

# Welcome to PeopleAdmin Student Worker Instructions

# Quick Guide Instructions

- Postings, applicants and hiring are divided into three sections:
  - 1) The Posting - creation and approval of the posting
  - 2) The Applicants - available for applicants to apply
  - 3) The Hiring of one or more applicants - moving the applicant(s) through a workflow for approvals. An EPAF will then be created.

## **Step One-The Posting**

- **The Originator** creates and moves the student worker posting to hiring manager (unless it is \$15/hr or more - then move it to the VP).  
TO COMPLETE THE POSTING HERE ARE A FEW KEY THINGS YOU WILL NEED TO KNOW:
- Type of student being hired, end date of EPAF, hourly amount, index and account #, payroll account code:  
<https://uca.edu/hr/files/2020/10/StudentWorkerAccountCodes.pdf>
- Department contact (who will be collecting and verifying new hire online records paperwork.
- If federal or community federal work study you will need to create a supplemental question in the posting for the applicant to answer.
- **The Hiring Manager** reviews and edits the posting and sends it to payroll review.
- **The Dean or Vice President** reviews and edits the posting and sends it to Budget.
- After approved the posting will be posted on jobs.uca.edu **OR** a private link will be sent to the originator and/or hiring manager to share with applicant.

## **Step Two-Applicant Selection**

What is next after the applicant has applied?

- To hire a **student worker** the **originator** will recommend the applicant for hire, start the hiring proposal (EPAF) and move them to the hiring manager for approval. All three actions must be completed by the originator or the applicant will be stalled in the hiring process.

- The **hiring manager** will then receive an email to continue moving the applicant in the workflow. If the hiring proposal is under \$15/hr move it to payroll initial **OR** if it is over \$15/hr move it to your VP.

## **Step Three-Hiring Proposal**

- An email trigger will be received from [donotreplyhr@uca.edu](mailto:donotreplyhr@uca.edu) when you have an approval action to complete to keep the applicant moving in the workflow.

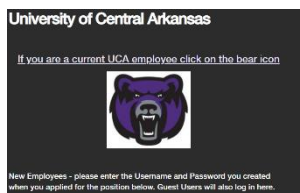
### **When can the employee start work?**

The employee may start work when the hiring manager has received the EPAF AND the contact person listed on the EPAF has received and verified the new hires documents through the records system by following the email from [do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com).

Instructions to the Talent Ed records portion of PA can be found at <https://uca.edu/hr/files/2020/05/OnboardingInstructionsforPTNewhires.pdf>

## **Logging On**

Open your browser and go to <https://jobs.uca.edu/hr>. Click on the Bear Icon. You will then be able to log in with your UCA credentials.

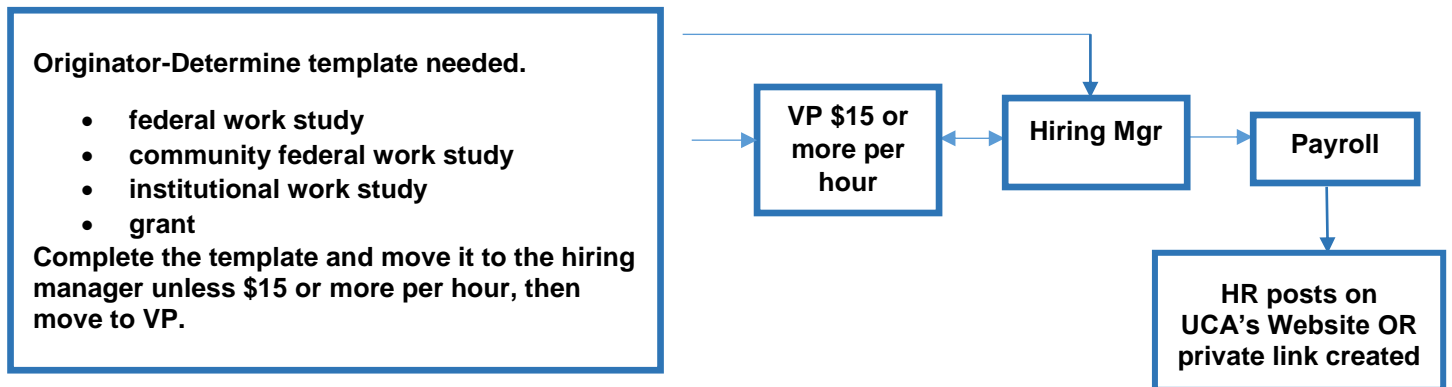


### **MOST FREQUENTLY ASKED QUESTION.... WHAT HAPPENS IF I START A POSTING AND I AM TIMED OUT? IS IT GONE?**

No. Your posting is still be there but in a draft state. Please see the instructions on filtering on page 12.

