

Procedure

1. An On-Campus [Referral Form](#) must be filed for the student. An email confirmation from the Student Employment Office **MUST** be received prior to completing the Quick Hire.

2. Create a new Quick Hire form, or search for an existing form to complete or review.

<p>Hire Student - Submit</p> <p> <input type="button" value="Find an Existing Value"/> <input <span="" style="margin-left: 20px;" type="button" value="Add a New Value"/>1. </p> <p>EmplID: <input type="text"/> 2.</p> <p><input type="button" value="Add"/> 3.</p> <p>Find an Existing Value Add a New Value</p>	<p>If you are preparing a new form:</p> <ol style="list-style-type: none"> 1. Click the <i>Add a New Value</i> tab. 2. Type the EmplID (HUID) of the student 3. Click Add.
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2. Review the following fields. Submitters cannot submit the form to the database until all boxes are checked. Pay particular attention to the fields outlined in red below.

- A) If the “**Eligible to Work in U.S.?**” box is *not* checked, you will need to submit an I-9 form for this student to Central Payroll.
- B) The “**Payroll Status**” field will tell you if this is a new, concurrent, or re-hire.

	<p>Quick Hire</p> <hr/> <p>Harvard Student Employee</p> <p> <input checked="" type="checkbox"/> Personal Information Complete? <input checked="" type="checkbox"/> Job Information Complete? <input checked="" type="checkbox"/> Eligible to Work in U.S.? A. Payroll Status: Active B. Submission Status: Submitted Requisition ID: </p> <p>Comments: <input type="text"/></p>	
<p>A. Eligible to Work in U.S.? Yes, will auto-fill.</p>		<p>This box will be checked for most students, as their I-9 data is collected by SRO when they register.</p> <p>If this box is not checked, submit I-9 paperwork to Central Payroll, who will then update the I-9 table in PeopleSoft.</p> <p> If using a dummy SSN, write the number in the margin of the I-9 form <i>before</i> sending to payroll.</p>
<p>B. Payroll Status</p>	<p>auto-fill</p>	

3. Review or complete the following fields in the **Job Information** section of the form:

Job Information	
Effective Date: <input type="text"/>	Supervisor ID: <input type="text"/>
Department: <input type="text"/>	Appoint End Dt: <input type="text"/>
Location: <input type="text"/>	Business Title: <input type="text"/>
Job Code: <input type="text"/>	Temporary Harv Student OT Elig
Standard Hours: <input type="text"/>	
Hourly Rate: <input type="text"/>	<input type="checkbox"/> Work Study Student? Supplemental Rate: 0.00
Workgroup: <input type="text"/>	
Group ID: <input type="text"/>	

Section	Field	Data Requirement	Description/Additional Information
A	Effective Date:	Yes	Type or select the hire/start date in MM/DD/YYYY format. The start date must fall within the FWSP dates of eligibility
	Department:	Yes	Enter your department number.
	Location:	Yes, defaults	Defaults from Department ; change if different.

3a. Job Information, continued.

Job Information

Effective Date:

Department: FAS^FHCL^Widener - Access Services - Temporary **C.**

Location: Harvard Yard, Widener Lib

Job Code: **B.** Temporary Harv Student OT Elig

Standard Hours:

Hourly Rate:

Workgroup: **D.**




Group ID:

Supervisor ID:

Appoint End Dt:

Business Title:

E. Work Study Student? Supplemental Rate: 0.00

Section	Field	Data Requirement	Description/Additional Information
B	Job Code:	Yes, defaults	Defaults to 'Temporary Harv Student OT Elig' (job code 700030)
	Standard Hours:	Yes, defaults	Defaults from job code, change if different.  Students can only work 20 hours a week during the school year. In the summer, they can work up to 40 hours a week.
C	Supervisor ID	Optional	Enter the HUID of the student's supervisor, if known or if required by your tub (your tub may require this field for reporting purposes). Click  to find the HUID from the supervisor's name.
	Appoint End Date:	Optional	Enter the student's job end date, if known, or the student's graduation date. System will automatically terminate this job on the date indicated. Even if date extends beyond FWSP term dates, access to FWSP coding will not. Check eligible FWSP term dates on SEO website
	Business Title:	Defaults, but optional	Defaults from Job Code. Replace with name of dept. from student Referral Form .
D	Hourly Rate:	Yes	Enter the student's total hourly rate. If the hourly rate is above the approved FWSP wages please also enter in the difference in the supplemental rate box. For example, if you want to pay an undergraduate \$15/hr, you will enter \$15 in the Hourly Rate box and \$2.50 in the supplemental rate box.
	Workgroup:	Yes	Defaults to TEMPOTELG. <ul style="list-style-type: none"> Change to WSO-CAMP for qualified Federal Work Study Program employees. The student MUST file the Federal Work Study Program Referral Form to be hired as a Work Study student.
	Group ID	Yes	Enter the Time and Labor security group
E	Work Study Student/ Supplemental Rate:	Yes, if student is work study	The student MUST have the Federal Work Study Program Referral Form to qualify for Work Study.  Do not check this box or use the WSO-CAMP Workgroup <u>until you have received an e-mail from the SEO verifying the eligibility of the employee.</u>

