LGS Boot Camp
STUDENT HIRE

VIA HR WEB
Agenda

- Returning Students
  - Student LOA or Rehire?
    - How is I9 effected?
  - What is the future term date now that we have SLA?
  - What do I do if my student is not returning?

- New Hires
  - HR Web
  - Future term or SLA?
  - Pre-Start and I-9 Requirements

- Students not Hired – Why?

- Common Pitfalls

- Q&A
Returning Students
Student Leave of Absence

- 1923149
- 1921934
- 2005285
- 1660863
### Job Summary

**Michael Sullivan**
- **ID:** 1821934
- **Empl Record:** 0

**Campus Mail Location**
- **Eff Date:** 09/01/2013
- **Campus Mail Loc:** 2040-003-LAA

**Primary Dept and Pay Check Location**
- **Company:** EUV
- **Primary Department ID:** 831010
- **Eff Date:** 09/01/2013
- **Pay Check Dist Loc:** 2040003

**Job Information**
- **Eff Date:** 09/09/2014
- **Action:** LOA
- **Act Date:** 05/15/2014
- **Supervisor:** Michael C Heaven
- **Comp Freq:** M Monthly
- **Comp Rate:**
- **Annual Rate:**
- **Salary Grade:** 090
- **Location Code:** 2040003
- **Dept Id:** 863190
- **GRS:** Chemistry
- **Job Code:** 9697
- **Empl Class:** 8
- **Empl Status:** Leave of Absence
- **Future Term Date:** 09/01/2015
- **Future Term Type:** Employment
- **OT:** 0.250000
- **Elig Config:** FTTEMP
- **Std Hours:** 10.00
Students not Returning

Return them from Leave and THEN terminate them

I9s

- No I9 needed for RFLs
- EXCEPT for those who have new documents to show—Please check Prestart
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Provide the online orientation link to the student for completion of orientation

- All students must Pre Start themselves whether they are rehires or new hires.
- HR Rep checks Pre Start to determine how to proceed with the I9.
- Add Prestart Slides

Access HR Web > Student New Hire > Hiring Managers Add
Key the Student ID or use the magnifying glass to look up the student
A Student will fail to show up when he or she is:
- Not registered yet
- Not carrying a full course load
- Not in good standing
- Doesn’t have a social security number
Address Information

Click Edit National Id for Non-US Citizens and key the correct SSN

If the SSN is not available, HRDS will reset the Pre Start record once the student obtains the SSN and the student will update the SSN in Section 1 of the I9.

- Must contact HRDS to reset the Pre Start record.

- Student must have a US Address for W2 purposes

![Image of address information form]

Address for the student hire automatically populates

- **Address Information**

- **Name:** Lowensohn, Janna Beth
- **Date of Birth:** 02/16/1993

- **National ID:** **********047

- **MAIL:** 4812 Gloria Ave
- **City:** Encino
- **Postal Code:** 91436-1527
- **State:** CA
- **Country:** USA
Health and Safety Questions

- Click the magnifying glass to select the appropriate work setting for the student and answer the questions.
The student may need additional training based on how the health & safety questions are answered. The EE will receive an email for training. The HR Rep will need to contact the sender of the email to stop the emails.

Health & Safety
Job Data

Job Code dictates if the student is paid biweekly or monthly

Job Posting # only applies to Federal Work Study positions

The Job Posting # is automatically populated by Eagle Ops

Accurate comp rate for biweekly or monthly EEs

HR Rep will key the student job data information
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9905</td>
<td>Research Fellow/Trainee</td>
</tr>
<tr>
<td>9909</td>
<td>Grad Student EE/IO</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>9997</td>
<td>Laney Grad School Fellows only</td>
</tr>
<tr>
<td>9931</td>
<td></td>
</tr>
<tr>
<td>9961</td>
<td></td>
</tr>
</tbody>
</table>
Account Data

Pay Configuration = No Lunch, 30 min lunch, 45 min lunch or one hour.

DDI is received from Payroll. It is usually four-digits and never a variation of the department number.

DDI also controls shift eligibility for an EE.

Click Off-Site Clock if the student is permitted to clock in/out off-site.

If the SK is defaulted to the department, the radial button for “Yes” will be selected and no SK information will be keyed.