# Posting Workflow for Student Worker Employees

## Posting Lifecycle



## STEP ONE-ORIGINATORS CREATING THE POSTING

*Now let's build a posting:*

- Be sure you are logged in as the originator.
- Click on the Postings tab, Student.
- Click on "Create New Posting"

The screenshot shows the 'Student Postings' interface. The top navigation bar includes 'Home', 'Postings', and 'Hiring Proposals'. The 'Postings' dropdown menu is open, showing options: 'Faculty', 'Non-Classified', 'Classified', 'Adjunct/Part-Time/Grad Asst', and 'Student'. The 'Student' option is circled in red. Below the navigation bar, the page title is 'Student Postings' and there is a '+ Create New Posting' button. A blue arrow points from the 'Create New Posting' button in the screenshot to the 'Create New Posting' button in the diagram below.

- You will be given the following options:

#### Create from Position Template

Copies in general information from a position template. You will need to provide specific information inside the posting.

#### Create from Posting

Uses an existing posting as a template and automatically copies in most information.

- Create from position template will be for a new posting and you will select the appropriate template.
- Create from posting will be used if you are using the same type of posting you may have created and hired from previously.
- Select the student worker template applicable to the type of student worker you are hiring by going to the “actions” button to the right of the template title and click on “create from”.
- Complete the “Working Title”. This is what the public will see.
- Fill in the appropriate fields and click on “Create New Posting”.
- DO NOT uncheck “accept online applications”.

## Posting Details

- Complete the posting details.
- Pay close attention to the amount of pay. You will need to move it appropriately in the workflow depending on if they are being paid below \$15/hr. or above \$15/hr.
- Public posting will post to the public. It can remain open for up to 60 days.

★ Private Posting or Public Posting?

If Replacement, provide incumbents name

Public Posting ▾  
 Please select  
 Private Posting  
 Public Posting

- A private posting a link will be emailed to the originator by HR for the applicant to apply when the posting is approved.
- Complete additional fields.
- Click Save & Continue.

## POSITION DETAILS

- Continue to fill in all applicable fields.
- In the "payroll account code" field use the 3 digit code provided with your index number. For questions please contact Payroll.
- Enter the department contact.

**PLEASE NOTE:** It is important to enter the person in your department as "department contact" that will be verifying, collecting and uploading the I-9 documentation, voided check and social security card. This will be collected by the department contact after the student worker is hired. The department contact will receive an email from [do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com) records to log in to complete verification of the new hire paperwork.

Please see the following link for department contact instructions.

<https://uca.edu/hr/files/2020/05/OnboardingInstructionsforPTNewhires.pdf>.

This can also be found in PA applicant tracking on the "Home" tab under "My Links".

- If you would like to convey information to the applicant you would place the instructions in "Special Instructions to Applicants" such as "This is an M-F, 3-11 PM position".
- Click Save and Continue.

## POSTING SUPPLEMENTAL QUESTIONS

- On the next screen you may list questions to ask the applicant.
- If this is a **FEDERAL OR COMMUNITY FEDERAL STUDENT WORKER POSITION** then you must add the following question by clicking on "Add a question":

**Editing Posting**

- Posting Details
- Position Details
- Posting Supplemental Q...**
- Applicant Documents
- Guest User
- Search Committee
- Reference Letters or C...
- Summary

**Posting Supplemental Questions** Save << Prev Save & Continue

To Add New Posting Specific Question: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

To Add an Existing Posting Specific Question: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

To Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Specific Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

**Included Supplemental Questions**

Position	Required	Category	Question	Status
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Save << Prev Save & Continue

- Type the following into the keyword box: “federal work study” and the question “Has the student been awarded federal or community service federal work study funds?” will populate.

Available Supplemental Questions

Category: Any Keyword: federal work

Add Category Question

Students Has the student been awarded federal or community service federal work study funds?

Displaying 1 Can't find the one you want? Add a new one

Submit Cancel

- Check the required box and the question. Another drop box will open and you will select “no”.

