WEST LIBERTY UNIVERSITY

WLU Student Employment

Hiring Managers User Guide For Student Employment

PROCESS FOR HIRING A STUDENT WORKER

- Hiring managers must complete a Student/GA Employment Requisition Form, details starting on page 4.
- After approvals, the Student Employment Coordinator posts the job.
- The Student Employment Coordinator alerts students that jobs have been posted.
- Students must complete an application in NEOGOV/NEOED to be considered for the job.
- Once a student applies for a job, the Student Employment Coordinator will forward applications to the hiring manager through NEOGOV.
- The Student Employment Coordinator will check applications for work study eligibility and notify the hiring manager who these students are.
  - It is recommended to hire work study eligible students first.
- Hiring managers can mark selected students as "Pass" in NEOGOV or email the Student Employment Coordinator who they would like to hire. Instructions start on page 10.
- The Student Employment Coordinator will contact the selected students.
  - New student hires who have never worked on campus are sent instructions through email for NEOGOV Onboarding to get them on payroll.
  - Returning students, who have worked and are on payroll, will be checked for accuracy.
- Students must have a social security card, be authorized to work in the United States and complete all necessary new hire paperwork to work on campus.
- It can take two to three weeks to get a student approved in payroll.
- Once a student is approved, an email is sent to the student and the hiring manager to let them know they can start working.
  - No student should begin working until the Hiring Manager receives a verification of email of approval from the Student Employment Coordinator.
- Students can get their fingers scanned for the time clock with the assistance of the Student Employment Coordinator.
- Students can also be put on a time sheet.
  - All time sheets must be signed by the hiring manager or timekeeping manager and then be turned in to the Student Employment Coordinator in person or via email on payroll Fridays.
- All student workers must have work to complete during scheduled hours. If no work is available, the student should have their hours adjusted or be sent home for the remainder of that shift.

TIMELINE FOR STUDENT HIRING

DECEMBER/JANUARY – Requisitions are created through the Student/GA Employment Requisition From on the financial aid website for GA positions. Once the requisition is submitted and reviewed by the Student Employment Coordinator the GA job is then posted.

JANUARY – Hiring Manager Training

FEBRUARY – Hiring Managers will complete requisition requests through the Student/GA Employment Requisition From on the financial aid website to hire students for summer and fall and spring for the next year.

FEBRUARY/MARCH – Jobs are posted for students to start the application process.

APRIL – Students are selected by hiring managers for summer employment and put on payroll for May start dates. Students can be marked "Pass" in NEOGOV or the hiring manager can notify the Student Employment Coordinator via email of their student selections. Instructions start on page 10.

APRIL/MAY/JUNE/JULY – Hiring managers continue to select students for summer and fall employment by marking them as "Pass" in NEOGOV. Instructions start on page10.

JULY – Students are processed and added to payroll for August start dates. Students can be put into the Oasis payroll system 30 days prior to their start date at the earliest.

How to Complete the Requisition Form

1. Click on the following link: Student/GA Employment Requisition Form
2. Section 1: This section lists what information is needed to create the form
3. Click "Next"

4. Section 2: Answer each question box as applicable and/or required. Answers will be in the form of a short answer, selection from a drop down menu, date, or simply clicking directly on the selection.

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WLU Student Employment

Student/GA Employment Requisition Form 2021-2022

Your email will be recorded when you submit this form

Not **molly.daniels@westliberty.edu**? Switch account

* Required

Student/GA Employment Requisition Form 2021-2022

Specific Department *

Your answer

Student Job Description *

Choose ▾

GA Job Description

Choose ▾

Working Title *

Your answer

Number of Vacancies *

Your answer

Hiring Manager *

Your answer

Anticipated Date of Hire - It is suggested this date is at least 3 weeks prior to start date to allow for payroll paperwork completion and approvals. *

Date

mm/dd/yyyy ▭

Anticipated Start Date *

Date

mm/dd/yyyy

Work Study or Personal Service *

○ Work Study Only

○ Work Study or Personal Service

Estimated Salary - Total estimated amount for the 2021-2022 academic year. *

Your answer

Graduate Assistant Stipend Amount

Your answer

Frequency of Pay *

○ Bi-Weekly

○ Fixed Pay Form - separate process

ORG *

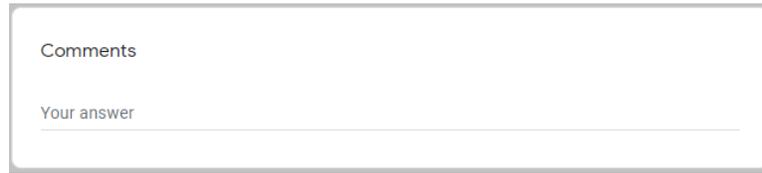Your answer

FUND *

Choose ▼

Supervisor *

Your answer

Timekeeper *

Your answer

Is driving required for this job *

○ Yes

○ No

5. Comments: Please use this box to add important information for the job posting or to assist in the approval process.

6. Select "Send me a copy of my responses" if you prefer.

7. Click "Submit" when completed.
8. Contact Sue Garrison, Student Employment Coordinator with any questions. She can be reached at sgarrison@westliberty.edu or x8020.

Student Hiring Approval Workflow

SEC - Sue Garrison → Dean (If Academic Role) → Cabinet Member/Provost → Business Office - Sherri Mason → Finance - Amy Baccelliere → SEC - Sue Garrison

Graduate Assistant Approval Workflow

SEC - Sue Garrison → Dean/Cabinet Member → Graduate Studies - Sara Sweeney → Provost → Finance - Roberta Linger → Business Office - Sherri Mason → SEC - Sue Garrison

Logging in to NEOGOV

- Go to: https://login.neogov.com
- Enter username and password, then log in
- Your password must contain 1 number, 1 uppercase letter, 1 lower case letter and 1 special character

To have a password reset email sent to you, please contact Human Resources.

How to Select a Student as "Pass" In NEOGOV

- Once logged into NEOGOV, click on the name of the application to be reviewed for the job posting.

- This next screen will include application information. Hiring managers will have three ratings – pass, fail, and other. Click the appropriate rating on the right. Your selections will be seen by the Student Employment Coordinator, for further processing.

- Please feel free to contact the Student Employment Coordinator for Student/GA Employment Requisition From and student hiring questions.

Sue Garrison
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