

HireEm User Guide

You'll find the "HireEm – Student Work" application under "Departments" within IRIS. Upon selecting the application, you'll be presented with the home page, where you can hire students, manage your current hires, request changes, and view details of former hires.

If any questions arise regarding the use of this application, please contact payroll@reed.edu.

To "Add a hire" from the home page:

1. In the short answer text box labeled "Hire," begin typing the student's name you wish to hire. Students associated with that name will begin to populate below – select the student you need by clicking on the name.
2. From the "Job Title" drop-down selection, all jobs associated with your ORGN will be listed.

The screenshot shows the 'Add a hire' form. The 'Hire' field contains 'lili' and a dropdown menu is open, listing the following names: Lili Behumi Davis, Lilitth Kane, Lilia Isabelle Noger-Onstott, Lillian Qi, and Liliansa Santos. Other fields include Job title, Hire date, Supervisor, Approver, Pay rate (set to \$12/hour), and a Note for payroll specialist.

This screenshot shows the 'Add a hire' form with 'Liliansa Santos' selected in the 'Hire' field. The 'Job title' dropdown menu is open, showing a list of job titles: Admission Campus Guide, Admission Intern, Admission Office Assistant, Admissions Overnight Host, Admissions Tour Guide, Admissions Senior Intern, Admissions Van Driver, Intern, Senior Intern, and Office Assistant.

3. Select the appropriate title for this hire.
4. Select a hire date for this student – past dates are okay!
5. Enter the student's "Supervisor" and timesheet "Approver." These text boxes will also populate a drop-down of available staff and faculty approvers for you to select from.
6. The pay rate will automatically populate at the current minimum wage, and you are able to update if necessary.
7. If needed, leave a note for the Payroll Specialist, e.g., a secondary budget line the student worker should be paid from.

The screenshot shows the 'Add a hire' form with the following information entered: Hire: Liliansa Santos, Job title: Senior Intern, Hire date: 2018-09-18, Supervisor: Jess Kelly, Approver: Jess Kelly, Pay rate: \$12/hour. A note for the payroll specialist is present at the bottom.

The screenshot shows the 'HireEm - Student Work' home page. A green banner at the top says 'NOTICE Hire submitted'. Below it is the 'Add a hire' form with the 'Hire' field containing 'start typing a name' and the 'Job title' dropdown menu open.

8. Click "Request New Hire" and wait for your approval email to come through! Once you have requested, you will return to the home page and a banner will appear at the top of the page letting you know your request was submitted successfully, and the pending hires will be listed in a table below the "Add a hire" function.

The screenshot shows the 'Pending new hires' table. It has a search bar and a 'Show All hires' dropdown. The table contains one row of data:

Job title	Hire	Supervisor	Approver	Pay rate
Intern	Liliansa Santos	Jess Kelly	Jess Kelly	\$12.00/hour

At the bottom, it says 'Showing 1 to 1 of 1 hires' and has 'Previous', '1', and 'Next' navigation buttons.

To Manage Current Hires:

Students who are in your current hires can be updated individually or in bulk.

1. To update an individual's details, click on the student's name (if the student is hired in more than one role in your organization, be sure you are selecting the job title you wish to edit them under).
 - a. Here, all details regarding this student under that particular job title will be listed.
 - b. Edits may be made to supervisor, approver, or pay rate¹.
 - c. Notes can be added for the Payroll Specialist to review or update.
 - d. A specific date can be chosen for these updates to become effective.
 - e. Student can be terminated² from this job title.
2. To update current students in bulk, use the "Current Hires" table from the home page.
 - a. The far right column allows you to select all students you'd like to edit by clicking the checkbox. You may also select all visible rows using the box in the header row. You can change the amount of hires/rows visible using the drop-down in the top left corner (see below).
 - b. Once you've selected the hires to edit, choose the information to edit in bulk from the "Request Changes" option below the table.
 - i. Edits may be made to job title, supervisor, approver, proxy, or pay rate¹.
 - ii. A specific date can be chosen for these updates to become effective.
 - iii. Students can be terminated².

Job title	Hire	Class	Supervisor
Admission Intern	Viraj Desai		Kathy Hoblitt
Admission Intern	Natalie Murphy		Emma Emmer

HireEm - Student Work

Request hire update

Hire	Nell Scherfling (O44169)
Pronouns	She/Her/Hers
Class	Junior
POSN	TR0006
Account	5131
Organization	05250 - ADMISSION
Job title	Admission Intern
Add date	Tuesday, June 19, 2018 at 2:44 PM (HIREEM)
Update date	Tuesday, August 21, 2018 at 7:03 AM (DERRYD)
Hire date	Monday, August 28, 2017
Supervisor	Kati Sweeney
Approver	Huy Trinh
Proxies	Dawn Derry Katherine Buckspan Kati Sweeney
Pay rate	\$ 12.1 / hour <small>the current minimum wage is \$12.00/hour</small>
Note for payroll specialist	<input type="text"/> <small>e.g., request a payment account other than 5131</small>
Apply updates on	2018-09-18

