Student Appointment Form: New Hourly Jobs

The student appointment form available in ServiceLink can be used to process a number of transactions for student employees: new hire, reappointment, salary adjustment, costing allocation change and end appointment. These instructions will guide you on submitting **a new hire transaction for hourly jobs.**

- Currently, the form may be submitted by Administrative Units and Steinhardt. *For other schools, please submit your transaction through PeopleSync.*
- Complete the form at least two weeks prior to the start date of the job.
- This tip sheet applies to **new student *hourly jobs***. (Hourly jobs refers to the job profiles: STNT01 – Student Federal Work Study, STNT02 – Student America Reads, STNT03 – Student Non-Federal Work Study, STNT05 – Graduate Student Federal Work Study, and STNT06 – Graduate Student Non-Federal Work Study.)

Accessing the Student Form

Student Appointment Request Form

Student Appointment Information

Below is a list of the fields with guidelines.

- **Name, N#, and NetID – Enter in the N#**
  - By completing the N#, the Name and NetID fields will populate automatically.
  - Note: In order to submit a job for a student, the student must have a Student Pool Job in PeopleSync. To avoid delays, prior to submitting this form, you can verify in PeopleSync if a Pool Job exists.
- **Supervisory Organization (Sup Org)** – Enter in the sup org where the job will be assigned. *(Note, a common mistake is to enter in the sup org of the person submitting the form. The sup org typically indicates the department/unit where the student will work. Contact your HR or Finance Teams if you need to verify the sup org.)*
  - The sup org should belong to your School or Administrative Unit.
  - You can type in the first few characters of the code and the system will provide suggestions.
  - To search for a specific text string, enter * before the search term.
  - Select the magnifying glass to pull up a list of sup orgs.

  Note:

  - The sup org must exist in PeopleSync in order to appear in ServiceLink. If do not see the sup org you can type in “Other” and enter it in the open field. If you need to request that a new sup org is created open a ticket through PeopleLink.

- **Additional Notification –** Enter in the email address of an additional recipient. This person will receive a confirmation that the form was submitted. You can add multiple comma delineated addresses (e.g. bobcat@nyu.edu, violet@nyu.edu). Note: The email address must be an NYU email.)
- **What type of student appointment?** – Select Hourly Position
- **What type of action is needed?** – Select New Hire (New Assignment Only)
- **Does the student have another on-campus job?** – If selecting "Yes" enter in the hours of the additional job. Note that students can only work 20 hours per week university-wide while classes are in sessions.
- **NYU Handshake Job # –** All hourly student jobs are required to be posted on Handshake.

- **Effective Date**
  - **Note the following guidelines on appointment dates:**
    - The job dates must be within the same academic year. For example:
- Correct! 9/1/2018 to 5/15/2019
  - Incorrect! 6/1/2018 to 10/15/2019
    - For Graduate Student Jobs, the job cannot cross semesters. If a student is working the same job each semester, you must complete this form for each semester. For example:
- Correct! 9/1/2018 to 12/31/2019
  - Incorrect! 9/1/2018 to 5/20/2019
    - Refer to the annual Wasserman email for date information.
    - Scroll to the end of the document for **Additional Information** on FWS, summer and J-Term jobs.
- **Select Job Profile** – In the job profile field select an option from the dropdown.
- **Campus Location**: Select a campus.
- **Work Space/Location – Type the name of the building or the address of where the student will be working.**

  You can type in the first few characters and the system will provide suggestions.

  To search for a specific text string, enter * before the search term.

  Selectt he magnifying glass to pull up a list of workspaces

  Note,t he workspace must align with the Campus. For example if you select 10 Astor Place you must select Washington Square, not Brooklyn.
- **# of Hours per Week** – Enter a maximum of 20 hours per week. (Scroll to the end of the document for Additional Information on hours and workshift.)

- **Job Title** – The job title will default to Student Worker. You can change this to reflect the actual job duties. (Note: title character limit is 20.)
- **Job Classification** – Choose the appropriate option from the dropdown menu. Job Classification selections are specific to the type of job profile previously entered.
- **End Date** – Enter in the end date of the job.

