Quick Reference:
Student Hire Transactions
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Hire Entry Types and Applications

**Important Information:** When a student accepts a student position at Clemson University, the HR partner must determine 1) whether the student is a new, returning or existing worker, 2) what type of hire entry is appropriate for the circumstance and 3) how many hours the student is working.

New student worker—a CU student with no work history with Clemson University
Former student worker—a CU student with previous work history with Clemson University
Existing student worker—a CU student currently employed by Clemson University

Global Assignment: Prior to hiring a student, you will need to use Global Assignment to 1) see if the student is working somewhere else on campus, 2) verify that the number of hours worked by the student (including the hours you will enter) does not exceed 28 (20 hours for international students), and 3) determine the next employment instance to use.

**Additional Information:** Hire entry types and applications include:
- **Add a Person**—use to hire a student worker who has no work history with Clemson University. See the Add a Person section (page 5) for more information.
- **Rehire**—use to hire a student worker who is returning to work in your department or budget center. See the Rehire section (page 13) for more information.
- **Add Employment Instance**—use when hiring a student who is working for Clemson University in a department other than your hiring department. See the Add Employee Instance section (page 19) for more information.
**Global Assignment**

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Global Assignments > Track Assignment > Personal Organizational Summary.

**STEP 3**
Enter the student worker’s Empl ID, or name. Click Search.
**STEP 4**
If the student worker has more than one row of employment history, **click View All.**

**Step 5**
**Review** all employment instances to determine HR Status. **Combine** hours for active instances to ensure the hours you add will not exceed 28 (or 20 for international student workers). **Make a note of** the highest ORG Instance number. (The **Empl Rcd Nbr** you need when hiring via Add Employee Instance is one number higher than the highest ORG instance.)
**Add a Person**

**Add a Person** is used when hiring a student who has never worked for Clemson University.

Complete Global Assignments prior to entering your student via Add a Person.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Personal Information > Add a Person.
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**STEP 3**
Click Add Person to enter the student worker’s personal information into PeopleSoft.

You will be directed to the Biographical Details page.

**STEP 4**
Enter the requested information in the Biographic Information and Biographical History sections.

**STEP 5**
Under the National ID section, select ‘Social Security Number’ from the National ID Type drop-down menu, and enter the Social Security number (without dashes) in the National ID field.
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**STEP 6**
Select the Contact Information tab. Select Add Address Details then enter the address in the new window. Click OK to return to the previous window. Select the phone type from the drop-down menu, and enter the telephone number. At least one number must be checked as preferred.

**STEP 7**
Select the email type from the drop-down menu, and enter the email address. Do not check a preferred email address.

**STEP 8**
Select the Regional tab. Enter the ethnic group and military status, if known.
STEP 9
Select the Organizational Relationships tab. Check Employee then click Add Relationship.

Clicking “Add Relationship” will direct you to the Work Location panel.

STEP 10
Enter the effective date (date the student worker begins work). Select “Hire” from the Action drop-down menu and select “Student Hire” from the Reason drop-down menu. Enter the department number. (Note: The company, business unit, department entry date, location and establishment ID will default in.) To move to STEP 11, click the Job Information link at the bottom of the page.
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**STEP 11**
Select the appropriate employee class (Grad Stdt or Undergrad) from the Empl Class drop-down menu. Select “No Position” from the Classified Ind drop-down menu, and enter the standard hours.

**STEP 12**
Enter the job code and supervisor ID. Select “Temporary” from the Regular/Temporary drop-down menu. Select “Part-time” from the Full/Part drop-down menu. If needed, change the FLSA status. To move to STEP 13, click the Payroll Information link at the bottom of the page.

**STEP 13**
Choose the applicable pay group from the options provided using the search icon (magnifying glass). Note: The employee type will default in. To move to STEP 14, click the Compensation link at the bottom of the page.