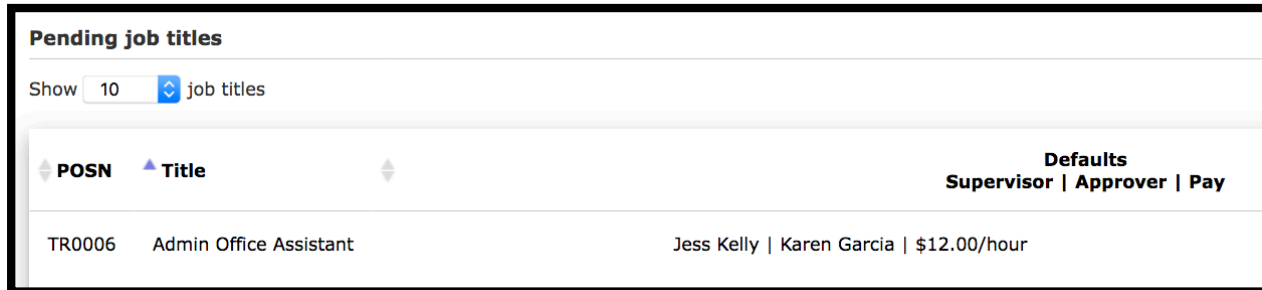
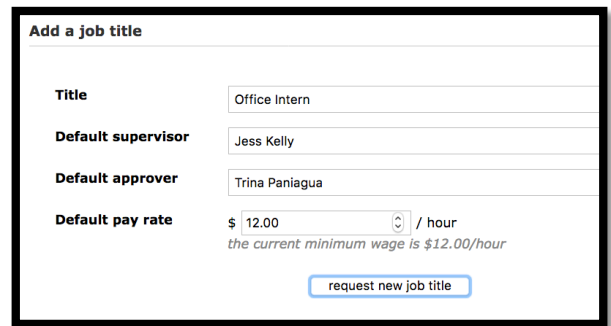
Job title	Hire	Supervisor	Approver	Pay rate	
Admission Intern	Viraj Desai	Kathy Hoblitt	Seamus Thompson	\$11.35/hour	<input checked="" type="checkbox"/>
Admission Intern	Natalie Murphy	Emma Emmer	Seamus Thompson	\$11.35/hour	<input checked="" type="checkbox"/>
Admission Office Assistant	Tess Buchanan	Kathy Hoblitt	Seamus Thompson	\$11.35/hour	<input type="checkbox"/>

¹ As minimum wage increases, pay rates will be updated to that wage across the board – you will not need to make those changes.

² As a reminder, students who are graduated or going on leave will be terminated by the Payroll Specialist – employers do not need to terminate these students.

To Create a New Position:

1. From the HireEm home page, select “Job Titles” from menu on left.
 - a. Here, you’ll see options to add a title, review your current job titles and pending job titles (if applicable), and update the defaults for any existing positions.
2. Under “Add a job title,” the only *required* field is the name of the new position you’d like to create.
 - a. You can also set defaults for that position – a supervisor and timesheet approver – if you are prepared to while creating the position. These text boxes will populate a drop-down of available staff and faculty approvers for you to select from. This information can be edited later if needed, or edited for individual student hires.
 - b. You may edit the hourly rate for the title, or if left blank, the job title’s rate will be set at the current minimum wage.
3. Once you have entered your job title and any other fields, simply select the button directly below labeled “request new job title.”
4. Your new job title should now appear under “Pending job titles” until approved by the Payroll specialist.



POSN	Title	Defaults		
		Supervisor	Approver	Pay
TR0006	Admin Office Assistant	Jess Kelly	Karen Garcia	\$12.00/hour

To Update Job Title Defaults:

1. From the HireEm home page, select “Job Titles” from menu on left.
 - a. Here, you’ll see options to add a title, review your current job titles and pending job titles (if applicable), and update the defaults for any existing positions.
2. Choose one or more of your “Current job titles” by selecting the checkbox on the far left of the title’s row. You can also select all of the visible titles at once using the checkbox in the header row.
3. Under “Update defaults,” you can edit the following information for the selected job title(s):
 - a. Default Supervisor
 - b. Default Approver
 - c. Default Pay Rate
4. Once you have submitted any changes you’d like to make, the changes will be listed in a table titled “Pending Updates” until approved by the Payroll Specialist.

Preferences

From the menu on the left, select “Preferences” to edit certain features of the application for your use. This includes whether or not you’d like to receive emails, columns to show on various tables, and your ability to view former hires.

Table Functionality

- All tables within the application may be sorted by column.
- Any table with more than 5 rows may also be filtered by column using the drop-down menus at the bottom of the table.
- Search any data within each table using the search bar located on the upper right corner of each table.
- The tables for current and former hires can be downloaded to a CSV by using the link under the bottom right corner of the table.

To Manage Proxies for Approvers:

Proxies are associated with approvers rather than with job titles or student employees. There can be more than one proxy per approver. Be aware that changes to proxies here will also affect who can fill in for approvers of staff timesheets.

- From the HireEm home page, select "Proxies" from menu on left.
 - Here, you'll see all the current approvers and proxies for the organizations for which you are a hiring coordinator.
 - You can request to add or remove a proxy here.
- To add a new proxy:
 - In the "add a proxy" box you can search for a current staff or faculty member to set up as a new proxy.
 - Once you've selected the name, click the "request proxy" link to submit your change.
- To remove a proxy:
 - Click the "request removal" link next to the name of the proxy you wish to remove.
- Your new proxy change requests will now appear under "Pending proxy additions" or "Pending proxy removals" until approved by the Payroll specialist.

Approver	Proxies
Crockett Marr	Abigail Anderson request removal <input type="text" value="add a proxy"/>
Dawn Derry	Metin Ulug request removal <input type="text" value="add a proxy"/>
Huy Trinh	Dawn Derry request removal Katherine Buckspan request removal Kati Sweeney request removal <input type="text" value="add a proxy"/>

NOTICE Proxy removal submitted

Pending proxy additions

Show 10 approvers

Approver	Proxies
Crockett Marr	Huy Trinh

Showing 1 to 1 of 1 approvers

Pending proxy removals

Show 10 approvers

Approver	Proxies
Huy Trinh	Dawn Derry