Temporary and Student (non-work study) Hiring Process
Hiring Manager and Supervisor

Human Resources Office - Hiring Manual

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INTRODUCTION

This manual has been prepared to assist hiring managers / supervisors with the hiring process and work flow for Temporary and Student Employees. This manual will also provide a section on guidelines and rules for the hiring process for temporary and student employment. The manual will provide hiring managers work flow diagrams, standard operating procedures, and step-by-step instructions as well as screen captures to create a better understanding of the hiring process. As a result, it will increase the workflow efficiency.

1.1 MISSION

Fayetteville State University (FSU) is a public comprehensive regional university that promotes the educational, social, cultural, and economic transformation of southeastern North Carolina and beyond. The primary mission of FSU is to provide students with the highest quality learning experiences that will produce global citizens and leaders as change agents for shaping the future
of the State. Awarding degrees at the baccalaureate, master's, and doctoral levels, FSU offers programs in teacher education, the arts and sciences, health professions, business and economics, and unique and emerging fields. FSU is an institution of opportunity
and diversity. Committed to excellence in teaching, research, scholarship, and service, the University extends its services and programs to the community, including the military, and other educational institutions throughout North Carolina, the nation, and the world. *(Approved by FSU Board of Trustees, Oct. 31, 2008)*

1.2 VISION

"Fayetteville State University is a leading institution of opportunity and diversity committed to developing learned and responsible global citizens."

STUDENT AND TEMPORARY EMPLOYMENT RULES

1. Students (non-work study) and temporary employees must not start work unless they have signed a Position and Personnel Action Form (PPA).

2. It is ILLEGAL for employees to start work without having their employment eligibility verified; and the university would be subject to fines. Employees must complete the I-9 Form with HR prior to starting work.

3. All student (non-work study, 21350 – FOAP Account) employees must not work over 20 hours in a work week. They may work two different places, but the total hours may not exceed 20 hours. A PPA must be submitted for each position.

3. All temporary (non-student) employees may work up to 40 hours. However, working more than 29 hours per week may result in benefits eligibility.

4. Temporary and Student employees are not to work on an Additional Compensation (Extra Duty) Contract.

5. All temporary employees must take a 31-Day Break-in-service after 11 months of continuous employment (this is 31 *consecutive unpaid* calendar days).

    a. Employees do not have to wait for the end of the 11 months to take their break.

    b. End date must be reflected on the PPA

    c. The new PPA will have their return date as their start date

6. Student (non-work study) and temporary employees are designated "at will" and the employment assignment may be terminated at any time at the discretion of the department.

7. All student (non-work study) and temporary employees must submit a timesheet based on FSU's time entry procedures and deadlines (not applicable for monthly/flat rate/one-time payments).

8. All flat-rate employees will be paid the entire amount for the month, regardless of their start date for the month.

BUDGET INFORMATION (PPA-Section III)
Grant Position Types/Position Pool Numbers/Banner Position Numbers

Grant / Position Type/ Pool Type	Category	Account
UGGRNT	Student (Hourly)	21350
UFGRNT	Student (Flat Rate) paid monthly basis	21350
SHGRNT	Temporary (Hourly) biweekly basis	21310
TSGRNT	Temporary (Flat Rate) paid monthly basis	21310

***Please make sure the FOAP coincides with the employee's Classification Type for correct allocation!**

If the employees are on a state-funded FOAP, the pool/position number should be as such: UG1234, UF1234, SH1234, or TS1234.

If you do not know the state-funded position/pool type number, please contact your Department Budget or one of the following:

State Budget: Ms. Lisa Bernard lbernard@uncfsu.edu or ext. 1082.
Title III: Yolanda Bonnette - ybonnett@uncfsu.edu or ext. 2642.
Contracts and Grants: Chrystal Cooper - ccooper3@uncfsu.edu or ext. 1073

PAYROLL / TIMEKEEPING

Time is reported using SSB (Self-Service Banner), not a paper timesheet. Paper timesheets are only used for exceptional, emergency situations and will cause a delay in receiving pay. THIS IS NOT NEGOTIABLE.

BACKGROUND CHECKS

1. Background Disclosure Forms are to be submitted to Legal by fax 910-672-2291 or email: trobinson@uncfsu.edu at the time the Hiring Proposal/PPA is created.

2. Background Checks should be completed for all new Temporary Employees. Students who will work with minors (under 18 years of age) are also required to submit a background check.

3. Student Employees will need to complete a background check disclosure form only if they are working with minors on-campus (Special Programs, Summer Programs, Tutoring Services, etc...).

4. Temporary Employees are required to submit a Background Check Disclosure form every 12 months.

5. Background Check Disclosure Form:
   file:///C:/Users/trobinson/Downloads/EmploymentlBackgroundChecksFinal%20(2).pdf

STUDENT AND TEMPORARY EMPLOYMENT GUIDELINES

I. Recommendation for employment:

a. Hiring manager assesses Student/Temporary employment need.

b. Hiring manager obtains approval from office head/department budget for available funding. (If funding is not available then employment is denied.) Make sure that the FOAP (Line of Accounting) is correct and reflects the employee's status: student (code: 21350) or temporary (code: 21310)

c. (*Student*) – Hiring Manager contacts student to complete an application online in the applicable Student Employment Pool posting. If the candidate is a Rehire, you will need to contact HR to request that the previous application be reactivated.

d. (*Temporary*) – Hiring Manager screens and selects applicant from the applicable temporary pooled posting. If the candidate is a Rehire, you will need to contact HR to request that the previous application be reactivated.

e. Hiring Manager completes, prints, scans, and saves Position and Personnel Action Form (used for students also).

f. Hiring manager should obtain office department head/supervisors signature on recommendation form **before** scanning and saving the applicable document.

