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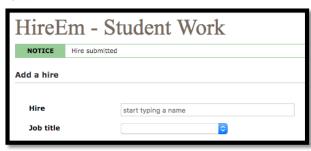
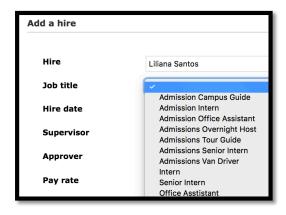If any questions arise regarding the use of this application, please contact payroll@reed.edu.

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.

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.

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.
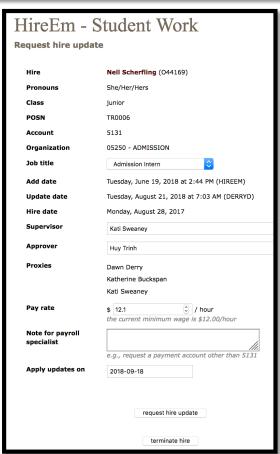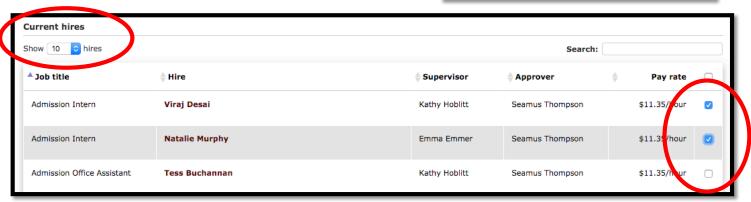
To Manage Current Hires:

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 rate[1].
   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 terminated[2] 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 rate[1].
      ii. A specific date can be chosen for these updates to become effective.
      iii. Students can be terminated[2].

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[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.

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.
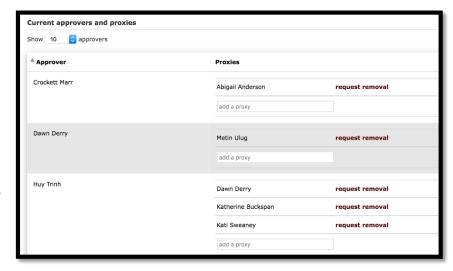
Table Functionality
- All tables within the application may be sorted by column.
- Any table with more than 5 rows may also be filtered by column using the drop-down menus at the bottom of the table.
- Search any data within each table using the search bar located on the upper right corner of each table.
- 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.

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