Introduction: Student Hire Application

The Student Hire Application is the system used by Student Employment (SE) to process all federal work study and student-wage hires. To request access to the Student Hire Application, please see the instructions on our website. For questions not covered in this manual, send an email to gwse@gwu.edu, or call SE at 202-994-8046 and we are happy to assist you.

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Creating a Hire Form

You can access the Student Hire Application through MyGW.

- First you must sign in to MyGW with your NetID and password.
- Select Tools and Resources
- Under HR FORMS, select STUDENT HIRE APPLICATION (if you do not see a link to STUDENT HIRE APPLICATION, this means you have not yet successfully logged in to MyGW)
  - If you do not see a link to create a new hire form, you do not have the appropriate Banner Access and will need to request access to this form.

![MyGW interface screenshot](image-url)
Creating a Hire Form

To create a new hire, you will need the following information:

- Banner Organization Number
- Position Number
- Requested Start Date (**subject to change by SE**)
- Hours per Week (that the student will work)
- Wage per Hour
- Student’s GWID
- Supervisor’s GWID
- A basic position description
- Signed Offer Letter
- Employment Authorization Form (**FWS hires only**)
Creating a Hire Form

- Enter your department’s Banner organization number. If you do not know this information, please ask someone within your department or your finance director.
- Select the “Federal Work Study Position?” box (Federal Work Study only)
- Click the Find Positions button
  - If you receive an error message after clicking the Find Position button, please contact Student Employment (GWSE@gwu.edu)
Creating a Hire Form

- Select the correct position number from the drop down box.
  - Once selected, the labor distribution will appear in the “Labor Distribution” box
- Enter the start date for the hire
  - Federal work study hires can only be submitted with current or future start dates. Retroactive FWS hires are not possible. If the student began working in their FWS position before you submitted the documentation, you will need to submit a student-wage hire to compensate the student for any hours worked prior to them being officially hired as a FWS student.
  - If you are submitting a retroactive student-wage hire outside of the current pay period, a retroactive justification box will appear and need to be filled out before you are able to move forward.
  - Because the time that would be allowed for the background checks will now be integrated into the Student Hire Application, users should allow for at least two weeks from the initiation date to the requested start date.
    - If the requested start date would be retroactive when Student Employment receives the approved hire request, we will adjust start date in Banner to the current date.
- Enter the number of hours per week the student will be working.
  - Domestic students cannot work more than 24 hours a week (40 during breaks).
  - International students cannot work more than 20 hours a week (40 during breaks).
- Enter the hourly wage
  - The current minimum wage is listed below the position number.
- Select the type of action requested
- Select Save and Continue
Creating a Hire Form

- Enter the student’s GWID
- Click Find
Creating a Hire Form

- The individual’s name and demographic information will be displayed
  - Students can have only one FWS position at a time. The system will indicate at this point if they have another active FWS position. You will not be able to complete the request until the student’s other FWS position is terminated.
- If the student has worked at GW in the past, their W4 address will also populate.
  - It will also indicate if the student has another active job on campus or needs a work permit (under 18). Please have the student contact Student Employment for information on how to obtain a work permit.
- Insert the supervisor’s GWID. This individual will receive notifications regarding the student’s hire.
- Attach the EAF (FWS only)
  - FWS hires will be rejected if an EAF is not completed. This document must be filled out, physically signed by both the student and supervisor, and match the information provided in the hire.
Creating a Hire Form

- Attach the official GW offer letter
  - Hires will be rejected if the official GW offer letter is not used. This document must be filled out, physically signed by both the student and supervisor, and match the information provided in the hire.
- I9 status information will be displayed. “Valid” indicates that the student has an I9 on file and does not need to complete this step in the hiring process. “Invalid” means the student needs to complete the two-part I9 employment verification process. In either case, please continue to complete and submit the hire form.
  - The system will automatically send students an email with detailed instructions if their I9 status is “Invalid”
Creating a Hire Form

- A background check is required only for students in positions that are financially, safety, or security sensitive.
  - If a student we be completing any of the duties listed, check the appropriate box. The hire request will route to HR Talent and Recruitment (bgcheck@gwu.edu) to initiate a background check. Automatic email updates will be sent throughout the process.
  - If a student will NOT be completing any of the duties listed, check “none of the above” and provide a detailed but brief description of the student’s job duties. Hires will be rejected if the job description is vague or otherwise unsatisfactory.
    GOOD EXAMPLE: “Student will welcome guests and answer phone calls and emails”.
    BAD EXAMPLE: “Student will help the department with various tasks”
Changing a Student’s Start Date

If you need to change the start date of a student’s hire, you will need to create and submit an additional hire form.

- Follow the same directions used to create the initial hire form
- Use the updated start date in the start date field
  - Employers may need to change a start date if a student started working prior to the date used on the original hire. Payroll Services cannot process payment for any hours worked prior to the official start date as it appears in Banner.
    - A retroactive start date change cannot be processed for federal work study students. If the students started working in their FWS position prior to their official start date, your department will need to submit a student-wage hire to compensate the student for those hours worked.
- Select “Start Date Change”
- Continue to fill out the hire form in the exact same way the initial form was created
  - You will still need to attach the EAF (if applicable) and offer letter when submitting a Start Date Change form.
- This type of hire may result in a “Mismatch” status, but don’t worry - SE will process the change.
Rate Changes

When an employer would like to increase or decrease a student’s hourly wage, a Rate Change form must be submitted through the Student Hire Application.

