



STUDENT NEW HIRE

HR Web

ABSTRACT

HR Web Student New Hire is designed to help you navigate HR Web to hire students and perform various Human Resources actions for students.

Brown, Lisa V.

[HR Web Student New Hire](#)

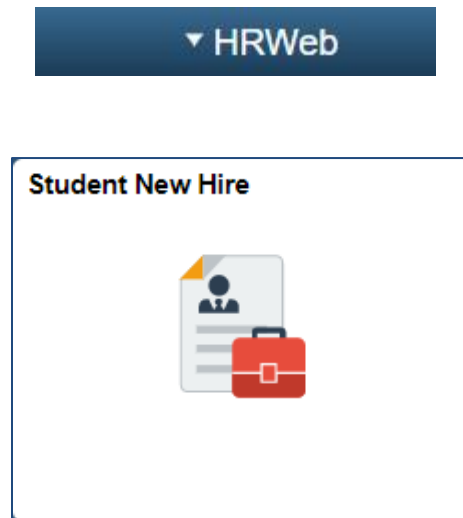
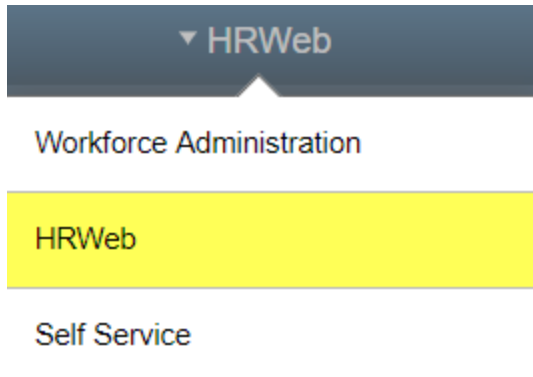
Table of Contents

HR Web Student Hire	2
<i>Various HR Actions</i>	14
Future Terms	15
Leave of Absence	16
Reporting Change	19
Personal Data	21
Emergency Contact	22
Earnings Distribution Change	23
Pay Rate Change	28
Terminate Student Employment	29
Appendix	32

Entering a Student into HR Web>Student New Hire:

Home Page > Emory HRWeb > Student New Hire

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **Student New Hire**



- ✚ **Hiring Managers Add** will display

A screenshot of a web form titled 'Student New Hire' in a dark blue header. On the left is a sidebar with a list of options: 'Hiring Managers Add' (highlighted with a green background), 'Hiring Managers Update', 'Data Services Approval', and 'Link to Student Data'. The main area of the form has a title 'Hiring Managers Add' in a red-bordered box. Below the title is a button labeled 'Add a New Value'. Further down are two input fields: 'Empl ID' with a search icon and 'Sequence' with the value '1'. At the bottom is an orange 'Add' button.

Hiring Managers Add:

- ✚ Key the EE ID #
- ✚ Click **Add**

The screenshot shows the HRWeb interface for 'Student New Hire'. On the left is a sidebar with a menu containing 'Hiring Managers Add' (highlighted in green), 'Hiring Managers Update', 'Data Services Approval', and 'Link to Student Data'. The main content area has a header 'Hiring Managers Add' (boxed in red), an 'Add a New Value' button, an 'Empl ID' field with a search icon (highlighted in yellow), a 'Sequence' dropdown set to '1', and an 'Add' button (boxed in red).

- If you do not have the EE ID#, click the *spy glass*
- Select the appropriate student name
 - The EE ID# will populate into the **Empl ID** field
- Click **Add**
 - System will move to first tab (**Address Information**)

Notes

- ✚ Verify name, DOB and address
- ✚ Move to next tab (**Health & Safety**)
 - If you are hiring a Non-US Citizen and you have the SSN, click **Edit National Id**
 - At **Change National ID**, key the SSN
 - Click **Ok**
 - Move to next tab (**Health & Safety**)

- HRWeb

Student New Hire

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Address Information

Health & Safety

Job Data

Account Data

Summary

Empl ID:

Name:

Date of Birth:

National ID *****

Edit National Id Details

HOME

City:

Country: USA

State:

Postal Code:

MAIL

City:

Country: USA

State:

Postal Code:

Save

Add

Address Information

Health & Safety

Job Data

Account Data

Summary

Health & Safety:

- Select appropriate work setting i.e., Campus Services, Yerkes, or All Others by clicking the *spy glass*

The screenshot shows the 'Student New Hire' form in the HRWeb system, specifically the 'Health & Safety' tab. The form includes fields for 'Empl ID:' and a dropdown menu for selecting a work setting. A red arrow points from the instruction to a spy glass icon in the dropdown menu. The dropdown menu is open, showing search results for work settings: ALL OTHERS, CAMPUS SER, and YERKES. The 'Look Up' dialog box is also visible, showing the search results table.

