City College of San Francisco
DIRECTIONS FOR STUDENT WORKER EMPLOYERS
How to Complete the Student Worker Hiring Forms

How to:

- **Set-Up a Student Employment Position**
- **Hire a Student Worker**

Students you choose to hire must complete the Student Hiring Eligibility Process (SHEP) prior to their first day of work. (Exceptions: The second TB Screening must be completed by the fourth week of the semester, and the student must be enrolled in six units by that time as well.) Direct your future student employees to www.ccsf.edu and ask them to click "Student Hiring Eligibility Process" to begin the hiring procedure. You may want to view the student procedure yourself so that you better understand their directions.

SET-UP A STUDENT EMPLOYMENT POSITION

Note: Information you provide on this form will be transferred automatically into the "Student Job Listing Page." Students are able to see your job posting directly from the information you provide here.

1. **Login** to your Web4. Go to:
    - Employee Services
        - Student Jobs
            - Set-Up Student Employment
2. You are now in the "Student Employment Position Set-Up Form."
3. **Term**: Use the pull-down menu to select the term for which you wish to hire your student(s).
4. **Orgn#**: Type in your Orgn number.
5. **Department/Division**: Leave alone. It will be assigned properly according to your Orgn number.
6. **Job Classification**: Click the appropriate button. You can only use one button at a time. You must set-up positions separately for Lab Aide, Grant (including CalWorks), and FWS positions.
7. **Job Title**: Use the pull-down menu to select the choice that best describes this position. (Students will be able to search for positions by this job title in the Student Job Listing Page.)
8. **Number of Openings**: Type the maximum number of students you intend to hire into this position. Each time you hire a student into this position, this number will decrease. Your job will appear in the Student Job Listing Page as long as this number is greater than "0". If you later want to close this job, change this number to "0".
9. **Hourly Wage**: Leave wage amount as defaulted.
10. **Campus**: Use the pull-down menu to select your campus.
11. **Location**: Type the Location and/or Office Number where the student will be working.
12. **When to apply**: Type dates for applying, or type, e.g.: "ASAP" or "First three weeks of the semester."

13. **Contact Name, Phone &/or Email**: Type specific contact information so students may reach you.
14. **Qualifications Required**: Type requirements for this position such as: "Ability to…" "Background in…" "Knowledge of…"
15. **Brief Job Description**: Type a brief (50 characters or less) description that will differentiate this position from others that you post.
16. **Job Description in Detail:** Type a complete job description that incorporates as much detail as you wish. Both the qualifications and descriptions will be transferred to the Student Job Listing Page. (If your description is particularly long, you may want to copy both the "Qualifications" and "Job Description" into a Word document to paste back into another "SHEP Position Set-Up Form" in future semesters.)
17. **FOAPAL**: Type the complete FOAPAL number for this position. For FWS and Grant positions, be sure to use the FOAPAL for the academic year of employment.

    If there is only one FOAPAL number for this position, type "100" in the PERC1 column. Do not type the % sign.

    If you have FWS positions available, but don't know the proper year's FWS Number, contact Financial Aid.

    - General Fund example: U-7123-2370-4900-C-100
    - FWS example: 121366-7123-2375-4900-C-100

18. **Authorized Approver ID:** Type ID of the payroll approver, who is the authorized approver or the authorized approver's proxy.
19. **Post Job.** Click "Post Job**."** The Student Employment Form appears with a Post No. at the top-left. Remember this number. Edit errors are marked in red if edits need to be made.
20. Your completed listing appears with three options at the bottom:
    - **Edit Job.** Use this button to change the number of openings available. You may also use this button to update this job by changing the Term for future semesters.
    - **Hire Student Worker**. Takes you to "Student Worker Hiring Form." See next section below.
    - **List of Students Hired into this Post No**. To see a list of all students you hired into this particular post number, click here. You will see a list with totals for budgeting purposes.

HIRE A STUDENT WORKER

1. You may enter the Student Worker Hiring Form in two ways:

   (a) Click the "Hire Student Worker" button as in #20 of the above section.

   (b) Go back to the "Student Jobs" main menu and click "View List of Positions Posted in Your Orgn."

   Click the Post No. of the job for which you want to hire a student. At the bottom-left of the page, click on "Hire Student Worker."
2. **Student ID:** Type the Student ID of the student you wish to hire.
3. **Approver ID:** Type ID of the payroll approver, who is the authorized approver or the authorized approver's proxy.

4. **Submit**. Click Submit. Use the same process to re-hire a student worker in future semesters. Students who wish to be rehired must go back to their Web4 and visit the SHEP Hiring website where they must approve any changes.
5. You will see one of two statements:
   - **Student was hired.** If the student successfully completed all eligibility tasks, you will see “Student was hired.”
   - **List of incomplete tasks.** If the student has not completed all tasks, you will see in **RED** a list of incomplete tasks. It is up to the student to complete the tasks. Your student should be aware of these tasks since he/she has access to this data.
   - You may continue hiring other students on this same page by typing in the Student ID of another student.
6. **Note**: Your student workers will be approved for hire even though they have not completed all necessary tasks, and may start working until the fourth week of the semester. However, their employment will be terminated automatically at the end of the fourth week if they have not completed the following tasks by that time:
   - Enrolled into 6 units
   - Completed both TB screenings

View List Students Hired in your Orgn. To see a list of all the students you hired in your positions, go back to the Student Jobs menu and click on “View List Students Hired in Your Orgn.” Choose the semester and view you wish, and click Submit. Some views of this list have totals for budgeting purposes.

To upload this chart into Excel, highlight and copy the chart, and then open a new Excel document and paste into Excel. You will need to adjust and sort your new Excel document to serve your own purposes.

Thank you.

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