e. Hiring Manager obtains a completed Background Authorization Form from all Temp candidates and submits form to the Office of Legal Affairs (consult Legal to determine requirements for students).

f. Create Hiring Proposal in the PeopleAdmin recruitment system. (step-by-step procedures on page 9)

II. Signatures/approvals:

a. Recommendation for hire should be submitted to the Office of Human Resources (HR) no later than 10 working days prior to the requested start date.

b. After all approvals are received the offer of employment is formalized in HR through the signing of the approved contract. Contracts can only be signed in HR. Do not have employees sign contracts in the department.

c. The hiring manager will be notified of the new employee's start date.

d. **New Student/Temporary employees cannot legally begin work prior to approval from HR and completion of required personnel, payroll, and FEDERALLY REQUIRED Employment Eligibility Verification Form I-9. HR will schedule all new employees for Student/ Temporary Employee Orientation.**

III. New Student/Temporary Employee Orientation:

a. All new employees are required to attend orientation to complete necessary employment forms.

b. Temporary employees are provided their Banner ID number via email to their manager/supervisor within 24-48 hours of contract signing (students already have a student Banner number issued).

c. Student/Temporary employee reviews and signs various key policy forms.
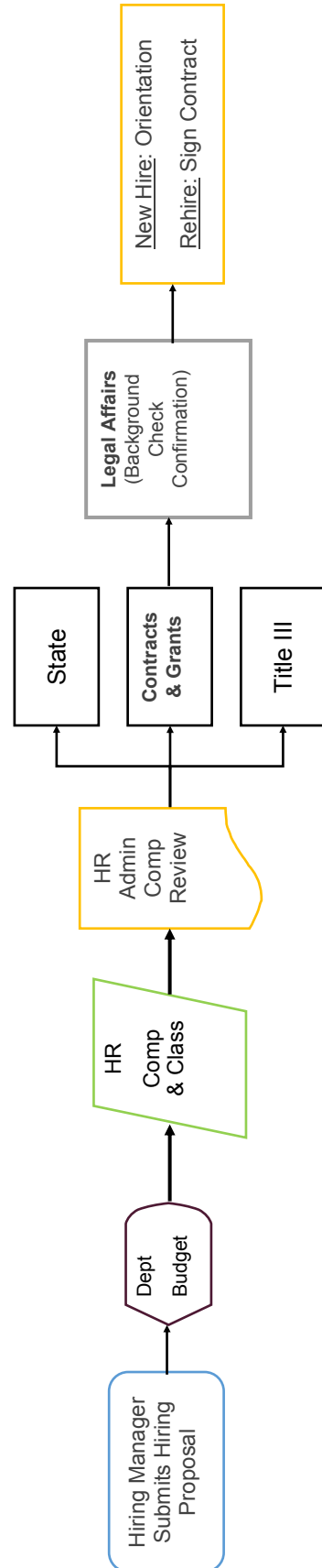
d. Payroll and Web-Time Entry Guidelines are provided.

IV. Payroll Process:

a. HR enters all personal and job information in Banner.

b. Web Time Entry account is established in Banner.

c. All payroll documents collected during orientation are provided to the Payroll Office for processing.

d. Web-time entry for Student/Temporary Employee and approval by the supervisor must take place prior to each approval deadline date for payment to be made on the assigned pay date.
(Payroll Bi-Weekly Pay and Web Time Entry Calendar)

e. Payment will be made via direct deposit into the student/temporary employee's bank account.

f. Each pay day the student/temporary employee receives a direct deposit notification in his/her email account. The email is password protected. The password to access the document is the first 4 letters of the employee's last name and the last 4 numbers of his/her social security number.

g. **Non-Resident** employees also have to submit the NRA-4 Form with a copy of their Visa, Passport, Social Security Card, and I-94 to the payroll office.

STUDENT AND TEMPORARY EMPLOYMENT WORKFLOWS

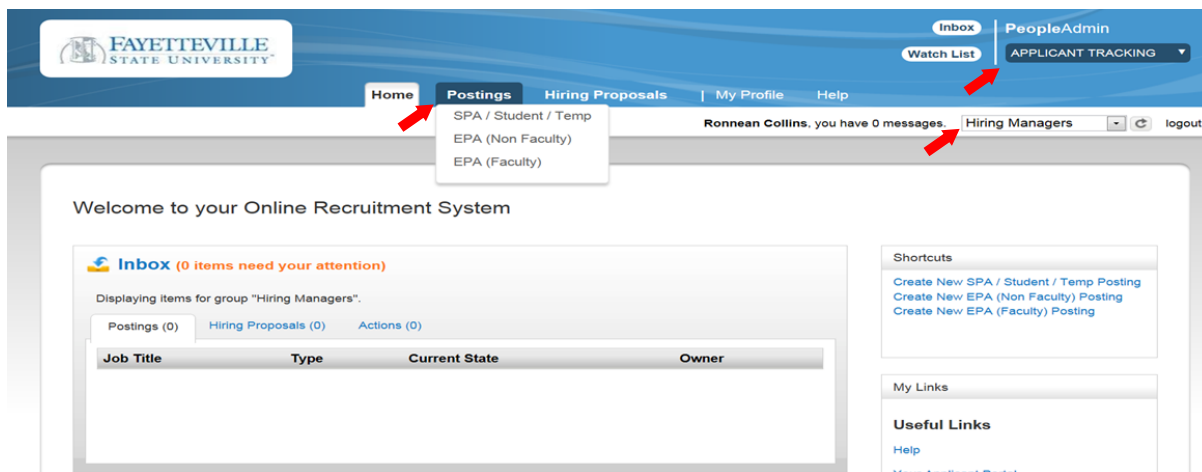## Processing Temporary or Student Employment

