


How to Rehire a student worker in a NEW POSITION:

There are 4 approval categories to choose from, based on the type of hiring:

1. (03 or 04) Student New Employee Hourly- use this when hiring a brand new student worker.
 2. (03 or 04) Student Reopen Hourly Job - use this when rehiring your student worker in the same 03 position or in the same 04 position they had previously.
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Go to New EPAF

Enter the student's CWID number or search by name.

Select the person.

The VERY FIRST THING you want to do is check the person's job history. This will help you confirm which EPAF you will need to use to hire them. Since, in this first step, we are not actually starting the

If the person has a job history of being a student worker, you will need to pay attention to what of student worker position they held in the past – 03 or 04? If they were an 03 worker and you are now hiring them as an 04 worker, if they were previously an 04 worker and you are now hiring them to work in an 03 position, then you will REHIRE the student in a New Position using the (03 or 04) Student Rehire in a New Position EPAF. Also, if you are hiring the student in a 2nd job, this is the EPAF to use.

In our example for this guide, our student worker was previously an 03 worker (as shown in her job history, below) and we are now wanting to hire her as an 04 student worker, so to accomplish this, we will Rehire her in a New Position.

Details

The screenshot shows a web-based form titled "Rehire Hourly, RHHRLY". At the top, there are three main sections: "ID" with the value "Julia [redacted], 30131112", "Query Date" with "02/22/2023", and "Approval Category" with "04 Student Rehire Same Posn Hr, S4RHHR". Below this is a table with columns: "End Date", "Select", "Type", "Position", "Suffix", "Title", "Time Sheet Organization", and "Start Date". A search bar is located above the table. The table content is mostly obscured by a large black redaction box.

Once you have reviewed her job history to make this determination, return to the EPAF menu by clicking the "Personnel Actions" tab at the top of the page and then click on the menu button "New EPAF."

The screenshot shows the top navigation bar of the system. The "Personnel Actions" tab is highlighted in green. Below the navigation bar, there is a search bar with the text "v position number and enter the suffix, or select the link next to Pos" and an information icon with the text "Enter or search for a new".

This will bring you back to the original screen for starting an EPAF.

Follow these next steps carefully:

1. Enter the student's CWID #.

2. Update the query date to be the student's 1st day of work. This is important! Query dates must be entered in the MM/DD/YYYY format.
3. Select "03 Student Rehire in a New Position" as the approval category if you are hiring an 03 student worker who was previously in an 04 student worker position, or select "04 Student Rehire in a New Position" if you are hiring an 04 student worker who was previously in an 03 student worker position, and click "Go."

Generate new ID

Query Date: 01/11/2023

Approval Category

Go

On the next screen, click on "All Jobs" again. Make sure the checkbox next to "New Job" is selected and, using ALL CAPS, enter the Position number for the student worker's job. (Use ST3001 for 03 Student Worker positions, and ST4001 for 04 Student Worker positions.) Enter "00" (double zeroes) as the suffix, if this is the student's first job in this (03 or 04) position.

Click "Go."

Details

Query Job	Approval Category
ST3001	03 Student Rehire in a New Position

New Hire Hourly, NHRLY

On the next screen, the student's Job Effective Date, Personnel Date, and Job Begin Date will all auto-populate from the Query Date you entered. All 3 should be the student's hire date.

For Contract Type, select "Primary" if this is the student's only job. You will select "Secondary" if the student already has a primary position and you are hiring them in a 2nd job. Enter the timesheet org, and enter the student's hourly pay rate.

The last 3 fields are non-enterable. You can skip those.

Update the Contract Type. The student's main job will always be "Primary." You will only use "Secondary" if the student already has a primary position and you are hiring them in a 2nd job.

Enter the student's Timesheet Org and their hourly pay rate.

In the Labor Distribution section:

04's – If you are hiring an 04 Student Worker, the federal funding will already be populated and should be changed.

03's – If you are hiring an 03 Student Worker, enter the Index code from which you will pay your student and then click "Default from Index." The fund, org # and program will then automatically populate. You will immediately receive a red message in the upper right corner telling you that an Account number is required. Enter 601230, which is the account number used for paying 03 Student Workers.

This is the Termination
record.

Enter the student's last
day of work

ADD A COMMENT to indicate who the student worker's TIME SHEET APPROVER will be. Since student

If you receive **WARNING** messages, that is **OKAY**