- Follow the same instructions used to create the initial hire form
- Use the date on the Rate Change letter as the Start Date on the hire form
  - If the date on the rate change letter does not match the date on the hire form, our office will not process the request.
  - It is best practice to use the start date of a biweekly pay cycle when selecting a date for the hourly rate adjustment.
- Select “Hourly Rate Adjustment”
- Continue to fill out the hire form using the initial instruction
- Attach the Rate Change letter under the “Offer Letter” field
  - A rate change will not be processed if an offer letter or any other document is attached here.
- Continue filling out the hire form and submit
- If you are submitting a retroactive rate change, make sure to follow up with Payroll Services after the form has been processed to ensure the student is compensated appropriately.
Viewing the Status of a Hire

After submitting a hire form, the hire initiator (the individual who submitted the hire form) may view the status of the form.

- Log in to the Online Student Hire Application
- Select “My Forms” from the main menu
- Select “Submitted” from the list of tabs
- Here you will find all of your submitted forms
- The status of the hire will be listed under the “Form Status Column”
- Selecting the “History” button will show who has performed actions on your request or who is in the workflow to approve the next step.
Viewing the Status of a Hire

If you submit a high volume of hire forms, you may find that it is easier to search for the form to view the status of the hire. To search for a hire:

- Select “Hire Form Search” from the main menu
- You can search for the hire form using a number of indicators including GWID, name, start date, etc.
- Check the box “Forms that I Prepared” and select “Search”
- Click on the hire form to download and view the submission

![Student Hire Form](image)

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Employee ID</th>
<th>Birth Date</th>
<th>Form Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Last, First MI</td>
<td></td>
<td></td>
<td>Approved - Awaiting HR 19 office</td>
</tr>
<tr>
<td>W4 Address</td>
<td>Gender</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor Information</th>
<th>Supervisor ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Last, First MI</td>
<td></td>
</tr>
</tbody>
</table>
**Form Status Explanations**

There are a number of different form statuses in the Online Student Hire Application. Please reference this glossary of terms you may encounter when viewing the status of a hire:

- **Approved – Awaiting Student RSC Approval**
  - The hire is waiting in the queue of a Research Coordinator. Please follow up with your department’s Research Coordinator to ensure the hire is approved and moves through the system to the next step.

- **New**
  - The hire has been newly created by you (the initiator), but not yet submitted. No one else will have access to the form until you submit it, when it will route to the next appropriate step in the process.

- **Submitted – Awaiting Workflow**
  - The hire has been submitted, but stuck in the system workflow preventing it from being processed. If you see this notification, please contact Student Employment.

- **Awaiting Fiscal Manager Approval**
  - Follow up with the appropriate individual who has access to approve the hire form.

- **Awaiting VP/Dean Approval**
  - Follow up with the appropriate individual who has access to approve the hire form.

- **Awaiting Departmental Director Approval**
  - Follow up with the appropriate individual who has access to approve the hire form.

- **Rejected to Initiator**
  - SE will no longer have access to the hire form after it has been rejected.

- **Timed Out to Initiator**
  - The hire has been sitting in a group’s queue without any action being taken. Follow up with those individuals who have access to approve hires in that particular queue.

- **Approved – Awaiting Student Employment to Create Employee Record**

- **Approved – Awaiting HR I9 Office**
  - Student must complete the I9 employment verification process. Instructions are sent to the student with an “Invalid” I9 after a hire is submitted.

- **Approved – Awaiting Student Employment to Complete Hire**
  - All approvals have been submitted (if required) and the student has completed their I9. The hire is in Student Employment’s queue to be completely processed.

- **Complete**

- **Error – Awaiting Student Employment to Reconcile Mismatch Between the Form and Banner**
  - Information in the hire does not match information on the student’s employment record. Student Employment must rectify the discrepancy
    - Example: Rate Changes, Start Date Changes

- **Complete – Awaiting Final Notifications Workflow**
  - The hire has been processed, but stuck in our workflow preventing a final notification to be sent to the initiator, supervisor, and student. If you see this form status, please contact Student Employment. Although a final notification will not be sent, the student is clear to start working on their official start date.

- **Awaiting Student Response to Background Screening Invitation**
  - An invitation to the background screening has been sent to the student by Sterling. The student has not yet responded to the invitation. Follow up with the student.

- **Awaiting Background Screening Approval**
  - Student has completed the link in the invitation sent by Sterling. TAR is waiting for Sterling to confirm that the student has passed their screening in order to submit approval.
An email is sent immediately to the student and employer if the student has an “Invalid” I9 status, describing the two-part process and requirements to complete it.

The hire then routes for approvals as required:
- Any grant funded position will automatically require Research Coordinator approval
- If required by the department, a Finance Director and/or Department Director may need to approve the hire.

After the approvals are gained the hire will route to HR Talent and Recruitment to initiate the background check. Email notices will go out to the student and employer during the process to give updates.

Once the hire reaches the SE queue, SE will notify the initiator of any further or corrective steps if necessary, and then complete the hire.