Process A

New Hire to UW Oshkosh

If There is No Match to National ID Search (Social Security Number) in HRS

OR

If No Job Found

OR

If Employee has Not Worked for UW Oshkosh for 12 months

New Hire Paperwork	Have employee complete new I-9, W4, Direct Deposit, Selective Service (Males only)
Appointment Form	Complete Student Appointment Form, attach to new hire paperwork and send to Human Resources for processing
After Notification from Human Resources	
Add	Funding
Add	Time Approvers

UNIVERSITY OF WISCONSIN OSHKOSH

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Student Appointment Form

This form is to be used by Employing Unit Coordinators (EUCs) to gather data for hourly and lump-sum Student Help positions when student is not a current UW Oshkosh employee or has not been employed by UW Oshkosh for 12 months or more.

Please send completed form to the HR Office, Dempsey 328, with appropriate new hire paperwork attached.

Date Completed: _____

Department Contact: **Contact Phone #:**

Department: **Contact Email:** @uwosh.edu

Enrollment Verification:

 # Credits: _____ **Semester:** _____

EPM HR Search Results:

☐ No HRS Person Match

☐ Yes to HRS Person Match but has no job at UW Oshkosh or has not worked at UW Oshkosh for 12 months or more (note employee ID # below)

STUDENT INFORMATION

Student Name: _____

Social Security #: _____ **Employee ID # (if in HRS):** _____

JOB INFORMATION

Start Date of Job: _____ *Must match start date on I-9 form*

Major Department Code: _____

Building Code: _____

Expected Job End Date: _____ *i.e. End of academic term or summer*

Indicate Hourly or Lump: ☐ **Hourly** ☐ **Lump-Sum**

Hourly Rate (if Hourly): _____

Working Title: _____

Be specific, include STEP if STEP Student

Select Job Code: ☐ **94870** – Level 1, SH ☐ **94871** – Level 2, SH Intermediate ☐ **94872** – Level 3, SH Advanced

Upon completion of person and job data entry by the HR Office, the Department Contact listed will receive
an email including the student's employee ID number and employee record number.
The Department Contact (EUC) may then update the Funding Distribution and Time Approver data.

After Notification from Human Resources	
Add	Funding
Add	Time Approvers

Add Funding to a Job (Empl Record)

- For a hire that is new to your department

Add Appointment (Job) Level Funding (Budget Funding Data Entry) for New Job	
Click	Home
Click	Set Up HRMS
Click	Product Related
Click	Commitment Accounting
Click	Budget Funding Data Entry
Click	"Add a New Value" Tab

"Add a New Value" Tab	
Department	Same as indicated on Job (Work Location Tab)
Fiscal Year	Current fiscal year (ex: 2013-2014 FY = 2014 in field)
Budget Level	Appointment
Enter EmplID#	EmplID#
Enter Empl Record #	Be sure to choose the empl record related to the job that needs the funding assigned
Click	Add

Complete Funding Distribution Information	
Enter Effective Date	Should be same as effective date of Job
Fund	3 digits
Dept ID#	6 digits
Program	1 digit
Distribution %	Make sure this is "100.00%"
Click	Save