Costing Allocation

- **Cost Center/Org** – Enter in the cost center
- **Check Pick Up Location** – Select one paycheck pick up location from the dropdown.
- **Program** – This field prepopulate to the default value of WSQPJ
- **Fund** – Enter in the fund
- **Project** – This field will prepopulate to the default value of WSQPG
    - Change the above fields as needed.
- **Account** – This field will prepopulate and is tied to the **Job Profile** previously selected.

Approval Information

- **Timesheet Approver NetID** – Enter in the NetID. By completing this field, these fields will populate: Timesheet Approver Name, Time-off Approver NetID, and Time-off Approver Name. Note if the Timesheet Approver does not populate, contact PeopleLink.
- **Supervisor NetID / Supervisor Names –** By Completing the Timesheet Approver Netid, these fields also populate.
    - These can be edited if necessary. Change these as needed.
- **Hourly Rate –** Enter in the hourly rate. Use numeric values only and no characters such as "$" sign. Limit to two decimal places. For example:
    - **Correct: 30.00**
    - **Incorrect: $30.00**
    - Note: The rate must meet minimum rate per university policy for students and minimum rate for graduate students who are part of Local 2110. *Refer to the annual email sent by Wasserman that provides the rates <u>or visit the Student Employee webpage</u> for more information.*
    - Additionally, the following jobs do not qualify for the Local 2110 hourly rate:
        - Hourly Jobs held by Undergraduates
        - Hourly Jobs held by Graduate Students attending a program or school that is *excluded from Local 2110.*
        - Graduate student Hourly Jobs in specific Job Classifications:
            - Graduate students hired into hourly Grader, Tutor or Student Casual jobs.

- Graduate students hired into Research Assistant Jobs at Tandon, Courant and within specific science sup orgs.

Notes/Additional Instructions

- **Enter in comments if needed. Note: This comment will appear in the employee's record in PeopleSync in the transaction's history, visible to PeopleSync admins.**

Attachment

- Attach a copy of the signed Labor Law Form. The attachment is required.

Requester Information

As the requester, your information will prepopulate.

Select **Submit.**

Routing

- Once you submit the form, a ticket is created and routes to Wasserman. You will receive an email from ServiceLink confirming your submission.
- Wasserman will review the student's eligibility to work and complete the Form I-9 verification process.
  - Note: If Wasserman has questions or needs more information, they will email you or the student through the ticket.
- Once Wasserman has confirmed the student is eligible to work and has completed their Form I-9, the form will route to the Finance Officer (FO) assigned to the supervisory organization.
- The FO will receive the email with the form's details and can review, reject or approve.
- Once approved, this will route to PeopleLink for final review.
- **PeopleLink submits the form and it is automatically uploaded to PeopleSync. In PeopleSync it does not route to HR or Finance for approval.**
- You will receive an email notification informing you when the job is in PeopleSync. It takes 24 to 48 hours for the timesheet to appear.

Additional Guidelines

Dates

- **Federal Work Study:** If you are hiring a student into a Federal Work Study job profile, review the job date guidelines provided by Wasserman for AY 2019.
  - Federal Work Study Program for students returning or beginning in fall 2019 ends Sunday 6/21/2020.

If the job starts after 8/20 and ends sometime in AY 2020, you will need to process two appointments. Example: Job starts on 8/20 and ends on 12/31.

- Process one job for 8/20 to 8/31.
- Process a second job 9/1 to 12/31

- J-Term:

- For Jobs performed during J-Term only, enter in corresponding dates (e.g. Jan 1 to Jan 15).
- For jobs starting during J-Term and ending past Jan 15, you may enter an appointment with dates starting Jan 1 and ending through May 20 (J-Term is considered part of the spring semester).

Hours and Workshift

- J-Term and Summer semester jobs. Students can work up to 35 hours during these periods. However note the field can only accept a maximum of 20 hours; if the student will work more than 20 hours, enter 20. (Note: The *timesheet* will still allow over 20 hours to be entered for payment.)

- Fall Jobs Continuing into J-Term/ Spring Jobs continuing into Summer. If a job continues into J-Term or the Summer and hours are increasing, you do not need to submit a new form.
    - For example, undergraduate student John Smith has a job from 12/1 to 1/15. During the fall he will work 10 hours. During J-Term he will work 25 hours. You do not need to submit a new form to reflect the hours change.

Workshift: All students will be automatically be assigned to work shift – None. The timesheet will have no schedule assigned.