Student applies for position → Hiring Manager selects candidate(s) for position → Hiring Manager conducts interview → Hiring Manager creates hiring proposal → Hiring Manager checks PeopleAdmin Inbox for status of hiring proposal status

HR contacts employee to sign contract or attend orientation → Employee completes appropriate paperwork → Employee begins assignment

People Admin Hiring Proposal Workflow

Hiring Manager Submits Hiring Proposal → Dept Budget → HR Comp & Class → HR Admin Comp Review → State / Contracts & Grants / Title III → Legal Affairs (Background Check Confirmation) → New Hire: Orientation / Rehire: Sign Contract

STUDENT AND TEMP EMPLOYMENT PEOPLEADMIN HIRING GUIDE

All student and/or temporary employment recommendations/hires must be processed using the online re-cruitment system.   Please follow the step by step "Student and Temporary Employment Guidelines" to en-sure no steps are missed with hiring your new student/temporary employee. Below you will find the step by step process of how to create your hiring proposal in the PeopleAdmin system.

Screening/Finding Student and Temporary Applicants

♦   Log into People Admin using the link found on the FSU Employment Website
♦   Select the ***Applicant Tracking*** module
♦   Select the ***Hiring Manager*** role
♦   Click on the ***Postings*** Tab at the top of the page and select category of employee (SHRA/Student/ Temp)

♦   Click on the appropriate blue hyperlinked Temporary/Student Pooled posting

  {Student Employment Pool is used in this example, but the process is the same for all temporary hires}
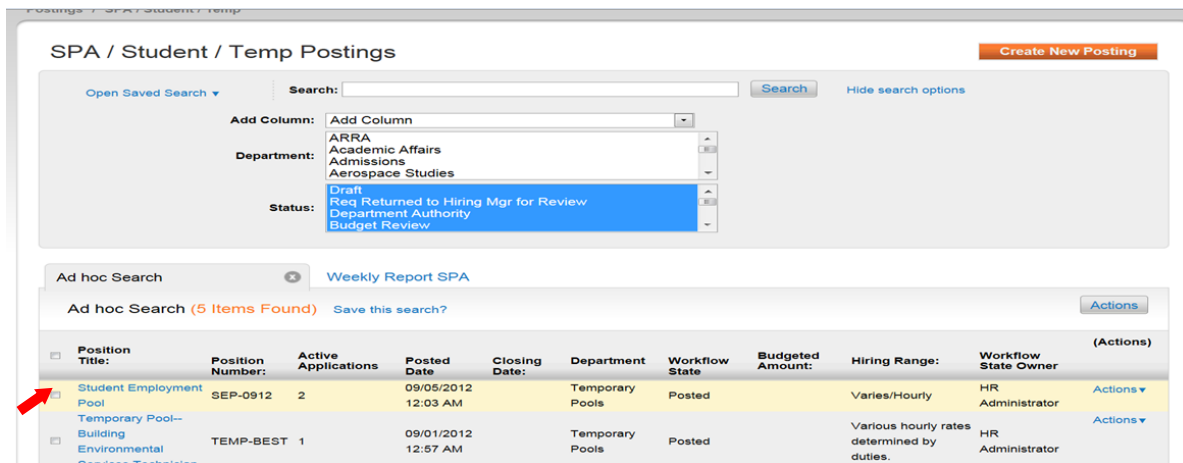
♦   The posting you selected will open to that postings Summary tab
♦   Click on the blue hyperlinked Applicants tab
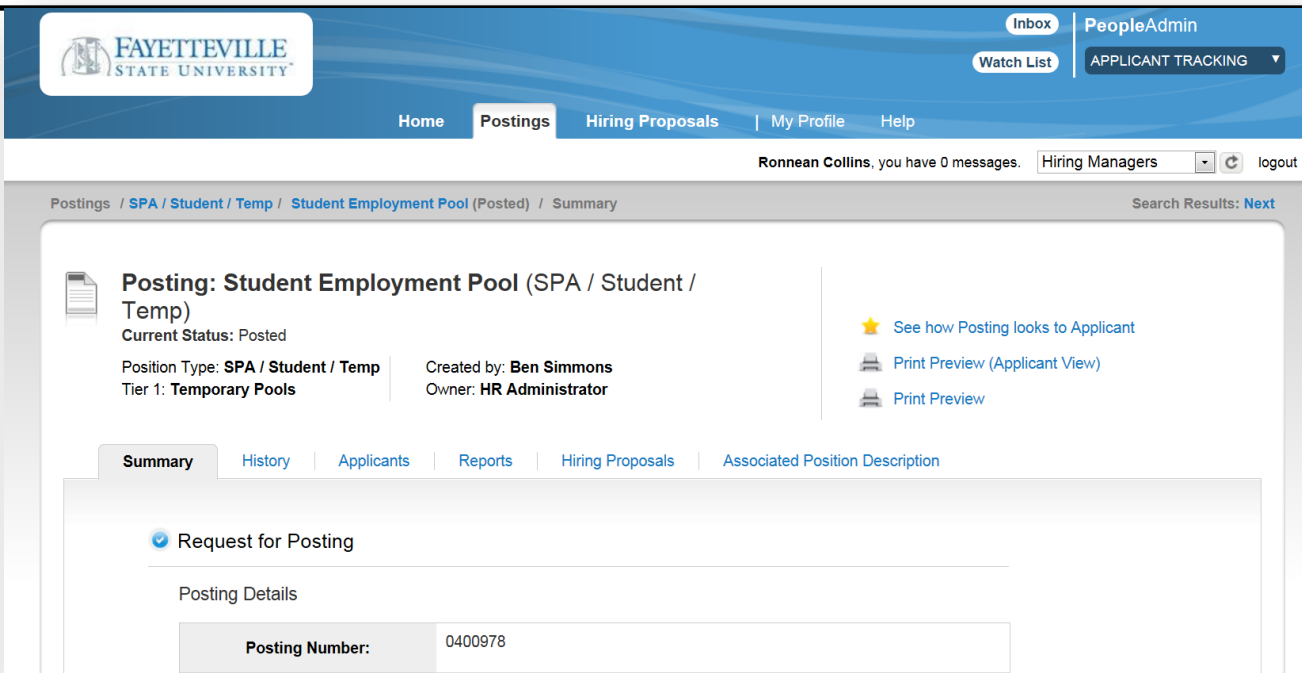
♦ **Screen available applicants to find your top choice candidate**

