To hire a student, the first step is to determine whether or not they have an active college work study award.

To do this, click on the **Workforce Administration** link.

Click on the **CS View Work Study Approval** link under the Job Information folder.
Student Hiring Process – CWS and Institutional Pay

Work Study Placement
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- ID: begins with 100540000
- Academic Institution: = urips
- AY: = 2015
- National ID: begins with
- Campus ID: begins with
- Last Name: begins with
- First Name: begins with

- Include History
- Case Sensitive

Limit the number of results to (up to 300): 300

Search Basic Search Save Search Criteria

Enter in the following fields:

- ID – enter in the student ID #
- Academic Institution – URIPS
- Aid Year – Enter in the current fiscal year

Click Search

If you get ‘No matching values were found’ that means the student does not have a college work study award or has not accepted it yet.

Please talk to the student to find out which it is.

Do not hire the student in the college work study job code until you verify they have an award.

If they do not have a college work study, you must hire them using the IN5240 job code.

10/9/2014
If this panel appears, it means the student does have an active college work study award.

Before hiring your student, make sure the disbursed amount has not reached the accepted amount.

Once you see there is a college work study award and there is still enough money left, hire the student using the job code IN5239.
To enter in the students’ job, on the Menu Bar, click the Job Information link and choose Add Employment Instance from the drop down menu.

Enter in the student’s Empl ID number and tab out. The system will assign the next available record # for this student.

Then click Add Relationship.
On the Work Location tab, enter the following fields:

- **Effective Date** – this should always be the first Sunday of pay period
- **Action** – should be hire
- **Department** – enter in the departments ID #. All department information will default in once you tab out of this field.

Click on the Job Information tab at the top of the job record (indicated by the 🟢).
Enter the **Job Code**.

- For a College Work Study student, the job code is IN5239
- For an Institutional Pay student, the job code is IN5240

Adjust the **standard hours** accordingly.

Click the **Payroll** tab (indicated by the 🕒).
Type STU in the Pay Group field and tab out.

Click on the Salary Plan tab (indicated by the 🦂).

Click the Step look up button and choose the step amount you are going to pay the student.

Then click on the Compensation tab (indicated by the 🦂).
Click the Default Pay Components to bring in the compensation amount. Once you verify the hourly amount is correct, click the OK button.

The system will return you to this screen. Click on the Job Information link under the menu bar and choose Job Data from the drop down menu.
Enter in the Empl ID # and the record number that was just created for the student.

Then click Search.
Once back on this panel, click the plus (+) button to add a row for the termination information.
Once the row is added, change the effective date to the end date of the job. This should be the first Sunday of a pay period.

Change the Action to Termination.

Click Save.

Then Click the Employment Data button to enter in the time reporter data for the student.
On this panel, click on the **Time Reporter Data** link.
On this panel, complete the following fields:

- Payable Time Start Date – should be the same as hire date
- Effective Date – should be the same as hire date
- Status – Active
- Workgroup – click on the look up and choose INT HOURLY
- Taskgroup – Click on the look up and choose Commitment Accounting

Once these fields are completed, click the plus (+) sign at the time right corner of the screen to add a row.
You must add in the inactive row or the time reporter will not work.
Change the effective date to the same date as the termination date.
Make the Status Inactive.
Click the Ok button.
Click the Save button.

Once the students job has been entered, please refer to the In House Employee Personal & I-9 Information documentation to check and update the student’s personal information and to add the I-9 information into the system.