Question Set ID	Description
ALL OTHERS	All Others
CAMPUS SER	Campus Services
YERKES	Yerkes Primate Center

Notes

- Select Yes or No for each question
- Move to next tab (**Job Data**)

HRWeb

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Student New Hire

Address Information

Health & Safety

Job Data

Account Data

Summary

Empl ID:

Please select work setting as appropriate for this student hire: Campus Services, Yerkes, or All Others

CAMPUS SER

Personalize | Find | 1-3 of 3 | Last

Question	*Yes or No
1 Will this individual be working for Campus Services?	Yes
2 Will this employee work in areas containing animals?	No
3 Will this employee need unescorted access to an irradiator?	No

Save

Add

Address Information | Health & Safety | Job Data | Account Data | Summary



Use **caution** when answering Health & Safety questions. Students may need additional training based on how the questions are answered. The student will receive an email for training. The HR Rep will need to contact the sender of the email to stop the emails.

Notes

Job Data:

- + Select appropriate **Term**
- + Key appropriate **Job Code**
- + Key **Job Start/End Dates**
- + Key **Supervisor ID**
- + Key **Department**
- + Key **Primary Department**
- + Key **Location Code**
- + Key **Mailstop**
- + Key **Pay Check Location**
- + Key **Standard Hours**
 - Students are permitted to work a maximum of 20hrs per week
- + Key **Compensation Rate**
- + Move to next tab (**Account Data**)

HRWeb

Student New Hire

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Address Information

Health & Safety

Job Data

Account Data

Summary

Name:

Empl ID:

Term: * Fall 2017

Job Code: * Undergrad Student Employee/BW

Job Posting #:

Job Start Date: * (MM/DD/YYYY)

Job End Date: * (MM/DD/YYYY)

Supervisor ID:

Please enter the supervisor responsible for managing and monitoring this student's work.

Department:

Primary Department:

Location Code:

Mailstop:

Pay Check Location:

Standard Hours:

Compensation Rate: * (Enter using ###.## format.)

Job Data:

Job Posting # only applies to Federal Work Study (FWS) positions and it is obtained from Handshake.

The Job Posting field for a FWS student requires an 8-digit number. Handshake generates a 7-digit job number.

***Leading digit must be zero, "0"

When class is not in session (summer and winter breaks) **non FWS** students can work up to 40hrs/wk. When classes resume, the HR Rep will have to decrease the student's hours to 20 or less

- Via Ehraf
- Action/Reason is DTA/MSC

See Appendix for frequently used student job codes.

HRWeb

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Student New Hire

Address Information

Health & Safety

Job Data

Account Data

Summary

Name:

Empl ID:

Term:

5179

Fall 2017

Job Code:

9900

Undergrad Student Employee/BW

Job Posting #:

Job Start Date:

08/23/2017

(MM/DD/YYYY)

Job End Date:

05/10/2018

(MM/DD/YYYY)

Supervisor ID:

Please enter the supervisor responsible for managing and monitoring this student's work

Department:

830540

Primary Department:

830540

Location Code:

1380003

Mailstop:

1380-003-1AA

Pay Check Location:

1380003

Standard Hours:

10

Compensation Rate:

8.50

(Enter using ##.## format.)

= Required Items

= Required if Jobcode is 9998

Save

Address Information | Health & Safety | Job Data | Account Data | Summary

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

Account Data:

- + Click the *spy glass* and select the appropriate **Pay Configuration**
- + Key the appropriate **DDI Unit**
- + Check **Shift Eligible** if applicable
- + Check **Off-Site Clock-In Allowed** if applicable
- + **Department SpeedType Default** is already defaulted to **No**
- + Enter the **Percent of Distribution**
- + Enter the **SpeedType**
 - If the SpeedType should be defaulted to the department, simply click the radial button next to **Yes**
 - Distribution percentage and SpeedType information will not be entered.
- + Move to the next tab (**Summary**)

Undergrad Student Employee/BW

The screenshot shows the 'Student New Hire' form in the HRWeb system, specifically the 'Account Data' tab. The form includes fields for Name, Empl ID, Department, and Job Code (9900). The 'Pay Configuration' section is highlighted with a red box, showing 'Pay 0104', 'Configuration', 'DDI Unit', 'Shift Eligible', and 'Off-Site Clock-In Allowed'. Below this, the 'Dept SpeedType Default' is set to 'No'. A table for 'Percent of Distribution' and 'SpeedType' is also visible, with one row showing 100.00% and SpeedType 0000000711. The bottom of the form has 'Save' and 'Add' buttons, and a breadcrumb trail: Address Information | Health & Safety | Job Data | Account Data | Summary.