♦ **To open each individual applicant's application you must click on the applicant's blue hyperlinked last name.**
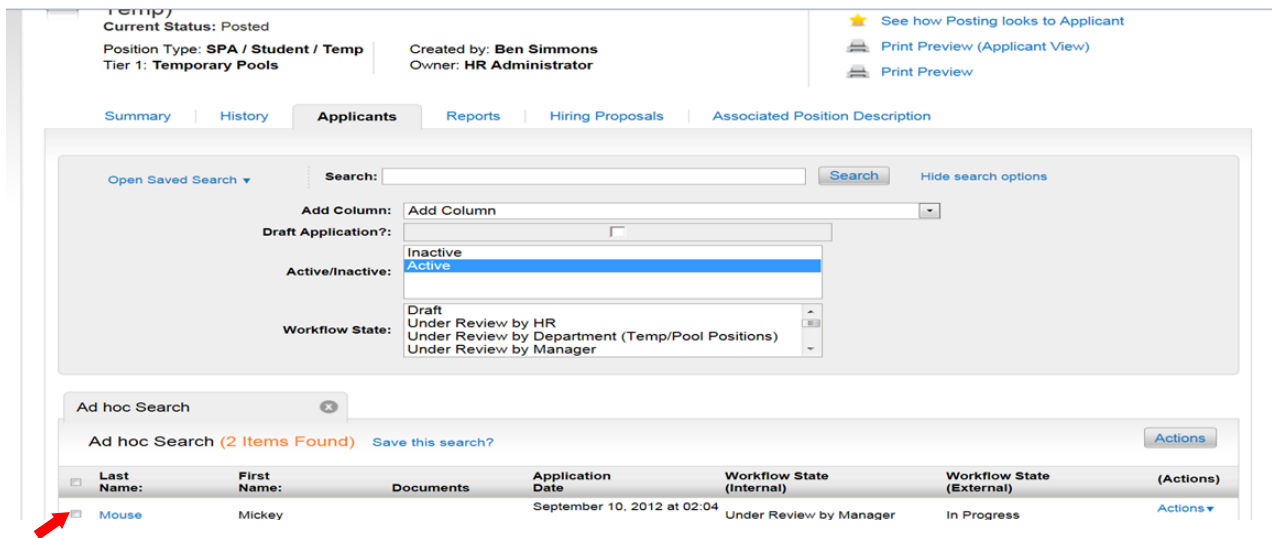
(Screening Applicant Tip)

When postings have supplemental questions you can export the results/ answers to the questions to assist in your screening process. To complete this action:

♦ Click on the Actions button

♦ Click on Download Supplemental Question Answers

♦ The exported document is typically downloaded into excel format. You can use this excel document to filter by responses to the positions preferred experience, education, etc. This screening process prevents the Hiring Manager from opening every application to find the most qualified pool of candidates.
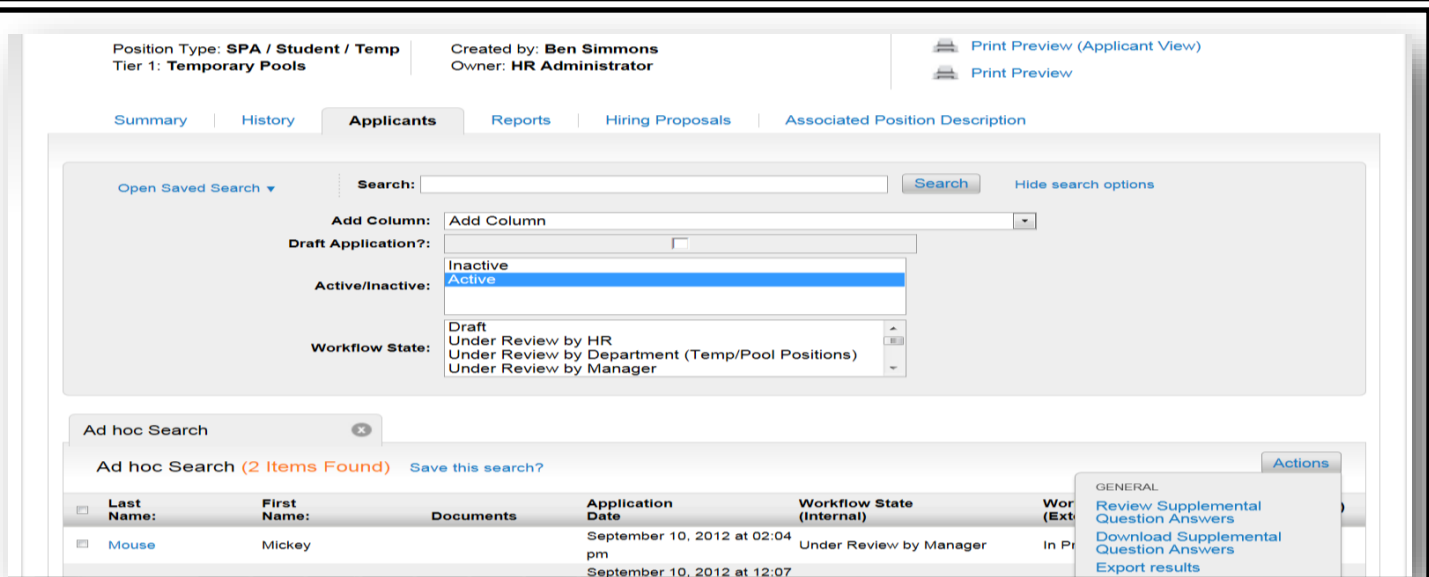
Hiring Choice Applicant/Candidate

♦ Hiring Manager must complete, print, scan and save the "Positions and Personnel Action Form"

♦ Hiring Manager must obtain a completed Background Authorization Form and submit to the Office of Legal Affairs.