Position	Required	Category	Question	Status
1	<input checked="" type="checkbox"/>	Students	Has the student been awarded federal or community service federal work study funds?	active

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. yes	<input type="checkbox"/>	<input type="checkbox"/>
2. no	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save << Prev Save & Continue

- This will automatically disqualify a student if they are not eligible for federal or community federal work study funds.
- Click “Save and Continue”.

## APPLICANT DOCUMENTS

- The “Applicant Documents” page is next. You may check the boxes if you would like to accept documents from the applicant; otherwise Click Save and Continue.

## GUEST USERS

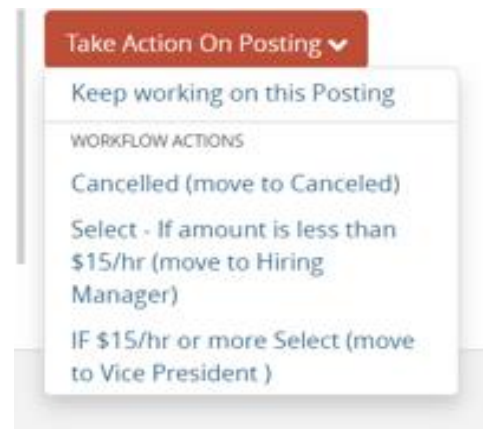
- If you need someone to view applications that does not have an uca.edu Gmail account then you would need to add their email address here.

## SEARCH COMMITTEE MEMBERS

- You may add search committee members or the Administrative Specialist to give them access to view the applicants.

## Review your posting.

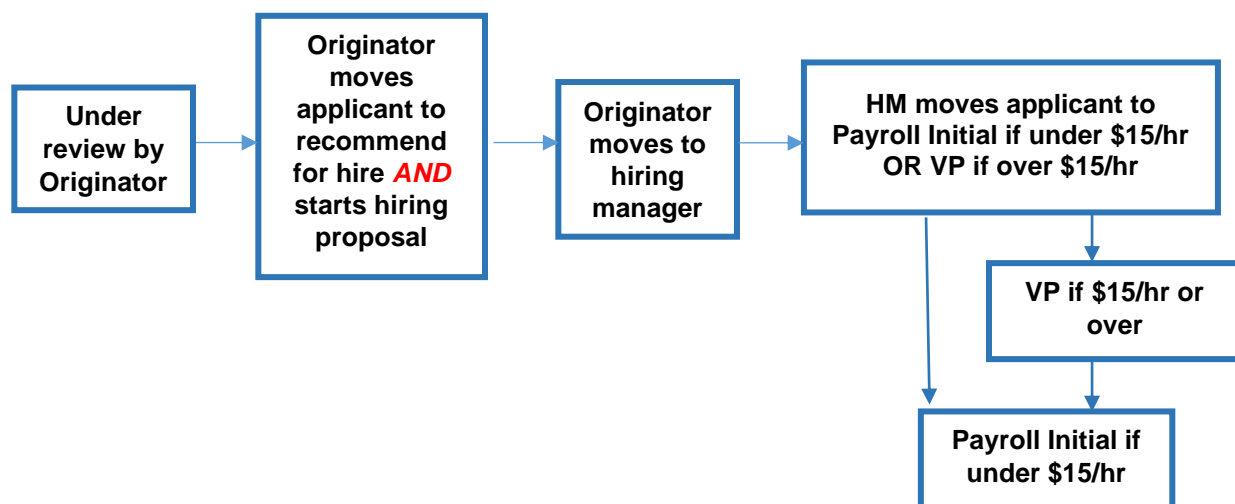
- You will need to move it appropriately in the workflow depending on if they are being paid less than \$15/hr.  
(select – move to Hiring Manager) OR \$15/hr. and above (select – move to Vice President)



- The posting continues in the workflow until posted or a private link will be emailed to the originator when the posting is approved.
- As it moves through the posting workflow email triggers will be sent to the appropriate approver to take action on the posting.

