

Work Instruction

Processing Student Workers

Purpose

Refer to this documentation when:

- Hiring a new student worker
- Rehiring a currently separated student worker (with an existing employee record in the UC Flex system)
- Hiring a current student worker into an additional assignment
- Transferring a student worker into another organizational unit.
- Changing a student worker's basic pay cost distribution
- Paying a student for additional work at a different pay rate
- Separating a student worker

Business Process Information

Process Owner:

Position Information:

Student Worker (Non-work-study) positions are pooled positions. This means each organizational unit has a single student worker position and all student workers in that organization occupy the same position.

Key Data Structure:

Student workers are assigned to the following Key Data Structure areas:

Personnel Area: UC02 Univ. of Cincinnati (KRONOS)

Personnel Subarea: U008 UNREP – HOURLY

Employee Group: 2 Active – Non-exempt

Employee Subgroup: S1 – Student

Pay Information:

Student workers, like all students, are paid bi-weekly. Student worker pay is set up on the Basic Pay Infotype 8 in the employee record. The cost distribution for the student worker is stored on Infotype 27 in the employee record and defaults from the cost distribution on the position.

Student workers are **NOT** paid on a recurring payment.

Student workers are paid for the hours they report via KRONOS. Student workers should only have REG and OTP hours in KRONOS. They should **never** have HOL, ABS, SH2, or SH3.

If a new student is not set up in KRONOS in time for the Payroll interface, which runs every other Tuesday morning before payroll, a Time Correction form will need to be submitted with the employee's hours in order for the employee to be paid.

Helpful Hints


- Work instructions for UC Flex transactions are located on the UC Flex Help Website at <http://www.ucflex.uc.edu/help>.

Title: Processing Student Workers
Functional Area :
Course :
Role :

- If you have any questions on these processes, please contact Leigh Willis (willish@ucmail.uc.edu) at 556-9878.

Procedure

1. The department performs one of the following:



If	Go To
Hiring a student worker or transferring a student worker into your organizational unit  As of November 1, 2006, all University hiring will be performed using PeopleAdmin.	Step 2
Changing a student worker's basic pay cost distribution (IT 0027)	Step 8
A student worker performs additional work that requires a different pay rate	Step 10
Separating a student worker	Step 12

2. The department uses the **PPOSE, Organization and Staffing Display** transaction to confirm the Student Worker position exists in their organizational unit.



For step-by-step instructions, refer to the **Display Organization and Staffing Data, PPOSE** work instruction by clicking on the link below.
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2130/index.htm>.

3. The department performs one of the following:

If the Student Worker Position	Then
Does not exist in your organizational unit	<ol style="list-style-type: none"> 1. Complete the Position Maintenance Request (PMR) form to request that the pooled student worker position be created in your organizational unit.  <p style="margin-left: 20px;">Make sure to select Create a position.</p> <ol style="list-style-type: none"> 2. Submit the form for the appropriate approvals. 3. The OM/Compensation group creates the position in UC Flex. 4. Use the PPOSE, Organization and Staffing Display transaction to validate when the position is available.  <p style="margin-left: 20px;">Refer to the Display Organization and Staffing Data, PPOSE work instruction.</p>
Does exist in your organizational unit	Continue to the next step.

4. The department reviews the employee status in the **Pers.Assgn** field in the **PA20, Display HR Master Data transaction** to determine whether the student is a new hire to the University, has an active employee status (is currently working in a position at the University), or has a withdrawn (separated) employee status.



When the **Pers.Assgn** field is white, the employee has multiple personnel assignments. You must click on the drop-down menu to review the status for all personnel assignments.



For step-by-step instructions, refer to the **Display Employee Master Data, PA20** work instruction by clicking on the link below:
<http://www.ucflex.uc.edu/help/nav/reporting/course/hr%20display%20and%20reporting%20for%20decentral%20users/2190/index.htm>.

5. The department performs one of the following:




If the Student	Then	Go To
Is a new hire to the University	Initiate the New Hire process.	Step 6
Is a current active employee	Initiate the Additional Assignment process.	Step 6
Has been separated and has a withdrawn status	Initiate the Rehire process.	Step 6
Is transferring from another organizational unit	Initiate the Organizational Reassignment process	Step 6



6. Perform one of the following:






The below procedures assume that the position has already been posted, the candidate has been selected, the offer letter has been extended to the candidate, and the candidate has accepted the offer.

If Processing	Then
A new hire through People Admin	<ol style="list-style-type: none"> 1. The department initiates the Hire Action in PeopleAdmin. 2. The HR Service Center creates the employee record in UC Flex. 3. The new employee record is transferred to KRONOS via the nightly interface. 4. The PCR initiator assigned to the organizational unit, for which the new employee resides, receives an email notification stating the employee record has been created in KRONOS. 5. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new employee record has been created in KRONOS. 6. The timekeeper completes the following required information in KRONOS for the new student worker: Pay Rule, Schedule, Device Group, Badge Number, and Phone 3. 7. The department verifies the employee record, Infotypes 1, 8, and 27, in UC flex using the PA20, Display HR Master Data transaction. 8. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction. <div style="margin-top: 10px;"> <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p> </div>