HRWeb Student New Hire

Hiring Managers Add
Hiring Managers Update
Data Services Approval
Link to Student Data

Address Information | Health & Safety | Job Data | **Account Data** | Summary

Name: _____ Empl ID: _____
Department: _____
Job Code: 9900

Pay Configuration

Pay 0104 Configuration: _____ DDI Unit: _____ ☐ Shift Eligible ☐ Off-Site Clock-In Allowed

Dept SpeedType Default: Yes ☐ No ☒ For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.

	Percent of Distribution	SpeedType	Total Percent
1	100.000	0000000711	100.00

Personalize | Find | View All | First | 1 of 1 | Last

Save Add

Address Information | Health & Safety | Job Data | Account Data | Summary

Example of Account Data tab with Dept SpeedType Default: Yes

Undergrad Student Employee/BW

Percent of Distribution and SpeedType fields do not display

HRWeb

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Student New Hire

Address Information | Health & Safety | Job Data | **Account Data** | Summary

Name:

Empl ID:

Department:

Job Code: 9900

Pay Configuration

Pay 0104 Configuration: DDI Unit: ☐ Shift Eligible ☐ Off-Site Clock-In Allowed

Dept SpeedType Default: Yes

☒ No ☐ Yes

For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.

Save

Add

Address Information | Health & Safety | Job Data | Account Data | Summary

Notes

Example of Account Data tab for Monthly Student

Undergrad Student Employee/MO

- ✚ Pay Configuration does not display
- ✚ SpeedType defaults to "No"

HRWeb

Student New Hire

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Address Information

Health & Safety

Job Data

Account Data

Summary

Name:

Empl ID:

Department:

Job Code: 9909

Dept SpeedType Default: Yes ☐ No ☒

For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.

Personalize | Find | View All | First 1 of 1 Last

	Percent of Distribution	SpeedType	Total Percent	
1	100	0000000711		

Save

Add

Address Information | Health & Safety | Job Data | Account Data | Summary

Notes

Example of Account Data tab for Federal Work Study (FWS)

Federal Work Study (FWS)

- Job Code is 9998
- Percent of Distribution is 30%
- Enter the SpeedType where 30% of the comp rate will be allocated

HRWeb Student New Hire

Hiring Managers Add

- Hiring Managers Update
- Data Services Approval
- Link to Student Data

Address Information | Health & Safety | Job Data | **Account Data** | Summary

Name: Empl ID:
Department:
Job Code:

Pay Configuration

Pay Configuration: DDI Unit: ☐ Shift Eligible ☐ Off-Site Clock-In Allowed

Dept SpeedType Default: Yes ☐ No ☒

For work study positions, you must enter the SpeedType where the department 30% distribution should be charged.

	Percent of Distribution	SpeedType	Total Percent
1	<input type="text" value="30"/>	<input type="text" value="0000000711"/>	<input type="text"/>

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

[Save](#) [Add](#)

Address Information | Health & Safety | Job Data | Account Data | Summary

Notes

Summary:

- Displays summary of the information entered for the student
- Click **Save** at the bottom of the page
- Print summary page for student file

HRWeb

Student New Hire

Hiring Managers Add

Hiring Managers Update

Data Services Approval

Link to Student Data

Address Information

Health & Safety

Job Data

Account Data

Summary

Name:

Empl ID:

National ID:

Date of Birth:

Job Code: 9900 Undergrad Student Employee/BW

Job Posting #:

Job Start Date: 08/23/2017

Job End Date: 05/10/2018

Supervisor ID:

Department: 830540

Primary Department: 830540 ECAS: PreHealth Mentoring Ofc

Location Code: 1380003 GOODRICH C. WHITE HALL

Pay Check Location: 1380003 GOODRICH C. WHITE HALL

Mailstop: 1380-003-1AA Affiliated Organizations

Std Hrs/Wk: 10.00

Comp Rate: \$8.500000

Fall Award Amount:

Spr Award Amount:

Smr Award Amount:

Pay Configuration: 0104

DDI Unit:

☐ Off-Site Clock-In Allowed ☐ Shift Eligible

Dept SpeedType Default: Yes ☐ No ☒

Account Distribution

Percent of Distribution	SpeedType	Total Percent
1	100.000 0000000711	100.00

Health & Safety Questions

Work Setting: CAMPUS SER

Question	Yes or No
1 Will this individual be working for Campus Services?	Yes
2 Will this employee work in areas containing animals?	No
3 Will this employee need unescorted access to an irradiator?	No

Save

Add

Address Information | Health & Safety | Job Data | Account Data | Summary



Do not click **ADD** on the **Summary Tab**. "**Add**" will not save the job information for the student hire. **You must click Save** to save the student job entry!

Various Human Resources Actions via HR Web

There are numerous human resources actions that are completed via HR Web for students including location changes, updating emergency contact information, correcting the employee mailstop and pay location, entering future terms, requesting leave of absences, updating personal data, making reporting changes, updating earnings distributions and terminating employees.

Generally a student's location, mailstop and pay location are rarely changed. The information for these three fields entered in HR Web>Student New Hire at the time of hiring the student is the information that remains in these fields until the student's position is termed.

From the Main Menu, Future Terms, Leave of Absence, Reporting Change, Personal Data and Emergency Contact, are handled via **Emory HRWeb>General Update>[specific action]**.

Notes



Entering **Future Terms**:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **General Update**
- ✚ Click **Future Terms**
- ✚ Key the **EE ID#**
- ✚ Click **Search**
- ✚ Enter the **Future Termination Date**
- ✚ Click the *spy glass*
- ✚ Select the appropriate **Future Termination Reason**

< HRWeb
General Update

- Job Summary
- Additional Pay
- Administrative Posts
- Appointment Summary
- Change Location
- Emergency Contact
- Employee Mail Stop
- Employee Pay Location
- Faculty Data
- Future Terms

Future Terms

Employee	Empl ID	Empl Record	0
Emory Job Data			
Find First 1 of 8 Last			
Empl ID:	Empl Record: 0	Effective Date: 01/01/2016	Effective Sequence: 1
<div style="display: flex; justify-content: space-between;"> <div> <div style="background-color: yellow; padding: 5px;">Future Termination Date: 09/01/2021</div> <div style="background-color: yellow; padding: 5px;">Future Termination Reason: G</div> </div> <div style="background-color: yellow; padding: 5px;">TMP - End Temp Employment</div> </div>			

Save
Return to Search

<u>Future Termination Reason</u>	<u>Description</u>
G	TMP – End Temp Employment
L	CNT – End of Contract

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

Requesting Leave of Absence:

Student leave of absence (SLA) should be used only **for graduate level students with continuous or consecutive employment within **the same department**. The action LOA is an unpaid status; therefore, monthly-paid students placed on LOA will not receive their salaries and stipends while in this status. Hourly paid students will also not receive pay, by virtue of not having hours in Kronos.*

*SLA **is not** for undergraduate students, unless the student has a track record of working in your department and returning to your department. Under **no circumstances** is SLA permissible for Federal Work Study Students.*



Notes

Leave of Absence:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **Leave Administration**
- ✚ Click **Leave of Absence**
- ✚ Key the **EE ID#**
- ✚ Click **Search**
- ✚ Enter the **Effective Date**
- ✚ Click the *spy glass* for the **Action** and select **LOA**
- ✚ Click the *spy glass* for the **Reason Code** and select **SLA**
- ✚ Click **Save**

← Leave Administration

Leave Administration

Leave of Absence

LOA

Employee

Empl ID

Empl Record

0

Company: EUV Emory University

Business Unit: EMUNV

Department:

Location Code:

Payroll Status: Active

Job Code:

Last Date Worked:

Expected Return Date:

Find | View All

First

1 of 1

Last

Effective Date: 10/01/2017

Action: LOA

Reason Code: SLA

Save

Return to Search

Notes

Leave of Absence (Con't):

Returning the student from LOA/SLA

- ✚ Enter the **Effective Date**
- ✚ Click the *spy glass* for the **Action** and select **RFL**
- ✚ Click the *spy glass* for the **Reason Code** and select **RFL**

← Leave Administration

Leave Administration

Leave of Absence

LOA

Employee

Empl ID

Empl Record

0

Company: EUV Emory University

Business Unit: EMUNV

Department:

Location Code:

Payroll Status: Active

Job Code:

Last Date Worked:

Expected Return Date:

Find | View All

First

1 of 1

Last

Effective Date: 10/20/2017

Action: RFL

Reason Code: RFL

Save

Return to Search

Notes

Reporting Change:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **General Update**
- ✚ Click **Supervisor Change**
- ✚ Enter the effective date of the reporting change
- ✚ Key the **Department** number or select the *spy glass* and select the department number
- ✚ Click **Continue**
- ✚ Check the box for the appropriate employee
- ✚ Click **Continue**
- ✚ Ensure ***Reporting Change Date** is accurate
- ✚ Type the name of the new supervisor into the ***Supervisor** field or click the *spy glass* and select the appropriate name
- ✚ Click Submit
- ✚ Click **OK** on the **Save Confirmation** page

The screenshot displays the HRWeb interface for a 'General Update'. On the left is a vertical navigation menu with options: Job Summary (highlighted in green), Additional Pay, Administrative Posts, Appointment Summary, Change Location, Emergency Contact, Employee Mail Stop, Employee Pay Location, Faculty Data, Future Terms, Personal Data, and Supervisor Change (highlighted in yellow). The main content area is titled 'Job_Summary' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria section contains several fields: 'Empl ID' (dropdown: begins with), 'Empl Record' (dropdown: =), 'Last Name, First Name' (dropdown: begins with), 'First Name' (dropdown: begins with), 'Last Name' (dropdown: begins with), and 'Department' (dropdown: begins with). At the bottom of the search section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

See p.21 for views of **Reporting Changes**

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

Views of Reporting Changes

Reporting Change

Initiate a reporting change for one or more of your employees.

Instructions

Follow this process to assign one or more employees to a new supervisor:

1. Enter the date the reporting change will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date

Enter the date this change is effective.

Grid [Personalize](#) [Find](#) [Print](#) [1 of 1](#) [Last](#)

*Department	Description
<input type="text" value="830540"/>	ECAS: PreHealth Mentoring Ofc

[Continue](#)

Reporting Change

Select the employees to be assigned to a new supervisor.

Instructions

Select the employees to be assigned to the new supervisor. You will be able to process only those employees that report to you as of the date entered on the first page.

Once you have finished select [Continue](#) to enter the new supervisor.

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees

Reports To: As Of: 04/03/2015

[Continue](#)

Select	Name	Empl ID	Empl Rod#	Empl Class	HR Status
<input type="checkbox"/>			0	Staff	Active
<input checked="" type="checkbox"/>			1	Student employee	Active
<input type="checkbox"/>			2	Student employee	Active

Request Reporting Change

Instructions

Below is a list of the employees you selected for the reporting change. Select Submit once you have entered the reporting change information.

Name	Job Title	Empl ID	Supervisor
	Grad Student Employee/Mo		

Reporting Change Details

*Reporting Change Date [Enter effective date](#)

New Information

*Supervisor

(Name Format: First Last)

Current Information

[Submit](#)

* Required Field

[Return to Select Employees](#)

Notes



CHANGE of ADDRESS

Updating **Personal Data**:

- + From the drop down of Home Pages click **HRWeb**
- + Click **General Update**
- + Click **Personal Data**
- + Key the **EE ID#**
- + Click **Search**
- + Select **Contact Information** Tab
- + Click **View Address Detail**
- + Click “+” icon
- + Click **Add Address**
- + Key appropriate address fields
- + Click **OK**
- + Click **Save**

Notes

Department must ensure that the student’s personal information on the **Personal Information panel mirrors the student’s personal information in Opus.*

EMERGENCY CONTACT

Update Emergency Contact Information:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **General Update**
- ✚ Click **Emergency Contact**
- ✚ Key the **EE ID#**
- ✚ Type the name in the **Contact Name** field
- ✚ Click the dropdown box for **Relationship to Employee** and select the appropriate relationship
- ✚ Check the appropriate box for **Primary Contact**, **Same Address as Employee** or **Same Phone as Employee**
- ✚ Key the **Phone** number
- ✚ Click **Save**

Notes

From the drop down of home pages, Update Earning Distributions, Pay Rate Changes and Terminate Employees are handled via **Emory HRWeb>Special Update> [specific action]**.

