

Training for Hiring Student Workers in PeopleAdmin

Welcome to the online training for the hiring and record collecting of student workers in PeopleAdmin applicant tracking and records system.

This is only for hiring new student employees. If the applicant is returning within one year you will need to complete an EPAF (electronic personnel action form) in DocuSign.

Roles in PeopleAdmin

- **The Originator** creates the posting and moves it in a workflow for approvals of key managers. Upon approval the posting will be available to the public OR as a private link you will be able give to a specific applicant to apply.
- **The Originator** is also responsible for the selection of the applicant, recommending the applicant for hire AND starting the hiring proposal also known as an electronic personnel action form (EPAF).
- **The hiring manager, dept head, dean or vice president** is responsible for the possible approval of the posting and the approval of the applicant. You will receive informative emails to know if you need take an action in PA.

Step One-The Posting



- **The Originator** creates one of the following templates:
 - Federal work study
 - Community federal work study
 - Institutional work study
 - Grant

To complete the posting here are a few key things you will need to know:

- Type of student being hired (see above), 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.
- Move the posting to:
 - **Hiring manager** **IF** hourly amount is under \$15 per hour OR to the **VP** if the hourly amount is \$15 per hour or over.
- After all approvals 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 the next step after the applicant has applied?

- The **ORIGINATOR** is the key role player in the selection of the applicant(s) and starting the hiring proposal.
 - To hire a *student worker* the *originator* will recommend the applicant for hire, start the hiring proposal (EPAF) and then move them to the hiring manager for approval.
 - The hiring manager will then receive an email to ask them to continue moving the applicant in the workflow to payroll initial or to VP if the pay amount is \$15 or over.
 - VP will move it to payroll initial.

Step Three-Hiring Proposal

- If you have an action role you will receive an email trigger to approve the action to keep the applicant moving in the workflow. The hiring proposal will be completed behind the scenes by HR, payroll, international engagement, grants and financial aid.

When can the employee start work?

- ***Student Worker*** - When the applicant is hired the originator will receive an email from HR payroll stating when the employee can begin work.
- Onboarding will begin with the originator being responsible for collecting and uploading the required docs into the PA records system.

Collection of New Hire Paperwork in Employee Records

PeopleAdmin ***Employee Records*** is the collection and filing of employees new hire paperwork.

- HR will send out a link from Employee Records to the new employee to complete their paperwork.
- The person listed on the hiring proposal as the department contact person/supervisor will be responsible for the collection of the I-9 docs, voided check and social security card for payroll. The department contact person will receive a link from Employee Records to check and verify the I-9 and upload the documents into the records system.
- Follow this link for instructions:
<https://uca.edu/hr/files/2020/05/OnboardingInstructionsforPTNewhires.pdf>

Helpful Links



- *Live site:* <https://jobs.uca.edu/hr>
- *PeopleAdmin full time instructions:*
<https://uca.edu/hr/files/2020/08/PACompleteInstructions8-2020.pdf>
- *Adj, part time hourly and grad asst instructions:*
<https://uca.edu/hr/files/2020/09/AdjPartTimeGAInstructions.pdf>
- *Student worker instructions:* <https://uca.edu/hr/files/2020/11/StudentWorkflow.pdf>
- *Onboarding/Records instructions for adj, PT, GA's :*
<https://uca.edu/hr/files/2020/05/OnboardingInstructionsforPTNewhires.pdf>

Workflows:

Classified: <https://uca.edu/hr/files/2016/09/class-nonclassworkflow.pdf>

Faculty: <https://uca.edu/hr/files/2016/09/Facultyworkflow.pdf>

Adjunct Faculty, Part Time Hourly & Grad Asst:
<https://uca.edu/hr/files/2020/09/AdjPartTimeGAworkflows.pdf>

Student Worker: <https://uca.edu/hr/files/2020/11/StudentWorkflow.pdf>

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