If Processing	Then
<p>An additional assignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> 1. The department initiates the additional assignment using the online Hire Form.  The following fields on the Hire form have drop-down menus from which you MUST make a selection: <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) – Always select Bi-Weekly • Other 2. The department selects Additional Assignment from the drop-down menu in the Personnel Action type and reason code. 3. The department enters the required information on the Hire form. 4. The department prints the completed form and submits it for the appropriate approvals. 5. The approved Hire form is received in the HR Service Center and the Hire action is performed in UC Flex. 6. The employee's new personnel assignment is transferred to KRONOS via the nightly interface. 7. The PCR initiator assigned to the organizational unit, for which the employee has been assigned, receives a system generated email stating the additional personnel assignment has been completed in KRONOS. 8. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new personnel assignment record has been created in KRONOS. 9. The timekeeper completes the following required information in KRONOS for the new student worker: Pay Rule, Schedule, Device Group, Badge Number, and Phone 3. 10. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1, 8, and 27, in UC flex using the PA20, Display HR Master Data transaction. 11. The department verifies the employee exists in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction.  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

If Processing	Then
A rehire through PeopleAdmin	<ol style="list-style-type: none"> 1. The department checks Infotype 0000 in the employee record in UC flex for the effective date of separation, using the PA20, Display HR Master Data transaction. 2. The department initiates the Rehire Action in PeopleAdmin and selects either Return with Service Break, if the employee has been separated for 30 days or less, or Return without Service break if the employee has been separated from the University for more than 30 days. <ul style="list-style-type: none">  If the employee was separated more than a year ago, the I-9, DMA, tax withholdings and any other applicable new hire forms are required. 3. The HR Service Center creates the employee record in UC Flex. 4. The employee's new personnel assignment is transferred to KRONOS via the nightly interface. 5. The PCR initiator assigned to the organizational unit, for which the employee has been assigned, receives a system generated email stating the personnel assignment has been completed in KRONOS. 6. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new personnel assignment record has been created in KRONOS. 7. The timekeeper completes the following required information in KRONOS for the new student worker: Pay Rule, Schedule, Device Group, Badge Number, and Phone 3. 8. The department verifies the employee record for the appropriate Personnel Assignment, Infotypes 1, 8, and 27, in UC flex using the PA20, Display HR Master Data transaction. 9. The department verifies the employee is in the appropriate organizational unit and position using the PPOSE, Organization and Staffing Display transaction. <ul style="list-style-type: none">  If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.

If Processing	Then
<p>An organizational reassignment</p>  <p>As of November 1, 2006 all University hiring will be performed through PeopleAdmin.</p>	<ol style="list-style-type: none"> 1. The department initiates the Organizational Reassignment process using the online Hire Form.  <p>The following fields on the Hire form have drop-down menus from which you MUST make a selection:</p> <ul style="list-style-type: none"> • Personnel Action type and reason code • Location • Suffix • Job Type • Pay Term (Bi-Weekly/Monthly) – Always select Bi-Weekly • Other 2. The department selects Organizational Reassignment – Lateral Transfer from the drop-down menu in the Personnel Action type and reason code field. 3. The department enters the required information on the Hire form. 4. The department prints out the completed form and submits it for the appropriate approvals. 5. The HR Service Center performs the Organizational Reassignment (Transfer) action in UC Flex. 6. The employee's new personnel assignment is transferred to KRONOS via the nightly interface. 7. The PCR initiator, assigned to the organizational unit that the employee has been transferred to, receives an email notification stating the new personnel assignment record has been created in KRONOS. 8. If the PCR initiator and the timekeeper are not the same person, the PCR initiator notifies the timekeeper when the new personnel assignment record has been created in KRONOS. 9. The timekeeper completes the following required information in KRONOS for the new student worker: Pay Rule, Schedule, Device Group, Badge Number, and Phone 3. 10. The department verifies the employee record for the appropriate personnel assignment, Infotypes 1, 8, and 27, in UC flex using the PA20, Display HR Master Data transaction. 11. The department verifies the employee is in the appropriate position using the PPOSE, Organization and Staffing Display transaction.  <p>If the department notes any inaccurate information, they should call the HR Service Center at 556-2451.</p>

7. Return to Step 1 if you need to perform additional actions on a student worker. If you have completed the appropriate actions, close out of this document.

8. The PCR Initiator enters a Cost Distribution PCR.



For step-by-step instructions, refer to the **Enter Cost Distribution PCR (MSS)** work instruction by clicking on the link below

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2193/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2193/index.htm).

9. Return to Step 1 if you need to perform additional actions on a student worker. If you have completed the appropriate actions, close out of this document.

10. The department creates an additional KRONOS account line to point to in UC Flex. The line will be transferred to KRONOS via the nightly interface.



For step-by-step instructions, refer to the **Maintain KRONOS Account Lines (Maintain HR Tab)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2184/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2184/index.htm).

11. Return to Step 1 if you need to perform additional actions on a student worker. If you have completed the appropriate actions, close out of this document.

12. The PCR Initiator must enter a Separation PCR.



For step-by-step instructions, refer to the **Enter Separation PCR (MSS)** work instruction by clicking on the link below.

[http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20\(mss\)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm](http://www.ucflex.uc.edu/help/nav/manager%20self%20service%20(mss)/course/initiating%20and%20approving%20personnel%20change%20requests/2187/index.htm).

13. Return to Step 1 if you need to perform additional actions on a student worker. If you have completed the appropriate actions, close out of this document.