Updating Earnings Distributions:

- + From the drop down of Home Pages click **HRWeb**
- + Click **Special Update**
- + Click **Earnings Distribution**
- + Key the **EE ID#**
- + Click **Search**
- + Select the record number, if applicable
- + Enter the date in the **Effective Date** field
- + Click **Select/Edit SpeedType**
- + Key the SpeedType in the **Combination Code** field
- + Enter the percentage in the **Percent of Distribution** field
- + Click **Ok**
- + Click **Save**
 - To enter additional speedtypes to existing earnings distributions, click “+”
 - Enter the speedtype in the **SpeedType** field
 - Enter the percentage in the **Percent of Distribution** field
 - Click **Save**

You will be directed to view the changes in **Job Summary (see p.25 for **Job Summary** views).*



Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

Current Earnings Distribution (SpeedType Change *Only*)

- ✚ Enter the date in the **Effective Date** field
- ✚ Click **Select/Edit SpeedType**
 - **ChartField Details** box will display
- ✚ Key the SpeedType in the **Combination Code** field
- ✚ Click **Ok**
- ✚ Click **Save**

HRWeb Special Update

Earnings Distrib

Employee: [] Empl ID: [] Empl Record: 0

Department: [] GRS: []

Dept SpeedType Default: Yes ☐ No ☒

Current Earnings Distribution

Effective Date	SpeedType	Percent of Distribution	Grant End Dt	Monthly Rate	Annual Rate
09/01/2016	0000057356	100.000	01/31/2021		

Effective Date: [] Default to Dept Account? Yes ☐ No ☒

Change Earnings Distribution

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate
0000057356	Select/Edit SpeedType	100.000	01/31/2021		

Distribution Percent Total: 100.000

After hitting Save, if you receive a message that you are not authorized for the next component, click OK in the message box. That will save your entry which you can then confirm by going to the Job Summary page to view Earnings Distribution for the effective date you entered.

Save Return to Search

ChartField Details box
will display

ChartField Details

Employee ID []

Combination Code 0000057356

Please note: Account 50999 is a default value for all HR SpeedTypes and will account for the employee and/or earnings code when the payroll is distribute system. You cannot choose another account value on this page.

ChartField Detail

Account	Operating Unit	Department	Fund C
50999	20000	737000	5200

Ok Cancel

Notes

Earnings Distribution Change (Adding a SpeedType)

- ✚ Enter the date in the **Effective Date** field
- ✚ Click **“+”**
- ✚ Enter the SpeedType in the **SpeedType** field
- ✚ Enter the percentage in the **Percent of Distribution** field
- ✚ Click **Save**

HRWeb

Special Update

Job Summary

Administration

Create Additional Pay

Pay Rate Change

Approve Pay Rate Change

Audit Pay Rate Change

Submitter Review Pay Change

Earnings Distribution

Earnings Distribtn w/Approval

Approve Earnings Distribution

Earnings Distrib

Employee

Empl ID

Empl Record

0

Department:

Dept SpeedType Default: Yes

No

Current Earnings Distribution

Effective Date	SpeedType	Percent of Distribution	Grant End Dt	Monthly Rate	Annual Rate
09/01/2016	0000057356	100.000	01/31/2021	2,583.330	30,999.960

Effective Date

Default to Dept Account? Yes No

Change Earnings Distribution

SpeedType	Select/Edit SpeedType	Percent of Distribution	Grant End Date	Monthly Rate	Annual Rate
0000057356	Select/Edit SpeedType	100.000	01/31/2021	2,583.330	30,999.960
	Select/Edit SpeedType				

Distribution Percent Total: 100.000

After hitting Save, if you receive a message that you are not authorized for the next component, click OK in the message box. That will save your entry which you can then confirm by going to the Job Summary page to view Earnings Distribution for the effective date you entered.

Save

Return to Search

Notes

Job Summary View of Earnings Distribution Change

- Click spy glass
- Click hyperlink for dept #

Special Update

Job Summary

Employee: [] Empl ID: [] Empl Record: 0

Campus Mail Location: Find 1 of 1 First Start Date: 09/01/2013

Eff Date: 09/01/2013 Campus Mail Loc: 1370-001-1A

Primary Dept and Pay Check Loc: 09/01/2013

Company: EUV Primary Dept: 09/01/2013

Eff Date: 03/01/2015 Pay Check: 09/01/2013

Look Up Select DeptID

Department: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Department	Description
862140	GRS: GDBBS NS

Job Information

Eff Date: 01/01/2016 Action: DTA

Rsn Code: GFS Correction-FI

Act Date: 01/11/2016

Supervisor: []

Comp Freq: M Months

Comp Rate: []

Annual Rate: []

Select DeptID [] Enter a department or click the lookup icon to select a department to view account distribution below.

