SHRA Student Assistant Hire Process Flow Chart

Manager receives hire information from Student Supervisor or Dept. Chair

Department has vacant* SHRA
Student Assistant position that **DOES NOT need** a FTE or supervisor change

Manager submits a CASBO
Hire an Employee RASR Request**
for the SHRA Student Assistant

HRBP ensures total FTE for all jobs is less than 1.0 & submits hire ePar in CC.***

HRBP creates I-9 link & sends email from LawLogix plus the New Hire Email template to the student.

Student completes the Form I-9 & may start working. Students **CANNOT** work until the Form I-9 is complete.

HRBP closes RASR request.

Department has a vacant SHRA Student Assistant position that **DOES need** an FTE or Supervisor Change

Manager submits the Create/Update Position RASR Request to have the position updated.

HRBP submits ePar in FPM**** for the vacant position. Once executed, HRBP closes RASR request. Department has no vacant SHRA Student Assistant position & a **new position must be created**.

Manager submits the Create/Update Position RASR Request for a new position.

HRBP submits ePar in FPM for new position. Once executed, HRBP provides position # and closes RASR request.

*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***SHRA Student Assistants can have multiple jobs. However, their FTE cannot go above a 1.0 FTE. If the job being added takes the FTE over 1.0, its FTE will need to be reduced OR one of the other jobs must have their FTE reduced. HRBP will need to contact the Department Manager for the decision.

****Full Position Management

Effective start/end dates are determined by Department needs. Remember, the Expected End Date (EED) is the date after the last day worked.

SHRA Students are paid bi-weekly.

Updated: 7/11/23

EHRA Student Hire Process Flow Chart

Manager receives hire information from Student Supervisor or Dept. Chair

Department has vacant* EHRA Student position that **DOES NOT need** an FTE or supervisor change.

Manager submits a CASBO Hire an Employee RASR Request** for the EHRA Student.

HRBP ensures total FTE for all jobs is less than 1.0 & submits hire ePar in CC.***

HRBP creates I-9 link & sends email from LawLogix plus the New Hire Email template to the student.

Student completes the Form I-9 & may start working. Students **CANNOT** work until the Form I-9 is complete.

HRBP closes RASR request.

Department has a vacant EHRA Student position that **DOES need** an FTE or Supervisor Change

Manager submits the Create/Update Position RASR Request to have the position updated.

HRBP submits ePar in FPM**** for the vacant position. Once executed, HRBP closes RASR request. Department has no vacant EHRA Student position & a **new position must be created**.

Manager submits the Create/Update Position RASR Request for a new position.

HRBP submits ePar in FPM for new position. Once executed, HRBP provides position # and closes RASR request.

*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***EHRA Students can have multiple jobs. However, their FTE cannot go above a 1.0 FTE. If the job being added takes the FTE over 1.0, its FTE will need to be reduced OR one of the other jobs must have their FTE reduced. HRBP will need to contact the Department Manager for the decision.

****Full Position Management

Effective start/end dates are determined by the Grad School, but may change due to department needs. The Expected End Date (EED) is the date after the last day worked.

EHRA Students are paid monthly.

Updated: 7/11/23

Work Study Student Hire Process Flow Chart

Manager completes Work Study
Process in Job X through the Office
of Scholarship & Student Aid.

Department has vacant* Work Study Student position that **DOES NOT need** an FTE or supervisor change.

Manager submits a CASBO Hire an Employee RASR Request** for the Work Study Student. Attach the work study hire email from Job X.

HRBP ensures total FTE for all jobs is less than 1.0 & submits hire ePar in CC.***

HRBP creates I-9 link & sends email from LawLogix plus the New Hire Email template to the student.

Student completes the Form I-9 & may start working. Students **CANNOT** work until the Form I-9 is complete.

HRBP closes RASR request.

Department has a vacant Work Study Student position that **DOES need** an FTE or Supervisor Change

Manager submits the Create/Update Position RASR Request to have the position updated.

HRBP submits ePar in FPM** for the vacant position. Once executed, HRBP closes RASR request. Department has no vacant Work Study Student position & a **new position must be created**.

Manager submits the Create/Update Position RASR Request for a new position.

HRBP submits ePar in FPM for new position. Once executed, HRBP provides position # and closes RASR request.

*Use Infoporte to search for vacant positions.

**If you have multiple students, you can use the Multiple Student Action RASR request.

***Students can only have ONE work study position at a .50 FTE. However, they can have additional SHRA Student Assistant positions. Remember, their FTE cannot go above a 1.0 FTE.

****Full Position Management

Effective start/end dates are determined by Department needs. Remember, the Expected End Date (EED) is the date after the last day worked.

Work Study students are paid biweekly.

Updated: 7/11/23