♦ Log into the PeopleAdmin system, Open Temporary/Student Employment Pool you are hiring from and open the choice candidate's application.
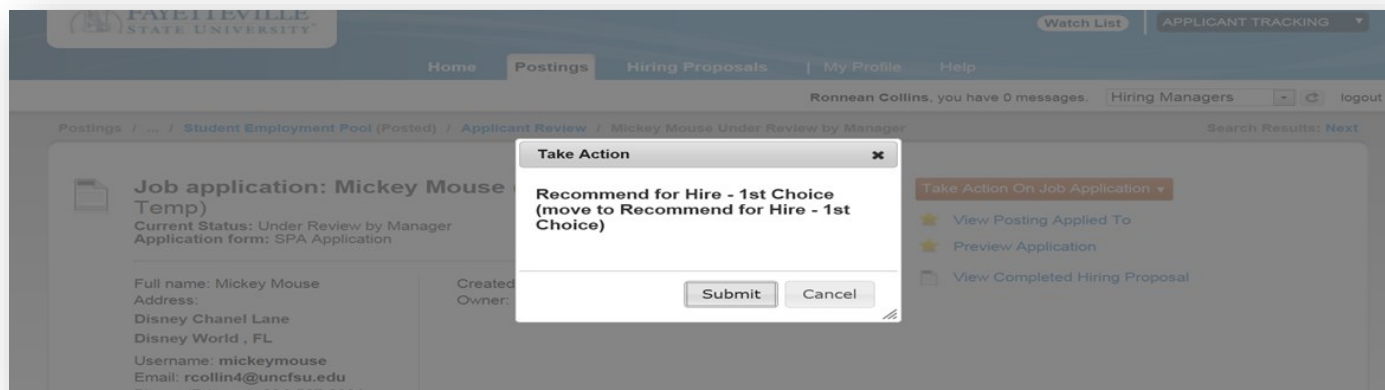
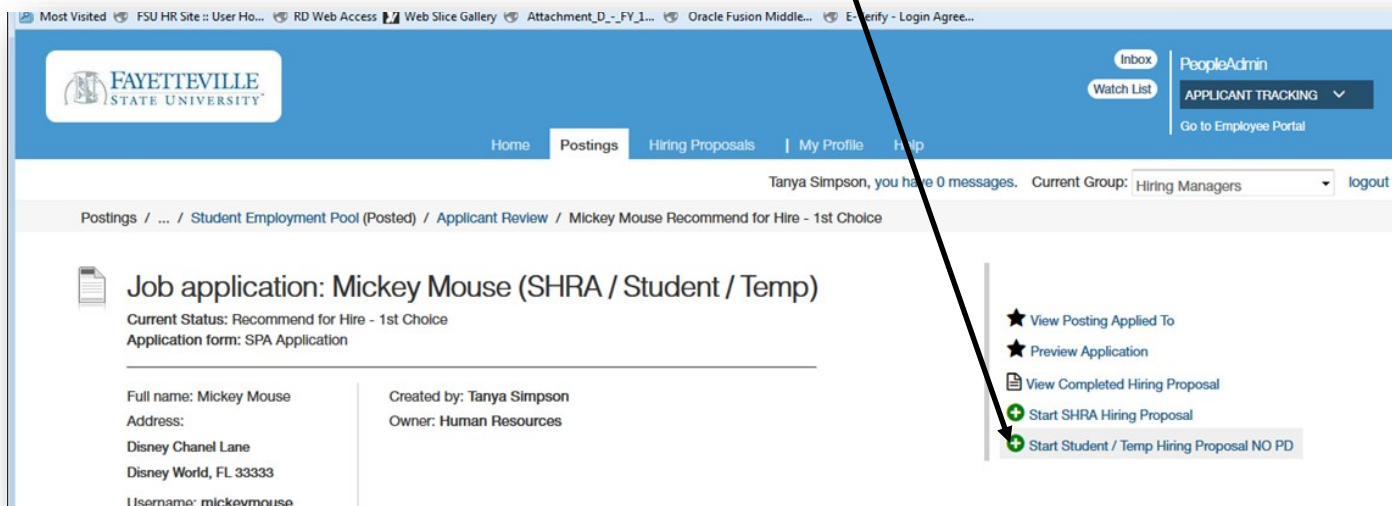(Note: In this example we will be using a test application for Mr. Mickey Mouse who has applied to the Student Employment Pool.)
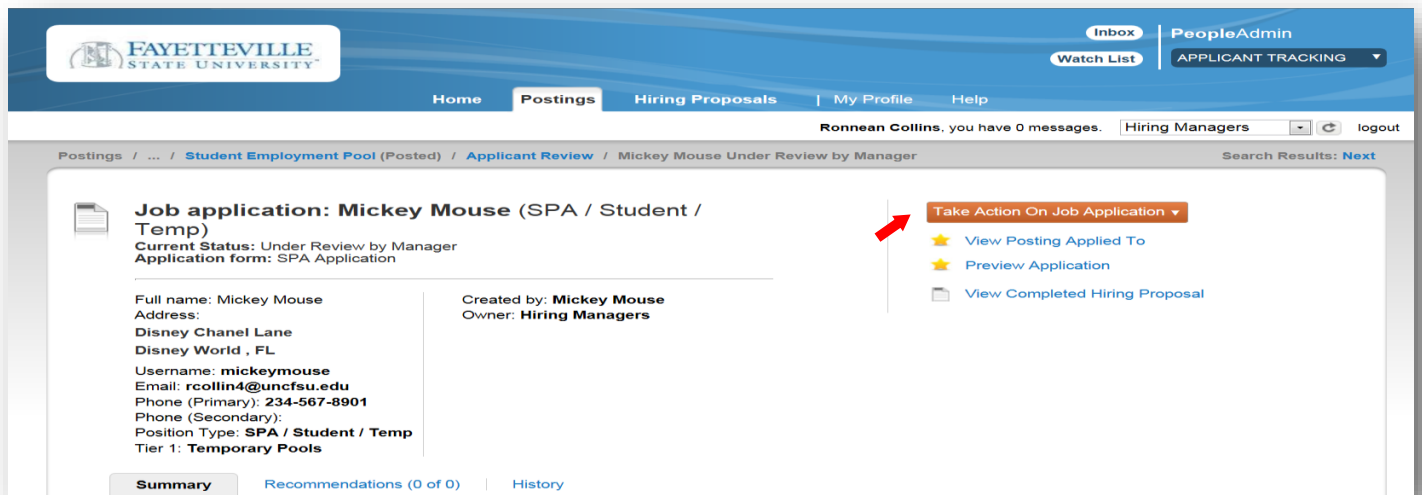
♦ Click on *Take Action On Job Application*

