LifeWorks Office

Bulletin: #121
Topic: Student Employee Fall Hiring Process

To: Student Work Supervisors
From: Mike Burnes
Date: August 17, 2020

It's fall hiring time again! If you haven't already updated your jobs, your first order of business is to update the old jobs you plan to use for the upcoming year and create any new jobs. Please refer to Bulletin #119 (sent July 14) for details. Deadline to ensure your hire is processed prior to the end of the first pay period is August 27th.

You can hire students into "Review" and "Listed" Mode jobs. You cannot hire students into jobs in "Storage" Mode or those which are "Pending Approval". To hire someone into a job which is currently in "Storage", you need to move it into "Review "and update dates, available openings, etc. If the job is "Pending Approval," you will be able to hire students as soon as the LifeWorks Office approves the job.

Once your positions are in "Review " or "Listed" Modes and have the correct dates and available openings, you can submit hire requests. Some things to remember:

- If, after selecting a student, you see the I-9 has not been completed, you **cannot** allow the student to work. Please notify the student to visit our office to complete the I-9 process.
- If hiring for a Level 4 or 5 position, the student selected must have a Career Center-approved resume.
- The system will also ensure you have reviewed the resume with the student and that the resume is consistent with requirements of the job. You will have to click "Yes" in the window by Approved Resume Completed? to continue the hiring process.
- We will be processing more than 2,500 requests. It may take several days after you submit for us to approve a request, so be please do not resubmit.

This year you must ensure you accurately indicate the weekly hours you expect the student to work in the Hours Per Week field when completing the Hire Record Info form during step 3 of the hiring process. Incoming students are limited to no more than 10 hours per week; returning students are limited to 12, and Gate Scholars are limited to 16. If another department is hiring your student, your hours plus those from the other department cannot exceed the student's max. You can see if a student has another hire by looking at the bottom of the Hire Record Info form. If you attempt to hire the student for more than the max hours, you will receive the error message shown on the next page. You can decide either to not hire the student or decrease the number of hours in the field.

The Maximum hours to be worked have been exceeded. Max for this student is: 12.00

Step 3: Fill Out Hire Record Info

Job Title: Accounting Internship

First Name	▮▮▮▮
Middle Name	
Last Name	▮▮▮▮
E-mail Address	▮▮▮▮▮▮▮▮▮
Hours Per Week *	15.0

Contact the LifeWorks Office with any questions at extension 2244 or by emailing lifeworks@berry.edu.

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