## Applicant Workflow Student Workers

### Applicant Workflow





# STEP TWO

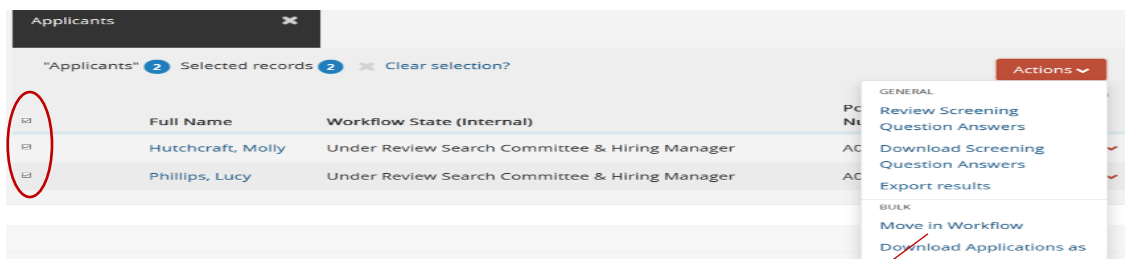
## STUDENT WORKER APPLICANT WORKFLOW INSTRUCTIONS

# ORIGINATOR

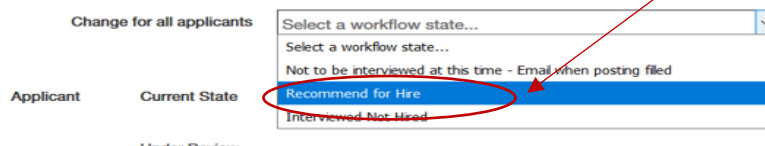
AFTER JOB IS CLOSED & REMOVED FROM THE WEB OR APPLICANT HAS APPLIED BY PRIVATE LINK THEN...

## REVIEW APPLICATIONS AS THE ORIGINATOR

- Log in as the Originator.
- If the posting is *not* on your home page under your watch list then go to “Postings”, “Student Workers” and click. The posting should be at the bottom of your page.
- To add this posting to your watch list, go to actions, watch.
- Click on the working title to open it up.
- Click on the applicants tab.
- The applicants should be at the bottom of the page.
- After reviewing the applicants move them appropriately in the workflow by checking the box to the left and then hover over the bigger orange “Actions” button on the right to “move in workflow”.



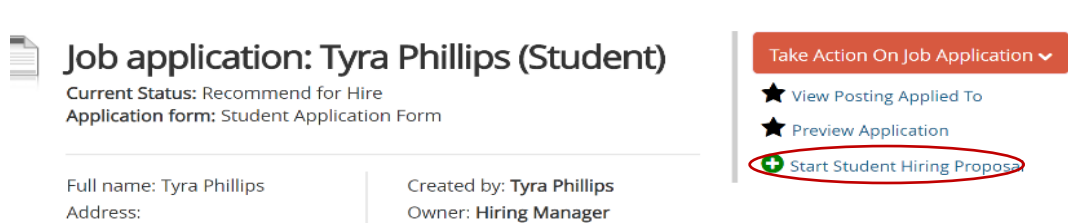
- You will then select the workflow state of “Change for all applicants” to “Recommended for Hire”.



- For each individual applicant select the appropriate workflow such as “Not to be interviewed at this time-Email when posting is filled.
- Save changes.

## ORIGINATOR-YOU ARE NOT FINISHED!! YOU MUST START THE HIRING PROPOSAL!!

- Refresh.
- Click on the applicant’s name and open their application.
- On the right side under the big orange button click on “Start Student Hiring Proposal”. Click start again.

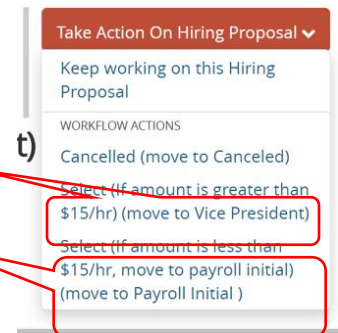


- Fill out the appropriate areas. Click “Save & Continue”. Click “Save & Continue” again.
- As Originator move the applicant to the hiring manager.