♦ Click on *Recommend for Hire – 1st Choice (move to Recommend for Hire – 1st choice)*
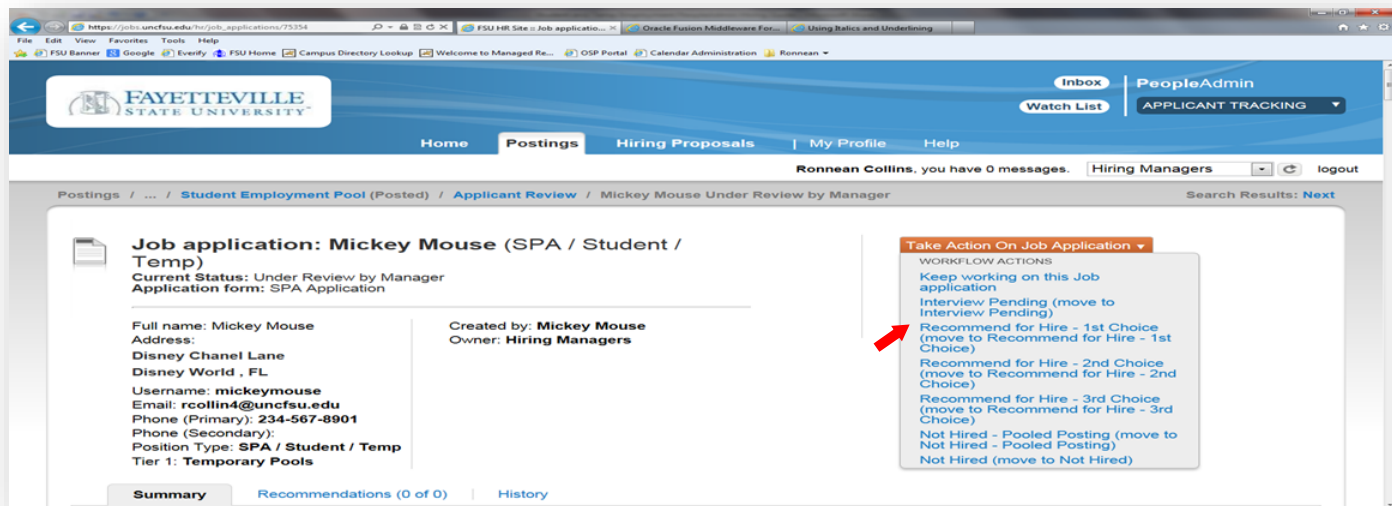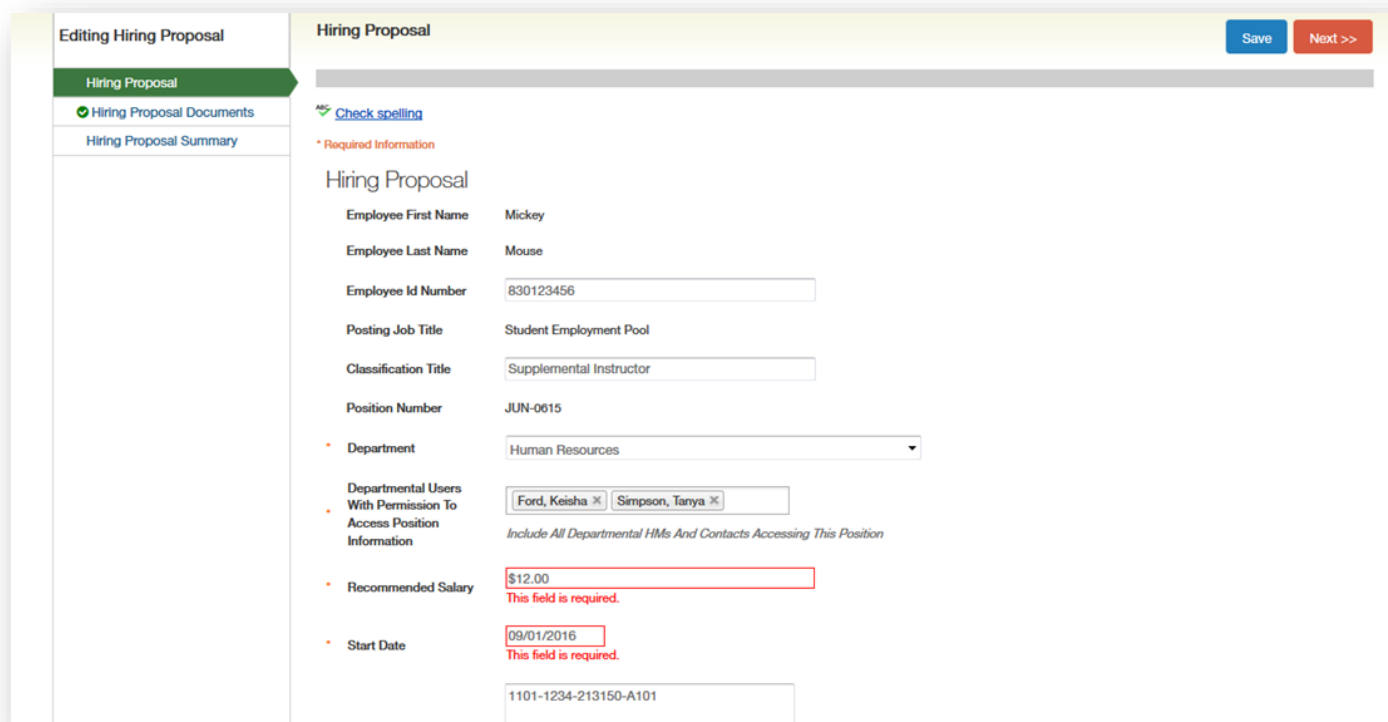
- Click submit when 'Take Action' box pops up

