the Main Menu click **Emory 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.

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**Notes**

*HRDS - STUDENT NEW HIRE* as of 04.01.15
Terminate Employment:

1. From the Main Menu click Emory HRWeb
2. Click Special Update
3. Click Terminate Employee
4. Key the Department number or select the spy glass and select the department number
5. Click Continue

Select the employee
6. Click Continue

Notes

**HRDS - STUDENT NEW HIRE** as of 04.01.15
**Terminate Employment (Con’t):**

- Enter effective date in the **Termination Date** field
- 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**

*Termination Details will display*

**HRDS – STUDENT NEW HIRE** as of 04.01.15
# 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>
</tbody>
</table>
Thank you for attending HRDS Student Hire Training. Congratulations! You are ready to hire students and complete various student HR actions in HRWeb for your department!

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**Student Hire Contact:**

Lisa Brown  
404.712.9274  
lisa.brown2@emory.edu