

**Welcome to  
PeopleAdmin  
Student  
Worker  
Instructions**

# Quick Guide Instructions

Postings, applicants and hiring are divided into three sections:

- 1) The Posting - creation and approval of the posting
- 2) The Applicants - available for applicants to apply
- 3) The Hiring of one or more applicants - moving the applicant(s) through a workflow for approvals. An EPAF will then be created.

## ***Step One-The Posting***

- **The Originator** creates and moves the student worker posting to hiring manager (unless it is \$15/hr or more - then move it to the VP).  
TO COMPLETE THE POSTING HERE ARE A FEW KEY THINGS YOU WILL NEED TO KNOW:
- Type of student being hired, end date of EPAF, hourly amount, index and account #, payroll account code:  
<https://uca.edu/hr/files/2020/10/StudentWorkerAccountCodes.pdf>
- Department contact (who will be collecting and verifying new hire online records paperwork.
- If federal or community federal work study you will need to create a supplemental question in the posting for the applicant to answer.
- **The Hiring Manager** reviews and edits the posting and sends it to payroll review.
- **The Dean or Vice President** reviews and edits the posting and sends it to Budget.
- After approved the posting will be posted on jobs.uca.edu **OR** a private link will be sent to the originator and/or hiring manager to share with applicant.

## ***Step Two-Applicant Selection***

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The *hiring manager* w





## POSITION DETAILS

- Continue to fill in all applicable fields.
- In the "payroll account code" field use the 3 digit code provided with your index number. For questions please contact Payroll.
- Enter the department contact.

**PLEASE NOTE:** It is important to enter the person in your department as "department contact" that will be verifying, collecting and uploading the I-9 documentation, voided check and social security card. This will be collected by the department contact after the student worker is hired. The

Type the following into the keyword box: “federal work study” and the question “Has the student been awarded federal or community service federal work study funds?” will populate.

Check the required box and the question. Another drop box will open and you will select “no”.

This will automatically disqualify a student if they are not eligible for federal or community federal work study funds.  
Click “Save and Continue”.

## **APPLICANT DOCUMENTS**

- The “Applicant Documents” page is next. You may check the boxes if you would like to accept documents from the applicant; otherwise Click Save applicant; other

## Review your posting.

You will need to move it appropriately in the workflow depending on if they are being paid less than \$15/hr.

(select – move to Hiring Manager) OR  
\$15/hr. and above (select – move to  
Vice President)

The posting continues in the workflow until posted or a private link will be emailed to the originator when the posting is approved.

As it moves through the posting workflow email triggers will be sent to the appropriate approver to take action on the posting.

# **Applicant** Workflow Student Workers

## **Applicant Workflow**



# **STEP TWO**

## **STUDENT WORKER APPLICANT WORKFLOW INSTRUCTIONS**

# **ORIGINATOR**

**AFTER JOB IS CLOSED & REMOVED FROM THE WEB OR APPLICANT HAS  
APPLIED BY PRIVATE LINK**

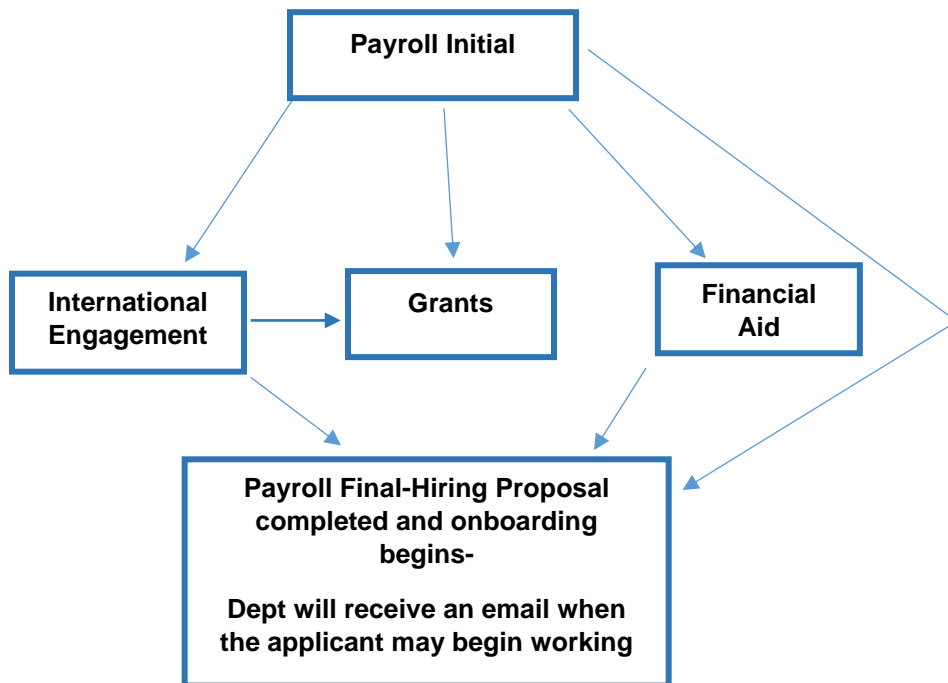
### **REVIEW APPLICATIONS AS THE ORIGINATOR**

- Log in as the Originator.
- If the posting is *not* on your home page under your watch list then go to “Postings”, “Student Workers” and click the posting should be at the bottom of your page.
- To add this posting to your wo

- For each individual applicant select the appropriate workflow such as “Not to be interviewed at this time-Email when posting is filled.
- Save changes.

- The applicant **MAY NOT BEGIN WORKING** until they have been to their hiring department to the department contact with their original I-9 docs, voided check and social security card for payroll AND originator/hiring manager receives an email from Payroll stating the student can begin work.
- The selected applicant will then receive an email from Employee Records, [do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com), to collect their new hire paperwork.

## EPAF/Hiring Proposal Workflow for Student Worker



# HELP: I DO NOT SEE MY POSTING OR MY APPLICANTS WHAT DO I DO?

## HOW TO FILTER A SEARCH FOR A POSTING OR APPLICANTS

When **SEARCHING** for a posting or applicant and *you cannot find the posting or the applicant* please filter your search options.

Go to home tab, postings, select the correct position type, and click on More Search Options to open the filtering option.

Here is how your page might look with no rows or columns:

If you do not see any postings or applicants then you will need to filter your search. Click on the “More Search Options” to add your rows and columns.

To build out “rows” and “columns” click the drop down for “Add Column”. You may then select the columns you would like to have on the title bar. See below.

After you have built out your columns and rows you may then select a workflow state to determine where the position is in the posting process. You may select all workflow states to create a broader search. Click “Search”. Refer to the workflows contained in these instructions.

You may also save this search as a filter for future use.