Assign Time Approvers to New Job

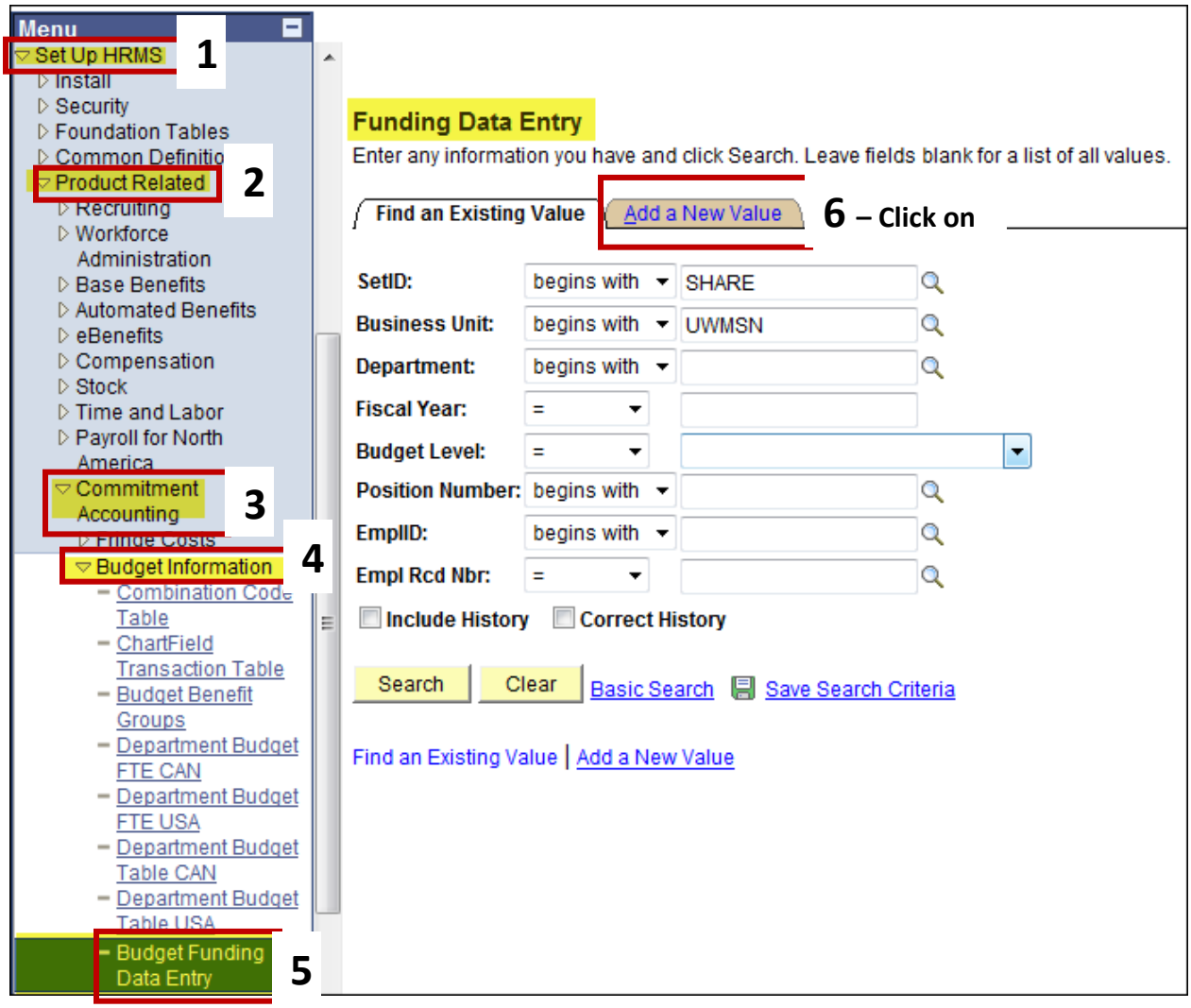
- For new hourly job
- Lump Sum jobs do not need Time Approvers assigned

Add Time Approvers	
Click	Home
Click	Time and Labor
Click	Enroll Time Reporters
Click	Create TL Security
Enter EmplID #	Empl ID of Student
Enter in Empl Rec #	Empl Record Number
Click	Search

Enter Time Approver Information	
Effective Date	Change to effective date of Job (should match effective date of Job)
Payroll Coordinator	Defaults to Jodi Anthony and Joanne Fenrich
UW Approver	*This should be the primary supervisor of employee, not always going to be Employing Unit Coordinator* - To search, click on magnifying glass, or type in Empl ID number of supervisor if known
UW Approver Back-up	To search, click on magnifying glass, or type in Empl ID number of backup approver if known
Click	Save