**AS ORIGINATOR:** YOUR JOB IS COMPLETE.

**AS HIRING MANAGER:** You will receive an email that will prompt you to move the applicant to the following:

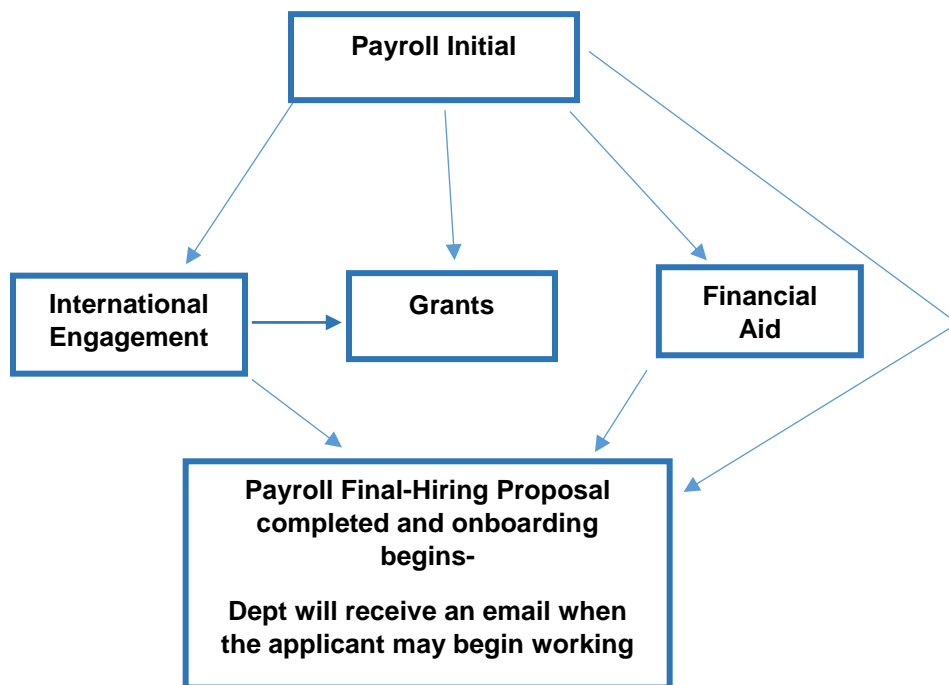
- **For students being paid \$15/hr or more move to your VP.**
- **For students being paid under \$15/hr move to Payroll initial.**



- Please see your hiring proposal workflow on the next page to see the next approvers for your hiring proposal.
- Emails will be sent out to the appropriate approver until the hiring proposal has been approved.

- The applicant **MAY NOT BEGIN WORKING** until they have been to their hiring department to the department contact with their original I-9 docs, voided check and social security card for payroll AND originator/hiring manager receives an email from Payroll stating the student can begin work.
- The selected applicant will then receive an email from Employee Records, [do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com), to collect their new hire paperwork.

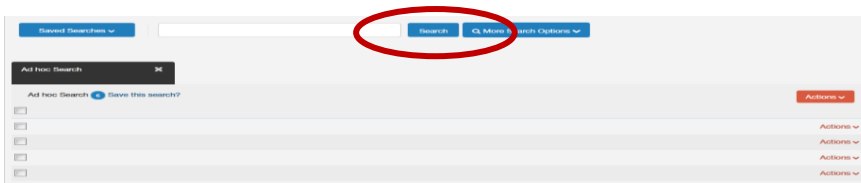
## EPAF/Hiring Proposal Workflow for Student Worker



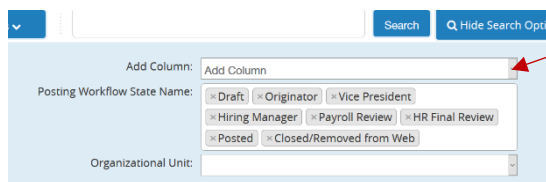
# HELP: I DO NOT SEE MY POSTING OR MY APPLICANTS...WHAT DO I DO?

## HOW TO FILTER A SEARCH FOR A POSTING OR APPLICANTS

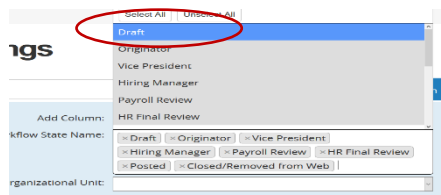
- When **SEARCHING** for a posting or applicant and **you cannot find the posting or the applicant** please filter your search options.
- Go to home tab, postings, select the correct position type, and click on More Search Options to open the filtering option.
- Here is how your page might look with no rows or columns:



- If you do not see any postings or applicants then you will need to filter your search. Click on the “More Search Options” to add your rows and columns.
- To build out “rows” and “columns” click the drop down for “Add Column”. You may then select the columns you would like to have on the title bar. See below.



- After you have built out your columns and rows you may then select a workflow state to determine where the position is in the posting process. You may select all workflow states to create a broader search. Click “Search”. Refer to the workflows contained in these instructions.



- You may also save this search. Please remember you may use this filter for applicants **AND** postings.

If you have questions please contact Tyra Phillips, [tyrap@uca.edu](mailto:tyrap@uca.edu), 501.450.3243 or Kim Hutchcraft, [kimh@uca.edu](mailto:kimh@uca.edu), 501.450.3243.