			The Supplemental Rate field will become active only if the Work Study Student checkbox is filled. If you plan to pay the student more than the allowable FWSP rate , please enter the difference under the Supplemental Rate. The department is responsible for 100% of the Supplemental Rate.
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4. Review or complete the following fields in the **Costing Data** section of the form. Click '+' to add a new row.

To hire a work-study student, you must use 3 lines of coding. Each line should have your own costing and a 100% Distribution, with the one difference from line to line being the Earn Code. The first Earn Code is REG, the second Earn Code is OTP and the third Earn Code is WST.

Costing Data

To hire a work-study student, you must use 3 lines of coding. Each line should have your own costing with the one difference from line to line being the Earn Code. The first Earn Code is REG, the second Earn Code is OTP and the third Earn Code is WST

Earn Code	Tub	Org	*Object	Fund	Activity	Sub-Activity	Root	% Distribution
REG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WST	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Save, submit for approval, submit to database, reject, or delete the form, using the buttons at the bottom of the screen.

Buttons will be grayed out, yellow in color, or visible/invisible. If yellow, they are "active" and can be clicked. Whether a particular button is active, inactive, or visible will depend on your level of security (preparer or submitter), and/or the completeness of the form (if required check boxes or fields are populated).

Preparer Name: Harvard, John	Preparer Telephone Number	<input type="text"/>
Preparer Signature		
Approver Name (Please Print)	Approver Telephone Number	<input type="text"/>
Approver Signature		
<input type="button" value="Save Draft"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Submit to Database"/>
<input type="button" value="Reject Form"/>	<input type="button" value="Delete"/>	

If	Then	Result:
You want to save this form to finish at a later date.	Click Save Draft .	The form will be saved in <i>Draft</i> status for later completion. Saving the form also validates the

		costing and fills in the appropriate object code.
You are preparing/creating the form and you need to send this to another Submitter to review and submit.	Click Submit for Approval .	The form will be saved in <i>Approval</i> status. Notify your local submitter that the form is ready for approval and final submission.
You are a submitter, the three check boxes (top of form) are filled, and you are ready to hire this student.	Click Submit to Database .	The form will be saved in either <i>Submitted</i> or <i>Failed</i> status. A successful submission indicates the employee is now hired into PeopleSoft.
You are a submitter, and you find problems or incomplete data in the form that you need a preparer to correct.	Click Reject form . Notify the preparer.	The form will be saved in <i>Draft</i> status for later correction by the preparer. The preparer can make their edits and resubmit the form for approval.
You want to delete this form	Click Delete . You will not be able to delete this form once it has been submitted to the database.	The form will be deleted from the database.



6. Review the message, and click **OK**. Please send the Employee Rcd# (D) to seofwsp@fas.harvard.edu

Refer to steps A – C for directions on how to interpret success and warning messages.

A. Successful Submission to Database

When submitting to the database successfully, you will hire the student, and see a message with several components.



Section	Portion of status message upon submission to the database	Description
A	Job Requisition#	The requisition number that identifies this hiring form. It will also appear at the top of the form.
B	Successfully Hired	The hire confirmation message will indicate whether this is a new hire, a rehire, or an added concurrent job.  This is the only step in the Student Quick Hire process that indicates whether it is a new hire, rehire, or concurrent job.
C	HUID	The eight-digit Harvard University ID number that identifies this student.
D	Employee Rcd#	Note the Employee Rcd# that has been assigned to this job.  For rehires and concurrent jobs, the job number may be recycled from a terminated position, and therefore may not be the next consecutive number. Please send Employee Rcd# to SEO.
E	(#####,##)	Identifies the PeopleSoft message number. This information is not necessary for the Quick Hire process.

B. Successful Saves and Submissions

To help you successfully save, delete, or submit the quick hire form for approval or submit to database, you will need to populate certain fields. The following table lists the field requirements for each.

C. Warning Messages

When submitting to the database there are several Job Warning messages that may be issued to the Preparer or Submitter. This section helps to describe what the messages mean, and what steps the Submitter should take to ensure that data has been correctly entered into the Job record.