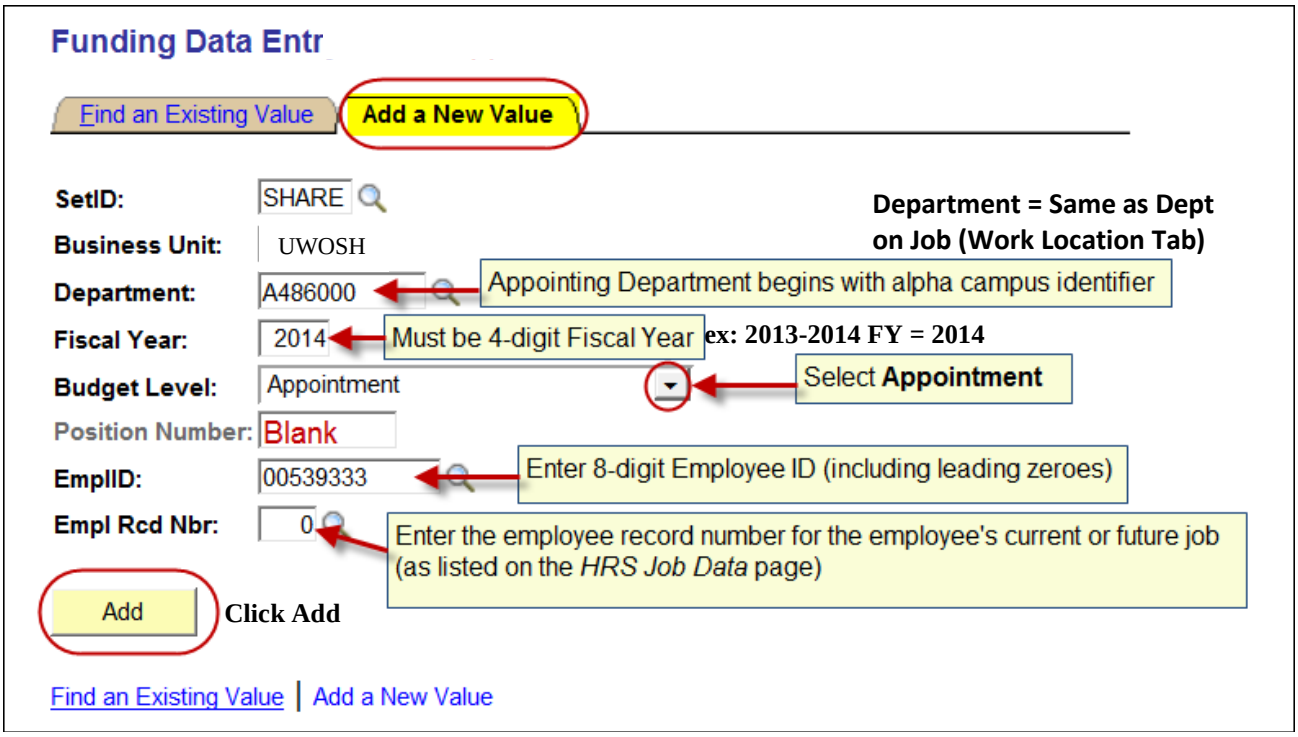
Add Appointment (Job) Level Funding (Budget Funding Data Entry) for New Job

Click	Home
Click	Set Up HRMS
Click	Product Related
Click	Commitment Accounting
Click	Budget Funding Data Entry
Click	"Add a New Value" Tab



