

HIRING STUDENT WORKERS

AFTER SELECTING FINALIST

Step 1. Notify the finalist of selection, pay rate, and gather finalist information (*Name, Username, and ID Number*).

Step 2: Visit the [HR Web Page](#) and click "Submit an HR request"

Step 4: Click **Manager's Toolkit**

University System
of New Hampshire

Search the client portal

Home HR Technology Projects/Workspaces Services Knowledge Base Reports



Contact Us

Granite State College
Call: 603-513-1319
Monday-Friday 8:00am - 4:30pm

Welcome to USNH HR Services

The USNH HR service portal allows employees to submit requests for services and support, or look for answers and information using our knowledge base.

[Submit an HR Request](#)

[View My Tickets](#)

Home HR Technology Projects/Workspaces **Services** Knowledge Base Reports

[Service Catalog](#) / [Human Resources](#)

Human Resources

Categories (4)

Employee Resources	Manager's Toolkit
UNH HR Report Requests	USNH HR Production

Step 5. Choose **Hiring** under Categories

Step 6: Click **Student Hiring**

[Service Catalog](#) / [Human Resources](#) / [Manager's Toolkit](#)

Manager's Toolkit

Categories (1)

[Hiring](#)

[Service Catalog](#) / [Human Resources](#) / [Manager's Toolkit](#) / [Hiring](#)

Hiring

Services (6)

[Student Hiring](#)

This form is used to hire a student into a student hourly or work-study position.

Bookmark the [student hiring form](#) or add it to your favorites for easy access

HIRING STUDENT WORKERS

Step 7: Fill out the form. *Note: the form is intuitive and will change the options/answers based on what you enter/choose*

Student Hire Intake

BOLD items are required.

Student Hire Type

Requestor's Relationship to Employee

Employee Information

Enter Username or Last Name and pick user from list (at least 4 character)

Search for Employee by Username (or last name with no spaces)

Time Approver Information

Enter Username or Last Name and pick user from list (at least 4 character)
Time Approvers must be in a Status Staff or Status Faculty position

Search for Time Approver by Username (or last name with no spaces)

Department Information

Institution

Organization

Department Name

Campus Building

Position Information

Is the new position a Work-Study Position?

Position number

Kronos Position Title (must be specific to the job)

Position Start Date

Position End Date

Hourly Rate

Hours per Pay Period

Timesheet Org

Funding Information

Fund

Org

Account

Activity Code (optional)

Location Code (optional)

Percent of Funding from Above Fund/Org/Account (use whole numbers i.e. 50 or 100)

Please review FOAPAL above for accuracy and adjust as needed. If splitting between departments, please provide FOAPAL and indicate percentage for each.

Background Check

Does this Student Employee have Safety/Security Sensitive Duties requiring a background check?

By completing this section, the background check will be requested automatically.

Will this student be operating a university motor vehicle?

Will this student be working directly with minors?

Does the program qualify as a Youth Skills Camp by the State of NH?

Name of Program:

Additional Details You have used 0 out of 250 characters.

Submit **Reset**

Step 8: Review the information and hit submit.

HIRING STUDENT WORKERS

Step 9: Instruct the student to complete electronic paperwork which will be set to them by HR (do-not-reply@ted.peopleadmin.com). If they have never worked for a USNH campus before or haven't worked at a USNH campus in 3+ years, they will also need to go to HR to show hiring eligibility documents. Their job cannot be entered until this paperwork is complete.

If the information provided on the request form is correct, the process will take approximately **3 business days for Rehires** (*with no background check*) and **7-10 business days for New Hires** (*the extra time for processing new hires is dependent upon how quickly the new Employee completes their hiring paperwork and completion of the background check process*).

Students will not have access to KRONOS or WISE until their start date. If their job is entered after their start date, then they will have access the day after the job is entered (*it feeds overnight*).

To check on the status of tickets once they are submitted, visit <https://td.unh.edu/TDClient/60/Portal/Home/> and click on **My Tickets**

Questions?

[Go-To Guide](#)

University of New Hampshire Human Resources: www.unh.edu/hr
Keene State College Human Resources: <https://www.keene.edu/office/hr/>

USNH Recruiting: hr.recruiting@usnh.edu
USNH Onboarding: onboarding.team@usnh.edu

USNH Payroll: foc.payroll@usnh.edu

The USNH Payroll team can assist with questions relative to pay checks, direct deposit, W2 & W4s, taxation, and the WISE system.

<https://www.unh.edu/hr/payroll>
<https://wise.usnh.edu/>

USNH Time and Leave Team (TALT): usnh.talt@usnh.edu

The USNH TALT Team is available for assistance with schedules and timecard entries via UKG (Kronos), including how to support employees with recording time on multiple jobs and what to do if time was not recorded prior to a pay period deadline.

Kronos Job Aids: <https://www.unh.edu/hr/ukg#hourly-paid>
UKG Help: <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=417>

POST HIRE FUNDING TIP

Keep an eye on the work study ceiling. When you receive notification that a student is nearing their funding limit you must create a [Transition Work Study to Student Hourly](#) ticket if you plan to have them continue working for your department. You are responsible for your budget and will be responsible to reallocate student worker funding accordingly or [terminate](#) the position.



University System
of New Hampshire