- Click on '**Start Student/Temp Hiring Proposal NO PD**.

♦ Click on the ***Start Student/Temp Hiring Proposal NO PD***
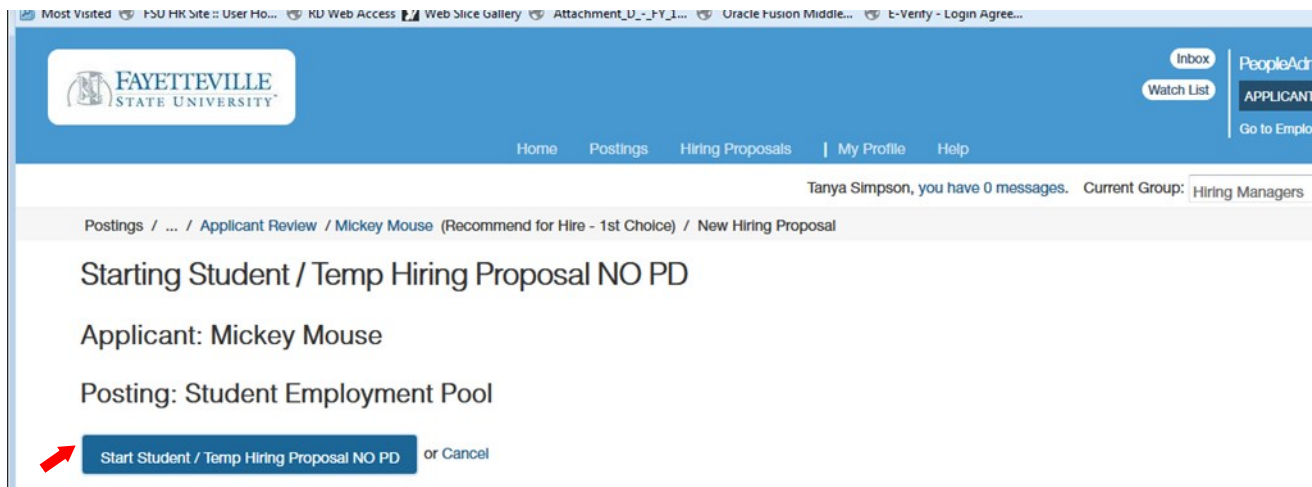
♦ ***Enter Hiring Proposal Details***

♦ Employee ID Number: Enter Banner number (if the candidate already has one)
♦ Classification Title: Job Title
♦ Select Department
♦ Select Department Users with Permission to Access Position Information
♦ Enter your recommended salary for this candidate
♦ Enter requested start date (Note: All student and temporary employee start dates coincide with the beginning of the biweekly payroll cycle. Flatrate/Monthly temporary and student employees will receive payment for the entire month regardless of their start date.)
♦ Enter the source of funds that you obtained from your Departmental Budget Officer
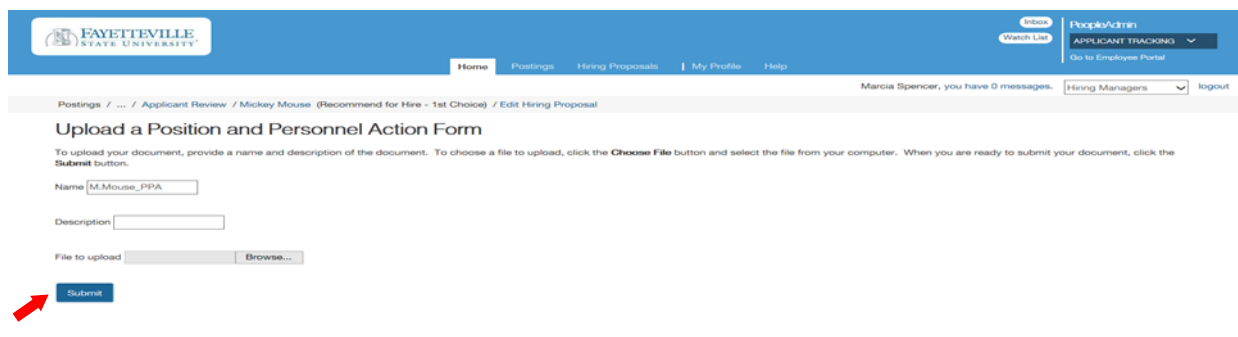♦ Click save and then next