Department Default SpeedType []

These dates may not accurately reflect retirement eligibility. Contact the Benefits Department for assistance.

Vacation and Sick hours for exempt employees are summed across Empl Records.

Find | View All First 1 of 8 Last

N Salary Grade: 099

S Elig Config 1: PTTEMP

I/Mo Std Hours: 10.00

e FTE: 0.250000

Future Term Date: 09/01/2021

Future Term Rsn: TMP - End Temp Employment

Notes

Job Summary View Displaying Earnings Distribution Changes

HRWeb

Job Summary

Administration

Create Additional Pay

Pay Rate Change

Approve Pay Rate Change

Audit Pay Rate Change

Submitter Review Pay Change

Earnings Distribution

Earnings Distribtn w/Approval

Approve Earnings Distribution

Audit Earnings Dist Change

Retire Employee

Special Update

Eff Date: 09/01/2013
Campus Mail Loc:

Primary Dept and Pay Check Location Find 1 of 2
Company: EUV Primary Department ID:
Eff Date: 03/01/2015 Pay Check Dist Loc:

First Start Date: 09/01/2013
Last Start Date: 09/01/2013
Service Date: 09/01/2013
Term Date:
Vac Hours Bal:
Sick Hours Bal:

Contact the Benefits Department for assistance.

Vacation and Sick hours for exempt employees are summed across Empl Records.

Job Information Find | View All First 1 of 8 Last

Eff Date: 01/01/2016
Action: DTA
Rsn Code: CFS Correction-FICA Status
Act Date: 01/11/2016
Supervisor:
Comp Freq:
Comp Rate:
Annual Rate:

Company: EUV
Location Code:
Dept Id:
Job Code:
Empl Class:
Empl Status: Active

Dist type: N
Salary Grade: 099
Elig Config 1: PTTEMP
Std Hours: 10.00
FTE: 0.250000
Future Term Date: 09/01/2021
Future Term Rsn: TMP - End Temp Employment

Select DeptID 862140 Enter a department or click the lookup icon to select a department to view account distribution below
Department Default SpeedType 0000000495

Earnings Distribution Find | View All First 1 of 12 Last

Dept ID 862140 Fiscal Year 2018
Effective Date 09/01/2017 Eff Seq 0
SpeedType

SpeedType Dept Default Yes: No: ☒

SpeedType	Distrib %	Grant End Date
0000057356	100.000	01/31/2021

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

27



Creating **Pay Rate Changes**:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **Special Update**
- ✚ Click **Pay Rate Change**
- ✚ Key the **EE ID#**
- ✚ Click **Search**
- ✚ Key the correct date in the **Effective Date** field
- ✚ Click the box for **Amount Calc** in the **Calculate By** field
- ✚ Enter the compensation in the **Compensation Rate** field
- ✚ Press **Tab** on your keyboard
- ✚ Click **Submit**

Enter the new monthly or hourly rate in the **Compensation Rate** field. Do **not** enter the difference in this field. In this example, the comp rate increased by \$100.

View Attachment	Description	Last Update Date/Time	Uploaded By
View Attachment			

[Add Attachment](#)

Submit

Submit Confirmation

☒ The submission was successful.
Change will appear in HRWeb after final approval is received.
Please use the navigation bar above to process another transaction or to return to the Main Menu.

OK

Clicking **OK** on the **Submit Confirmation** page will bounce you to the Job Summary page. You will receive an email stating the pay change has been submitted and requires approval. You will receive notification upon final approval.



Notes

Terminate Employment:

- ✚ From the drop down of Home Pages click **HRWeb**
- ✚ Click **Special Update**
- ✚ Click **Terminate Employee**
- ✚ Enter the Effective Date of the Termination
- ✚ Key the **Department** number or select the *spy glass* and select the department number
- ✚ Click **Continue**

HRWeb

Special Update

Pay Rate Change

Approve Pay Rate Change

Audit Pay Rate Change

Submitter Review Pay Change

Earnings Distribution

Earnings Distribtn w/Approval

Approve Earnings Distribution

Audit Earnings Dist Change

Retire Employee

Approve Retirement

View Retirement Status

Terminate Employee

Terminate Employee

Initiate a request to terminate an employee(s).

Instructions

Follow this process to terminate an employee(s):
1. Enter the date the termination will take effect. You will be able to process only those employees that report to you as of this date.
2. Select/Enter a department number or use the search button to search a department(s).
3. Use +/- to add or delete more departments.