**Student Pay groups include:**
- 12H—applicable to undergraduate and graduate students paid by the hour
- 12L—applicable to graduate students paid an annual salary (12-month)
- 9MA—applicable to graduate students paid an annual salary (9-month)
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STEP 14 Select the rate code. ‘NAANNL’ is used to establish an annual base salary rate. ‘NAHRLY’ is used to establish an hourly salary rate.

STEP 15 Enter the comp rate, which is either the student worker’s annual salary or the hourly rate. Ensure the frequency is the same in the Compensation section and the Pay Components section. Click Calculate Compensation. To move to STEP 16, click the Employment Information link at the bottom of the page.

Clicking “Calculate Compensation” is required; if this step is omitted, you will receive an error message when you try to save the hire entry.

STEP 16 Enter the business title (the title the student worker would have on a business card) and the position phone number.
STEP 17
Select the Cu Business Addr tab. Enter the business address. To move to STEP 18, click the Earnings Distribution Type link at the bottom of the page.

STEP 18 (Earnings Distribution link)
Review the account codes and make any necessary changes.
- Enter the percent of distribution or the amount for each account code.
- Click Edit Account Code to enter the combination code.
Click Save.

Add additional account numbers by clicking the plus icon and entering the account information. The earning distribution must equal 100 percent or the full amount of the overall salary.
STEP 19
Enter the effective date (hire date) and the appropriate benefit program participation code (see purple box below).
Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.
Click Save.
Note: Clicking “Save” will direct you to the CU Vault Matching Identity page. The student worker’s ID and personal information appear on the page.

Benefit Program Codes for Students:
The program code will dictate the benefits, leave options and retirement options available to the student worker. Choose either:
- GRD for any graduate students
- NEL for undergraduate students, who are not eligible for benefits

STEP 20
Select Find to determine if a CUID already exists for this student worker.
If a match is located, verify the birthdate and Social Security number to ensure the found CUID belongs to this individual. If verified, click the radio button and click OK to link the employee ID and the CUID.
If no matches are found, select Create New Identity in Vault.

Important Information: If it is necessary to enter an ACA Override Type for this student worker, please refer to the Quick Reference: ACA Override Type for instructions.
Rehire is the hire type used when the student being hired is working or has previously worked for Clemson University.

Complete Global Assignments prior to entering your student via Rehire.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Job Information > Job Data.
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Student Hire Transactions

**STEP 3**
Enter the student worker’s Empl ID, name, National ID or Clemson University XID number. **Click Search.**

**Important Information:** If your search results in more than one record for the student worker, be sure you select the correct record before creating a special pay. The correct record will have the current employee record number and department number.

**STEP 4**
Click the plus icon to add a row. Enter the effective date (date the student worker begins work). Select “Rehire” from the Action drop-down menu and select “Rehire” from the Reason drop-down menu. Enter the new department number. **Note:** The company, business unit, department entry date, location and establishment ID will default in. To move to **STEP 5**, click the Job Information link at the bottom of the page.
**Quick Reference: Student Hire Transactions**

**STEP 5**

Enter the new job code and new supervisor ID. **Select** “Temporary” from the Regular/Temporary drop-down menu. **Select** “Part-time” from the Full/Part drop-down menu. If needed, change the FLSA Status.

**STEP 6**

Choose the appropriate employee class (Grad Stdt or Undergrad) from the Empl Class drop-down menu. **Select** “No Position” from the Classified Ind drop-down menu, and **enter** the standard hours. To move to STEP 7, click the Payroll Information link at the bottom of the page.

**Student Pay groups include:**

- **12H**—applicable to undergraduate and graduate students paid by the hour
- **12L**—applicable to graduate students paid an annual salary (12-month)
- **9MA**—applicable to graduate students paid an annual salary (9-month)

**STEP 7**

Choose the applicable pay group from the options provided using the magnifying glass. **Note:** The employee type will default in. To move to STEP 8, click the Compensation link at the bottom of the page.
Quick Reference: Student Hire Transactions

STEP 8 Select the rate code. ‘NAANNL’ is used to establish an annual base salary rate. ‘NAHRLY’ is used to establish an hourly salary rate.