♦ Attach the "**Position and Personnel Action Form**" to the hiring proposal
  ♦ Click on the *Action* button next to the *Position and Personnel Action* Form document type
  ♦ Click on *Upload New*
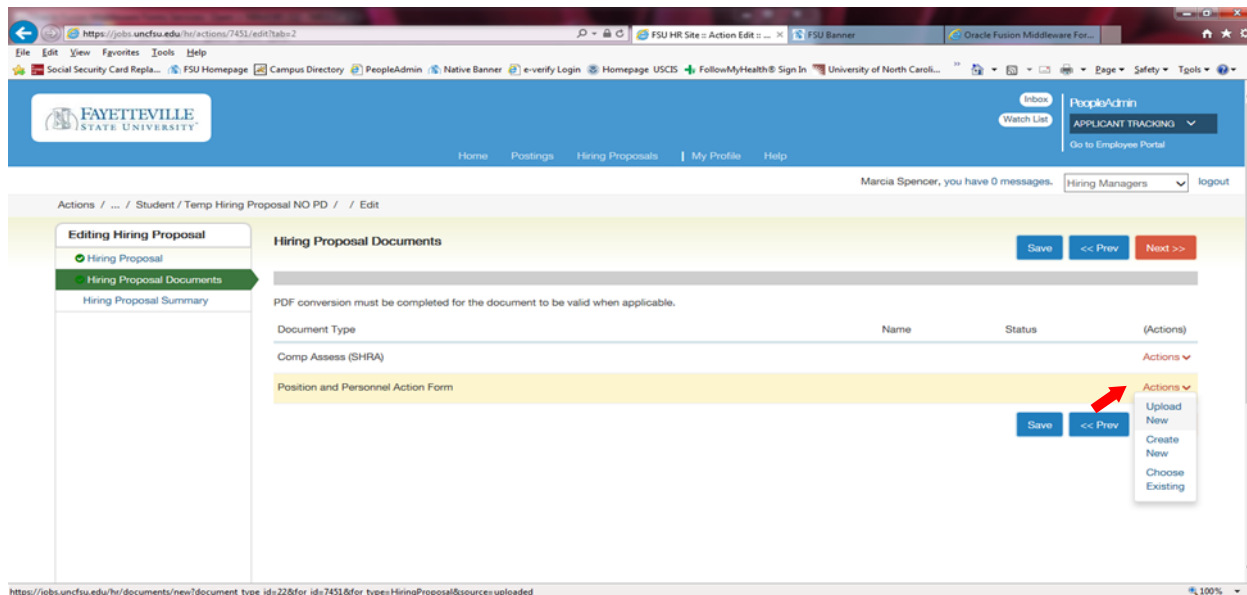
♦ Give your attachment a name in the *Description* area (Example *M.Mouse_PPA*)
♦ Click on the *Browse...* button to search for your saved "Position and Personnel Action Form"
♦ Select the appropriate document and click open
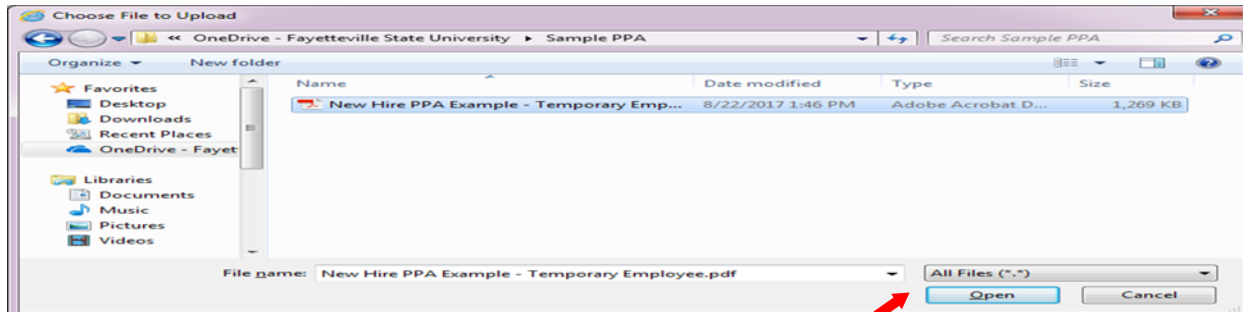
♦ Click *Submit*

♦ Click *Save* and then *Next*

(Note: The system may take a few moments to convert your document to preferred formatting for the system. You can proceed to the next step even though this conversion is in progress.)

- Review all information on your Hiring Proposal to ensure all information is correct and you have attached your document

- Once verified: Click on the *Take Action On Hiring Proposal*

- Department Budget (send to Department Budget)

- Add any notes needed to this hiring proposal in the comments area (optional)

- **Recommended: Check the box that allows you to add this hiring proposal to your watch list. Doing this will allow you see what the current workflow status is of your Hiring Proposal when you log into the PeopleAdmin Home page.**

- Click Submit

Your Hiring Proposal is now moving through the Hiring Proposal Work Flow.

♦ Once all approvals have been received (e.g. HR Admin Comp Review, Budget, Contracts and Grants, Legal Affairs, etc.) the HR Department will:

   ♦ New Hire - Notify Hiring Manager of the New Hire's start date, contact the selected candidate to extend the invitation to orientation and provide required new hire documents; OR

   ♦ Rehire/Extension - Contact employee to come review & sign new contract

If you have any questions concerning this process or how to complete your hiring proposal on-line please don't hesitate to contact your FSU HR Employment team.

HR Contact Information

Ms. Marcia Spencer

HR Employment Specialist
Student & Temporaries
910.672.1826
mspence7@uncfsu.edu