How to Hire Student via Manager Self-Service
eAuthorization

The Student Hire Request (aka eAuthorization) feature is available in MaineStreet via Manager Self-Service and Employee Self-Service. This automated process was developed in collaboration with Student Employment across all UMS campuses and Human Resources to expedite student hiring and improve the student employee experience.

Enhancements to the eAuthorization function in MaineStreet were applied 8/29/19:

1. **Pending Student Hire Requests**: Added Year and Term to search. Added Request Date and Job EffDt to grid
2. **Search Hired Students**: added name to search criteria
3. **Lookup for Department**: added description and now limits to those departments associated with the business unit
4. **Job Code/Title has defaults applied**: Salary Plan, Grade, Step & Hourly Rate default based on the Job Code/Title that is selected.
5. **Location Code**: now defaults from position and description is displayed
6. **FICA status determined by CS student status**: FICA status will default based on credit hours (0-5=Subject & 6 or more = Exempt)
7. **BUG fixed - Department ID defaults from position record**: Department ID on Job record will default based on the position number entered.

Overview

Rehiring students via eAuthorization utilizes an automated workflow feature with four major steps in order to complete the process:

1. The process is **initiated with the hiring manager**, who is responsible for entering in the student information, job information, as well as pay/distribution detail. Hiring managers must also verify eligibility for employment, which can be done within the eAuthorization feature. In order to complete this phase, hiring managers must agree to the Supervisor’s Responsibility Contract before submitting the request to hire.
2. **Students must then accept the job** and review and sign the necessary disclosures (student employment agreement, confidentiality agreement, and break waiver if applicable) via Employee Self-Service using the Student WorkCenter. Employees can complete this via a mobile device or tablet, or simply logging in to a workstation in the hiring manager’s office.
3. **Student Employment personnel review and approve** the pending eAuthorization transactions in their Worklist within MaineStreet. Criteria for approval include:
   1. Confirmation of eligibility
   2. Receipt of acceptance of job and completion of applicable agreements by student employee
   3. Distribution detail (this can be adjusted by Student Employment)
4. **Payroll staff then reviews and processes** the transactions in their Worklist within MaineStreet. Review of information includes:
   a. Reviewing accuracy of Job Record and Action/Reason
   b. Determining FICA status
   c. Determining employee class: Student vs Non-student
   d. Ensuring the process makes all of the appropriate updates to MaineStreet to support hiring of the student

The following diagram outlines the eAuthorization process:
Email Notification Process:

There are two points whereby notices are sent automatically:

- A notice is sent to the student once the manager submits the job. Students are instructed to log in to MaineStreet to do the following:
  - Accept the job
  - Sign the confidentiality agreement
  - Check I-9 (This is being removed based on your feedback)
  - Sign the Break Waiver (This is being changed to optional based on feedback)
- Once the job is approved by Payroll, one email is sent to both:
  - Managers to notify them that the student is setup
  - Students to inform that they can now enter time and update other personal information

Step-by-step guide:

The following steps are taken to complete the rehiring of student employees.

1. Select the Manager Self-Service link from the myUMS.maine.edu employee portal MaineStreet list and then select Student Hire OR

   Log in to MainStreet/HR and select the Navigator icon. From the Navigation Bar, select Manager Self-Service> Job and Personal Information>Student Hire Request.
2 The Student Hire page requires a number of components to be completed prior to submitting the request for approval.

Enter Business Unit (Campus Code) and Department

Enter the student ID number. If unknown, please utilize the search feature.

3 View eligibility - This screen will display enrollment information for the student

Please refer to your campus Student Employment Office or Financial Aid Office for eligibility requirements.

4 Select the job to which the student is being rehired.

You must only select a job that is Terminated or not Active in current semester. If there is no job record to select, you must submit a paper authorization form or USM managers may use the Student Work Authorization system.
Select the “Use Selected Job” button to auto populate the job information or enter information as necessary.

- **Academic Year**: will default to current or upcoming year; may be overridden if appropriate
- **Term**: Select either Academic or Summer
- **Effective Date**: enter the start date of the job
  - generally cannot be a date before the start of the term, however, one exception is the weekend prior to the start of the academic year. For example, the academic year starts 9/1/19 but you have a student who will be working the weekend prior 8/30-8/31. In this example, the default start date of 9/1 can be overridden to 8/30. **One very important note to consider is that financial aid will not start before classes start so earnings will be charged directly to the department chartfields provided until financial aid is available.**
  - **End Date**: will default to the end of the term (should not be overridden)

*Position Number*: will default to last term's position number for this job but should be overridden if employee is being rehired into a new department

- *Location*: will default to Position Location but should be overridden as appropriate
- *Reports To*: will default to position's Reports To position number for this job but should be overridden if employee will be reporting to a different supervisor

**Job Code**: also known as the job title; will default to last term's title for this job but should be overridden accordingly

- **Level**: will default to appropriate level for this job but may be overridden
- **Step**: will default to appropriate step for this job but may be overridden
- **Hourly Rate**: will default appropriate hourly rate for this job but may be overridden
|   | FICA Status: should be left blank for Payroll review and update as necessary.  
|   | • see 1040.50 Student Employee FICA Exemption for details  
|   | Empl Class: should be left blank for Payroll review and update as necessary;  
|   | • If student is enrolled at a UMS campus, select Student  
|   | • If student is enrolled at another institution, select Non-Student  
|   | Action/Reason: should be left blank for Payroll review and update as necessary  
|   | • If student is Terminated, select Rehire/Temporary Assignment  
|   | • If student is Active, select Data Change/New Student Job  
|   |   | Select Refresh to confirm Total Credits and Eligibility.  
|   |   | **Total Credits:**  
|   |   | **Fin Aid Year:** 2019  
|   |   | [Refresh]  
|   |   | ![Refresh](image)  
|   | Select the appropriate distribution category for work study. Common codes include:  
|   | • Department Funding: STUDENT REGULAR  
|   | • Federal Work Study: FWS 75/25  
|   | • Community Service FWS: FWS CS 75/25  
|   | Enter Chartfield Information. The 10-digit combo code will automatically appear once chartfield information is entered. Student Account 53300 cannot be overridden. Input Department Chart Fields even if financial aid is available.  
|   | Comments can be made in this section, which will visible to Student Employment and Payroll.  
|   | Review the Supervisor’s Responsibility Contract and check the box to agree to the terms.  
|   | **Submit for Approval**  

Related articles
• Electronic Rehire Tool (e-Authorization) Supervisor Training Guide
• How to Hire a Student Worker
• Manager Frequently Asked Payroll Questions Regarding Student Rehire eAuthorization
• How to Hire Student via Manager Self-Service eAuthorization
• 0330.20 Student Employees and FLSA