Clicking “Calculate Compensation” is required; if this step is omitted, you will receive an error message when you try to save the hire entry.

STEP 9 Enter the new comp rate, which is either the student worker’s annual salary or the hourly rate. Ensure the frequency is the same in the Compensation Section and the Pay Components section. Click Calculate Compensation. To move to STEP 10, click the Employment Information link at the bottom of the page.

STEP 10 Enter the new business title (internal title for Clemson; not state title) and position phone number.
STEP 11
Click the CU Business Addr tab. Enter the business address. To move to STEP 12, click the Earnings Distribution Type link at the bottom of the page.

STEP 12 (Earnings Distribution link)
Review the account codes and make any necessary changes.
- Enter the percent of distribution or the amount for each account code.
- Click Edit Account Code to enter the combination code.
Click Save.
To move to STEP 13, click the Benefit Program Participation link at the bottom of the page.

Add additional account numbers by clicking the plus icon and entering the account information. The earning distribution must equal 100% or the full amount of the overall salary.
STEP 13

Click the plus icon and enter the effective date (hire date) and the appropriate benefit program participation code. (See purple box below.)

Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.

Click Save.

Note: Clicking Save will direct you to the Vault Matching page, where the student worker’s ID and personal information appear.

Benefit Program Codes for Students:
The program code will dictate the benefits, leave options and retirement option available to the student worker. Choose either:

- GRD for any graduate students
- NEL for undergraduate students, who are not eligible for benefits

Important Information: If it is necessary to enter an ACA Override Type for this student worker, please refer to the Quick Reference: ACA Override Type for instructions.
Add Employee Instance (Add Additional Job)

Add Employment Instance is generally used for student workers who are working multiple part-time jobs across several departments.

Prior to entering your student via Add Employee Instance, follow the instructions for conducting Global Assignments. Be sure to note the ORG instance number. You will need to enter the employment record number (Empl Rcd Nbr) as one number higher than the highest ORG instance number in step 4 below.

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Job Information > Add Employee Instance.
Quick Reference:
Student Hire Transactions

**STEP 3**
Enter the student worker’s Empl ID, name, National ID or Clemson University XID number
Click Search.

**Important Information:** If your search results in more than one record for the student worker, be sure you select the correct record before creating a special pay. The correct record will have the current employee record number and department number.

**STEP 4**
Enter the student worker’s Empl ID, and press your tab key. This will automatically add the next Empl Rcd Nbr.
Click Add Relationship.
Quick Reference:  
Student Hire Transactions

**STEP 5**  
Click on the Work Location tab to enter the position information. **Click** the plus icon to add a new row and enter the effective date (hire date). If the hire date is the same as the previous termination date, change the effective sequence to one number above the previous row.

**STEP 6**  
Choose “Hire” from the Action drop-down menu and “Additional Job” from the Reason drop-down menu.

**STEP 7**  
Enter the department number. To move to **STEP 8**, **click** the Work Location link at the bottom of the page.
Quick Reference:
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**STEP 10**
Choose the appropriate employee class (Grad Stdt or Undergrad) from the Empl Class drop-down menu.
Select “No Position” from the Classified Ind drop-down menu, and enter the Standard Hours.
To move to STEP 11, **click** the Payroll Information link at the bottom of the page.

**STEP 9**
Enter the new job code and new supervisor ID.
Select “Temporary” from the Regular/Temporary drop-down menu.
Select “Part-time” from the Full/Part drop-down menu. If needed, **change** the FLSA Status.

**STEP 8**
Enter the effective date (date the student worker begins work).
Select “Rehire” from the Action drop-down menu, and select “Rehire” from the Reason drop-down menu.
Enter the new department number.
**Note:** The company, business unit, department entry date, location and establishment ID will default in.
To move to STEP 9, **click** the Job Information link at the bottom of the page.

