



HIRE A STUDENT WORKER

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

- Click “Hire Student Worker” button
OR
- Go to “Student Jobs” link in main menu and click “View List of Positions Posted in your ORGN”

Click the post number of the job for which you want to hire a student. At the bottom left of the page, click on “Hire Student Worker.”

Follow these instructions to hire a student worker:

1. Type the **STUDENT ID** of the student you wish to hire.
2. Type ID of the payroll approver, who is the **AUTHORIZED APPROVER** or the authorized approver’s proxy.
3. Click the **SUBMIT** button. Use the same process to re-hire a student worker in future semesters.

You may see one of two statements:

- If the student has not completed all tasks, you will see, in red, a **LIST OF INCOMPLETE TASKS**. It is the student’s responsibility to complete the required tasks.
- **STUDENT NEEDS I-9 FORM**. Please advise the student to complete the Form I-9 process with the Office of Student Employment in Conlan Hall 106. Your student worker should also have the Job Offer Form available at this time.

You may continue hiring other students after you click the **SUBMIT** button.

Reminder: Your student workers will be approved for hire even if they have not completed the specified tasks below and may begin 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:

- Enroll in required credit units/ non- credit hours.
- Complete 2nd TB screening.

Note: Students who wish to be **rehired** must go back to their Web4, complete SHEP for the term they will be rehired, and update any information. Rehired international students will need two employment authorization letters, one from employer and one from Office of International Programs, C212 for Form I-9 reauthorization.

TIME SHEET

Log into Web4, access Time Sheet from Employee Menu. Select applicable department and pay period dates. Click on student name to view hours entered, verify applicable regular/ sick hours and approve. If time sheet needs correction, click return for correction so student may edit and resubmit to you for approval.

TERMINATE A STUDENT

Note: If job performance is an issue, before terminating a student please complete a performance evaluation form, available online: www.ccsf.edu/shep

If a student cannot continue employment or you wish to terminate a student:

1. Click on the **TERMINATE A STUDENT JOB** link in Student Jobs Menu.
2. Select the **TERM**
3. Choose **TERMINATION DATE**, termination date must be the last day of a pay period.
4. Enter **STUDENT ID**
5. Enter **STUDENT POSITION**
6. **POSITION SUFFIX** should be “00”
7. **SUBMIT**

REMINDER: Student workers are allowed to work a maximum of 15 hours per week. As the work site supervisor, it is your responsibility to monitor the hours allocated. Your department will be responsible for providing the funding for any overages and termination of student from the program.

Thank you for your participation in Student Employment!



Student Hiring Eligibility Process

for **EMPLOYERS**

Office of Student Employment
50 Phelan Avenue
Conlan Hall 106
San Francisco, CA 94112
Phone: 415-452-5669

Email: studentemployment@ccsf.edu
Coordinator: Nanette S. Moafanua



City College of San Francisco SHEP for Employers

How to Complete the Student Worker Hiring Forms

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/shep to begin the hiring procedure.


You may want to view the student procedure yourself so that you better understand their directions.

Note: After employment is offered, please provide a copy of the Student Employment Job Offer form to your potential new hire for Form I-9 processing.

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 Web4, go to:
 - a) Employee Services
 - b) Student Jobs
 - c) Set- up Student Employment
2. Select the **TERM** for which you wish to hire your student(s).
3. Select the **JOB CLASSIFICATION** for the position. You must set up positions separately for Lab Aide, Grant (including CalWORKS), and Federal Work Study (FWS) positions.
4. Select the **JOB TITLE** that best describes the position. Students will be able to search for positions by this job title in the "Student Job Listing Page."
5. Select the **CAMPUS** where the position is located.
6. Type in your **ORGN** number.
7. Type in the **NUMBER OF OPENINGS** - this is the maximum number of students you intend to hire into this position. Each time you hire a student into the position, the number will decrease. The position will appear in the list of student jobs as long as this number is greater than "0." Change this number to "0" to close the job.

8. The **HOURLY WAGE** for all student employees is \$14.00 per hour. Leave the wage amount as shown.
 9. Type the **LOCATION**, office where the student will be working.
 10. Type dates for **WHEN TO APPLY** (e.g., first three weeks of the semester).
 11. Include a specific **CONTACT NAME, PHONE &/OR EMAIL** so that students will know how to reach you.
 12. Type the **QUALIFICATIONS REQUIRED** for this position (e.g., background experience, skills and abilities, and/or knowledge required).
 13. Type a **BRIEF JOB DESCRIPTION** that will differentiate the position from others that you post.
 14. Include a **JOB DESCRIPTION IN DETAIL** that incorporates the specific duties of the position. The required qualifications and the job description will appear in the "Student Job Listing Page."
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15. 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. If you have FWS positions available, but do not know the proper year's FWS Number, contact Financial Aid.
Quick guide:
Fund: Lab Aide= "U" or FWS'17-'18= 121405
Orgn: your department code
Acct: Lab Aide Fall/Spring= 2370 Summer=2374
OR FWS Fall/Spring/Summer= 2375
Program: your program code
Activity: Credit=C/ Non- Credit= N/ Support= S
L(percentage): 100
 16. Type the employee ID of the payroll approver, who is the **AUTHORIZED APPROVER** or the authorized approver's proxy.
 17. Click on **EDIT JOB** when the form is complete. The Student Employment Form appears with a Post Number at the top left. Remember this number. Errors are marked in red if edits need to be made. You may hire your student worker after your job post has been posted for 48hours.
 18. At the end of the form 3 buttons will appear:
 - **EDIT JOB** is used to update the term and # of openings available.
 - **HIRE A STUDENT WORKER** will take you to "Student Worker Hiring Form".
 - **LIST OF STUDENTS HIRED INTO THIS POST NUMBER** shows you a list of students and totals for budgeting purposes.