STUDENT HIRING ELIGIBILITY PROCESS (SHEP) FOR EMPLOYERS

For on-campus student employment, students must complete the Student Hiring Eligibility Process (SHEP) before being hired by the employer. Read these instructions for how to set up a student employment position and how to hire a student.

DIRECTIONS

Students must complete SHEP before being hired by the employer. No student should work until they have been officially hired in Web4. Review the Student Hiring Eligibility Process (SHEP) for Students instructions to better understand what they have to do before starting to work.

SET UP A STUDENT EMPLOYMENT POSITION

The information you provide on this form in Web4 will be automatically transferred into the “Student Job Listing Page.” Students will be able to see your job posting from the information you provide here. Follow these steps to set up a student employment position:

1. In Web4, click on the “Employee Services” tab, then click on the “Student Jobs” link, and then click on “Set Up a Student Employment Position.” You are now in the “Student Employment Position Set-Up Form.”

2. Use the pull-down menu to 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. Use the pull-down menu to 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 $9.00 per hour. Leave the wage amount as shown.

9. Type the LOCATION and/or office number 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."

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. Do not type the % sign. If you have FWS positions available, but do not 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

16. Type the employee ID of the payroll approver, who is the **AUTHORIZED APPROVER** or the authorized approver’s proxy.

17. Click on **POST 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.

18. 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 Number.** 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**

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

   - Click the “Hire Student Worker” button.
   - Go back to the “Student Jobs” 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 semester. You will 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 tasks.

- If the student has completed all the tasks except the Employment Authorization Form (I9), you will need to direct the student to complete the I9 Form at the Student Employment Office in the Student Union, Room 205.

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

**NOTE:** Your student workers will be approved for hire even though they have not completed all necessary tasks, and they 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:

1. Enrolled into the required number of units for credit or non-credit students

2. Completed both TB screenings for the two-step TB test through Student Health Services

**View List of Students Hired in Your ORGN**

To see a list of all the students you hired into your positions, go back to the Student Jobs menu and click on "View List Students Hired in Your ORGN." Choose the semester you wish to view 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.