**STEP 7**
Enter the new supervisor ID.
Select the **appropriate** employee class (Grad Stdt or Undergrad) from the Empl Class drop-down menu.
Select “No Position” from the Classified Ind drop-down menu, and enter the Standard Hours.
To move to STEP 8, **click** the Payroll Information link at the bottom of the page.
Quick Reference: Student Hire Transactions

**STEP 11**
Choose the applicable pay group from the options provided using the magnifying glass. **Note:** The employee type will default in. To move to **STEP 12**, click the Compensation link at the bottom of the page.

**Student Pay groups include:**
- 12H—applicable to undergraduate and graduate students paid by the hour
- 12L—applicable to graduate students paid an annual salary (12-month)
- 9MA—applicable to graduate students paid an annual salary (9-month)

**STEP 12**
Select the rate code. ‘NAANNL’ is used to establish an annual base salary rate. ‘NAHRLY’ is used to establish an hourly salary rate.

Clicking “Calculate Compensation” is required. If this step is omitted, you will receive an error message when you try to save the hire entry.

**STEP 13**
Enter the new comp rate, which is either the student worker’s annual salary or the hourly rate. **Ensure** the frequency is the same in the Compensation Section and the Pay Components section. **Click** Calculate Compensation. To move to **STEP 14**, click the Employment Information link at the bottom of the page.
**STEP 14**
Enter the new business title and position phone number.

**STEP 15**
Click the CU Business Addr tab. Enter the business address. To move to STEP 16, click the Earnings Distribution Type link at the bottom of the page.
STEP 16 (Earnings Distribution link)
Review the account codes and make any necessary changes.
- Enter the percent of distribution or the amount for each account code.
- Click Edit Account Code to enter the combination code.
Click Save.
To move to STEP 17, click the Benefit Program Participation link at the bottom of the page.

Add additional account numbers by clicking the plus icon and entering the account information. The earning distribution must equal 100% or the full amount of the overall salary.
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**STEP 17**
Click the plus icon and **enter** the effective date (hire date) and the appropriate benefit program participation code. (See purple box below.)

**Ensure** that the effective date in the Benefit Program Participation section matches the effective date in the hire record.

**Click** Save.

**Note:** Clicking "Save" will direct you to the Vault Matching page, where the student worker’s ID and personal information will appear.

**Benefit Program Codes for Students:**
The program code will dictate the benefits, leave options, and retirement option available to the student worker. Choose either:
- GRD for any graduate students
- NEL for undergraduate students, who are not eligible for benefits

**Important Information:** If it is necessary to enter an ACA Override Type for this student worker, please refer to the *Quick Reference: ACA Override Type* for instructions.
Add Emergency Contact

**STEP 1**
Sign in using your Clemson user ID and password.

**STEP 2**
Navigate to Workforce Administration > Personal Information > Personal Relationships > Emergency Contact.
Quick Reference: Student Hire Transactions

STEP 3
Enter the student worker’s Empl ID, name, or National ID. Click Search to see the student worker’s emergency contact record.

STEP 4
Enter the contact name and address if the emergency contact is for a new student worker. If the emergency contact has the same address or phone number as the student worker, check the check box. Click the plus icon to add a new emergency contact and enter in the contact name and address.

STEP 5
Check the Primary Contact checkbox for the primary emergency contact. Student workers are required to have at least one primary contact. Enter the contact phone number. Click Save.

STEP 6
Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.
Quick Reference: Student Hire Transactions

Add Driver’s License

**STEP 1**
Sign in to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Personal Information > Biographical > Driver’s License Data.
STEP 3
Type the driver’s license number, select the issuing country and state and the license type from the available options.
Add a new license by clicking the plus icon and filling out the required information.
Click Save.