Welcome to the Electronic Rehire Tool (e-Authorization) Supervisor Training Guide!
Here you can learn how to make use of the e-Authorization (e-Auth for Short) via the Student Hire tile within MaineStreet.

If you don’t know where to find the Student Hire tile follow the instructions HERE.

- e-HIRE (e-Authorization Training Guide)
- e-CHANGE (e-Authorization Training Guide)
- e-TERMINATE (e-Authorization Training Guide)
- e-REHIRE (e-Authorization Training Guide)
- HELP! My Student Isn’t Showing in the e-Authorization

ERROR: "Not Currently Eligible for Federal Work Study"?
Possible Error Screens

Helpful Tips for Submitters/Supervisors
Using the Pending Student Hire Requests Feature
Using the Hired Students Feature

Frequently Asked Questions
- What is the e-Authorization (e-Auth)?
- How do I find the Student Hire tile? How do I find the e-Authorization page?
- Why is there an error when I push the Refresh button? (No check mark in box next to Eligible)
- What does the workflow look like for the e-Authorization?
- Why do I keep getting an error screen popping up?
- How do I hire a student if my department doesn’t show up in their Jobs history?
- How do I re-hire a Student Employee?
- How can I tell if I successfully submitted the e-Authorization?
- The Student ID I looked up isn’t pulling any results. What do I do now?
- I know/can see that the student I’m hiring has a Financial Aid Award, but I still cannot submit the e-Auth. What do I do?

Special & Rare Scenarios

System Tool Enhancements

<table>
<thead>
<tr>
<th>REQUEST</th>
<th>REASON</th>
<th>DATE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Pending Student Hire Requests</td>
<td>Added Year and Term to search. Added Request Date and Job EffDt to grid</td>
<td>8/29/2019</td>
<td></td>
</tr>
<tr>
<td>2.  Search Hired Students</td>
<td>added name to search criteria</td>
<td>8/29/2019</td>
<td>successfully implemented</td>
</tr>
<tr>
<td>3.  Lookup for Department</td>
<td>added description and now limits to those departments associated with the business unit</td>
<td>8/29/2019</td>
<td>successfully implemented</td>
</tr>
<tr>
<td>4.  Job Code/Title has defaults applied</td>
<td>Salary Plan, Grade, Step &amp; Hourly Rate default based on the Job Code/Title that is selected.</td>
<td>8/29/2019</td>
<td>successfully implemented</td>
</tr>
</tbody>
</table>

Important: After entering data within a field, please ALWAYS TAB out of it for the entry/change to take immediate effect!
| 5. | Location Code | new defaults from position and description is displayed | 8/29/2019 | enhancement lost after patch late 2019 |
| 6. | FICA status determined by CS student status | FICA status will default based on credit hours (0-5=Subject & 6 or more = Exempt) | 8/29/2019 | successfully implemented (May need edits per campus) |
| 7. | BUG fixed - Department ID defaults from position record | Department ID on Job record will default based on the position number entered. | 8/29/2019 | successfully implemented |
| 8. | Supervisors Reports To position number now a required field | • EFFDT remove default of sysdate; make required field | 1/13/2021 | Successfully implemented |
| 9. | HCM-1523 Location Code lookup by business unit | • Increase ease of Location Lookup for all e-Auths | 3/8/21 | Successfully Implemented |
| 10. | Updated the Pending Student Hire Request search options | • Added lookups for student status | 12/17/2021 | Successfully Implemented |

1. Easier lookup for pending e-Auths, search via Emp ID
2. Easier to complete correctly
3. No comment needed to determine e-auth reason
4. Many errors in End Date previously
5. Better tracking of MaineEarnedPaidLeave eligibility
6. Better method for verifying eligibility for student payroll/MEPL/FICA status
7. Many jobs were set up with the wrong pay because the values were ignored during submission
8. Supervisors were met with blocks and troubleshooting methods were necessary
9. Submitters can verify the award in the system themselves in order to select the proper Distribution
10. Each campus has different expectations of their supervisors.
11. MANY lost e-Auths due to use of the Save button
12. Assists in filling in many of the blanks when processing e-Auths. Removes the need for certain notes and prior tracking that Student Employment offices were doing
13. Movements needed to alleviate confusions that submitters were feeling.