HR Rep will key the student account data information
Review all information for the student hire on the Summary tab. Print for your records.

After reviewing information for accuracy, click Save.
Pre start for Students

Student I-9 Completion & Orientation Progress

Search by name or emplid.

First Name: Sullivan
Last Name: Sullivan Armando
Emplid: 123

I-9 Status
Last Login: None
Name: Ayuso, Sullivan Armando
NetID: SAYUSO
I-9 Status: Employee must complete section 1

If no information returns, student has not logged in...
**DHS I-9 Requirement**

- Students need not complete a new I-9 within three years of termed employment.

- Hiring official will need to complete Section 3 of a new I-9 for a student being rehired within three years of the date of initial execution of the Form I-9.

- Individuals with multiple student positions (not to exceed 20hrs/wk) need only have Section 3 of a new I-9 completed **one time**.
  - **Example:** Dora Explorer’s student employment termed with Yerkes effective 05/12/2011. Dora applies for a student position with SON, RSPH and University Libraries and is hired for all three positions effective 8/01/13, 08/12/13 and 10/15/13 respectively. The hiring official for SON will complete Section 3 of the I9 with a hire date of 08/01/13. Dora will not complete Section 1 of the I9. RSPH and University Libraries will see Section 3 of the I-9 completed in Pre-Start and will not complete Section 3 for the effective dates of Dora’s hire.

- HRDS no longer recognizes 365 days as the guideline to complete a new I-9 for student termed employment.
  - **Not compliant with DHS**
Completing Form I-9

Section 3: Reverification and Rehires
To be completed within three years of the date of initial execution of the Form I-9.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Name (if applicable) Last Name (Family Name)</td>
<td>First Name (Give Name)</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>Date of Rehire (if applicable) (mm/dd/yyyy):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document Number:</th>
<th>Expiration Date (if any) (mm/dd/yyyy):</th>
</tr>
</thead>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: __________________________
Date (mm/dd/yyyy): ___________ Print Name of Employer or Authorized Representative: __________________________

05/09/2013 Lisa Brown
## I-9 Dashboard for P1102386 - Choi, Sarah Aurjin (20527)

The next action links will progress the I-9 to the next appropriate stage. The employee may change the work status here: http://www.hr.emory.edu/ correct

### Orientation Progress - Return to Main Menu

#### I-9 and eHRAF

<table>
<thead>
<tr>
<th>Onboarding Event</th>
<th>Status</th>
<th>View Current Date of Last Action</th>
<th>Data Services Modifier</th>
<th>Next Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9 Form, eVerify Complete</td>
<td>View</td>
<td>07/18/2014</td>
<td>LEHORN</td>
<td>Reopen I-9 Section 1</td>
<td>Edit (if necessary)</td>
</tr>
<tr>
<td>I-9 Form, eVerify Manager must complete section 3 for rehire</td>
<td>View</td>
<td>10/28/2012</td>
<td>EJBLAC</td>
<td>Validate Eiring 19</td>
<td>Edit (if necessary)</td>
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<td>I-9 Form, eVerify Managers Attach Documentation for Data Services</td>
<td>View</td>
<td>07/18/2014</td>
<td></td>
<td>Complete Section 3</td>
<td>Edit (if necessary)</td>
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### Audit Trail

**Document Audit Trail**

**I-9 Audit**

<table>
<thead>
<tr>
<th>Document</th>
<th>Date of Upload</th>
<th>Uploaders</th>
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<th>Approval</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
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<td>09/10/2012</td>
<td>null</td>
<td>null</td>
<td>Approve</td>
<td>Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document</th>
<th>Date of Upload</th>
<th>Type</th>
<th>Approval</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choi Sarah.pdf</td>
<td>10/29/2012</td>
<td>null</td>
<td>null</td>
<td>Approve</td>
</tr>
</tbody>
</table>
What Keeps Students From Being Hired?

- I9 not complete
- All of the work authorization documents have not been uploaded to the Pre Start record.
- Work authorization documents are not visible.
- Student hiring information has not been added to HR Web>Student Hire.
- Student hiring information was not SAVED in HR Web>Student Hire.
- Student has an active staff position.
Pitfalls

• **SAVE** data after keying information into HR Web

• Comp Rates – monthly vs. biweekly
Questions