Enter the as of date

Enter the effective date for this termination. 08/28/2017

Grid

Personalize | Find | First 1 of 1 Last

*Department	Description
1	

Continue

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

29

- Select the employee
- Click **Continue**

HRWeb

Pay Rate Change

Approve Pay Rate Change

Audit Pay Rate Change

Submitter Review Pay Change

Earnings Distribution

Earnings Distribtn w/Approval

Approve Earnings Distribution

Audit Earnings Dist Change

Retire Employee

Approve Retirement

View Retirement Status

Terminate Employee

Special Update

Terminate Employee

Select the employee(s) to be terminated.

Instructions

Select the employee(s) to be terminated. You will be able to process only those employees that report to you as of the date entered on the first page.

Use "Find" to search by emplid, Last Name, First Name or any item on the employee list . Click on the column name to sort employee list by that column.

Once you have finished click *Continue* to enter the termination reason

Return to Previous Page

View Selected Employees

Select Employees

Reports To:

As Of: 08/28/2017

Continue

Select Employees

Select	Name▲	Empl ID	Empl Rcd#	Empl Class	HR Status
<input type="checkbox"/>			0	Staff	Active
<input checked="" type="checkbox"/>			0	Staff	Active
<input type="checkbox"/>			0	Staff	Active
<input type="checkbox"/>			0	Staff	Active

Notes

HRDS HR WEB STUDENT NEW HIRE as of 09.18.17

30

Terminate Employment (Con't):

- ✚ Make sure the effective date in the **Termination Date** field is accurate
- ✚ Click the drop down box in the **Reason for Termination** field and select **End Temporary Employment**
- ✚ Click **Submit**
You will be directed to **Save Confirmation screen*
- ✚ Click **OK**

The screenshot shows the HRWeb interface with a sidebar on the left containing various HR functions. The 'Terminate Employee' option is highlighted in green at the bottom of the sidebar. The main content area is titled 'Special Update' and 'Terminate Employee'. It includes a 'Termination Details' section with instructions to select 'Submit' after entering termination information. Below this is a table for 'Selected Employees' with columns for Empl ID, Last Name, First Name, and Job Title. A 'Termination Details' section contains two required fields: '*Termination Date' (set to 08/28/2017) and '*Reason for Termination' (set to End Temporary Employment). A yellow box highlights these fields with the text 'Enter effective date'. Below the fields is a '* Required Field' label and a 'Submit' button. A link 'Return to Select Employees' is also present.

HRWeb

Special Update

Pay Rate Change

Approve Pay Rate Change

Audit Pay Rate Change

Submitter Review Pay Change

Earnings Distribution

Earnings Distribtn w/Approval

Approve Earnings Distribution

Audit Earnings Dist Change

Retire Employee

Approve Retirement

View Retirement Status

Terminate Employee

Terminate Employee

Termination Details

Below is a list of the employees you selected for termination. Select Submit once you have entered the termination information.

Selected Employees

Empl ID	Last Name	First Name	Job Title
---------	-----------	------------	-----------

Termination Details

*Termination Date: 08/28/2017 **Enter effective date**

*Reason for Termination: End Temporary Employment

* Required Field

Submit

[Return to Select Employees](#)

The screenshot shows a 'Save Confirmation' dialog box. It has a title bar 'Terminate Employee' and a subtitle 'Save Confirmation'. Inside the box, there is a checkmark icon and the text 'The Save was successful.' Below this text is an 'OK' button.

Terminate Employee

Save Confirmation

✓ The Save was successful.

OK

APPENDIX

J

O

B

C

O

D

E

S

JOB CODE	DESCRIPTION
9900	Undergrad Student EE/BW
9901	Training Fellow
9905	Research Fellow/Trainee
9909	Grad Student EE/MO
9910	Undergrad Student EE/MO
9911	Grad Student EE/BW
9912	Grad Asst Teaching
9998	Federal Work Study Student
9913	Non-Emory Student/BW
9914	Non-Emory Student/MO

Job Codes 9913 and 9914 for non-Emory students are not hired via HR Web Student Hire. These hires are completed via Ehraf as EE Class 7, temporary staff.

Thank you for attending ***HRDS Student Hire Training.***

Congratulations!

You are ready to hire students and complete various student Human Resources actions in *HRWeb* for your department!



Student Hire Contact:

Lisa Brown/LB
404.712.9274
lisa.brown2@emory.edu