

Hire: Create Job Requisition for Student Employment

CONCEPT

Departments who request a student worker through Financial Aid and have been approved based on available funding, are to follow these steps in creating a job requisition identifying their selected student worker to be hired.

Create Job Requisition

1. Type **Create Job Requisition** in the search field, click on it when it appears.
2. **Copy Details from Existing (JM) Job Requisition** – If you want to copy details from a previous job requisition, select it here.
3. **Supervisory Organization** – Type in the supervisor’s name and press enter. **Select the org with (JM)** “Job Management” in its name. For more detail, click [Before You Start](#)

Use the search option to find the JM by selecting ☰ then typing in the name of the supervisor.

4. Select **Worker Type** “Employee”

5. Click **OK**


Recruiting Information

1. Click
2. **Number of Openings Type “1”**
Note: Student Employment will have **one** Job Requisition per position.
3. Select **Reason** “Create Job Requisition Recruiting”
 - Recruiting>New Position
 - Recruiting>Replacement

Note: For Student Employment you will always select **Recruiting>New Position**
4. **Replacement For** (leave blank)
5. Enter **Recruiting Instructions** “Posting Not Required”
6. Enter **Recruiting Start Date** “today’s date” (will auto populate with today’s date)
7. Enter **Target Hire Date** (Project the target hire date allowing enough time for the applicant to complete their onboarding process. Also, have the start date be the beginning of the week).
8. **Target End Date** (leave blank)
9. Click **Next**

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Job

1. Click 
2. Enter **Job Posting Title** Example: "Student Assistant"
Note: Student Employment's Job Posting Title will always be Student Assistant
3. **Justification** (leave blank)
4. Select **Job Profile** click through this thread:
By Job Family > Student > Student Worker > (select the appropriate name for your position) Example: "Student Tutor"

Enter the name of the position financial aid has identified for your area. Appropriate Job Titles: America Reads; Help Desk; Peer Advisor; Peer Counselor; Student Ambassador; Student Assistant; Student Experience; Student Tutor; or Work Study Student.

5. **Job Description Summary** enter a brief job summary
6. Enter **Job Description** (leave blank)
7. **Additional Job Description** (leave blank)
8. **Job Families for Job Profile** (auto populates)
9. Enter **Worker Sub-Type** Worker Types>"Student"
10. Enter **Time Type** "Part time"
11. Enter **Primary Location** All locations> (your campus)
12. **Primary Job Posting Location** (auto populates)

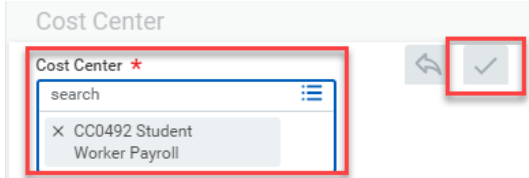
13. **Additional Locations** (leave blank)
14. **Additional Job Posting Locations** (leave blank)
15. Enter **Scheduled Weekly Hours** "20" (This space is auto populated with 40 and will need to be changed to 20)
16. **Work shift** (leave blank)
17. **Compensatory Grade** auto populates to Student
18. **Questionnaire** (leave blank)
19. Click **Next**

Organizations

1. Click on the box for **Cost Center** and type "CC0492" then hit Enter.

Note: After you enter that grant number, all the required fields will auto-populate.

2. Click the check mark box to the right.



The screenshot shows a 'Cost Center' search interface. A search box contains the text 'CC0492 Student Worker Payroll'. To the right of the search box is a checkmark icon, which is highlighted with a red box. The search box itself is also highlighted with a red box.

3. Click **Next**

Compensation

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1. Edit the "Hourly" section and enter \$8.50
2. Click **Next**

Assign Roles

1. (leave blank)
2. Click **Next**
3. Review all and then click the Submit button on the bottom of the page.

Submit

Remember: Write down the Job Requisition number. If you forgot, or if you want to watch the progress, it will be in your Inbox Archive tab.

	DESCRIPTION OF CHANGE	AUTHOR
02/14/18	Initial release	ERP Team
10/18/18	Highlighted Step 3, highlighting (JM)	Cindy Franklin Robin Pernice
12/7/18	Changed Organization to CC0492, highlighted number of openings, Added screenshots.	Dominique Norbeck Robin Pernice