Add Appointment (Job) Level Funding (Budget Funding Data Entry) for New Job

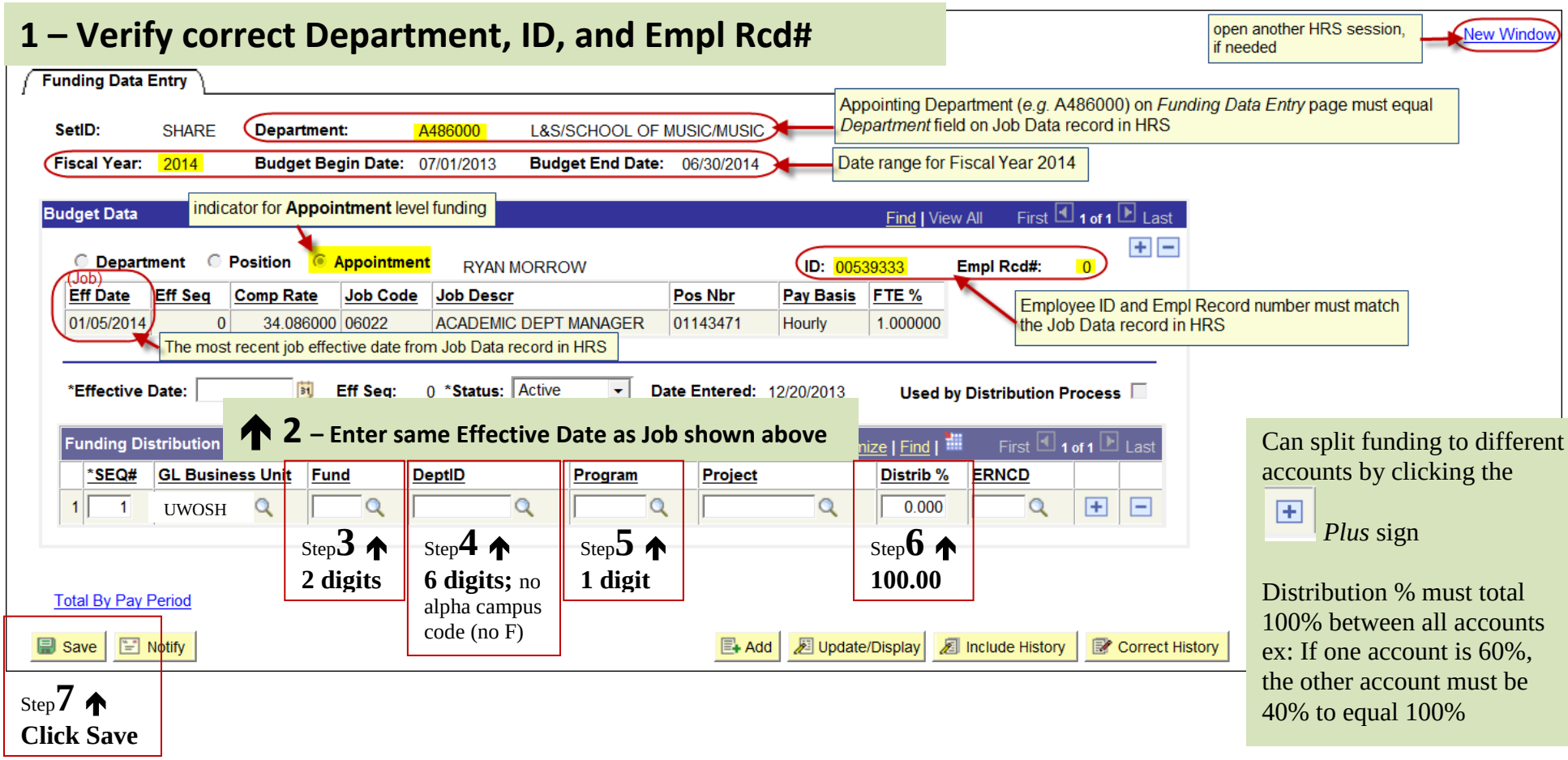
"Add a New Value" Tab	
Department	Same as indicated on Job (Work Location Tab)
Fiscal Year	Current fiscal year (ex: 2013-2014 FY = 2014 in field)
Budget Level	Appointment
Enter EmplID#	EmplID#
Enter Empl Record #	Be sure to choose the empl record related to the job that needs the funding assigned
Click	Add



Add Appointment (Job) Level Funding (Budget Funding Data Entry) for New Job

Complete Funding Distribution Information	
Verify	Correct Department, ID, and Empl Rcd#
Enter Effective Date	Should be same as effective date of Job
Fund	3 digits
Dept ID#	6 digits
Program	1 digit
Distribution %	Make sure this is “100.00%”
Click	Save

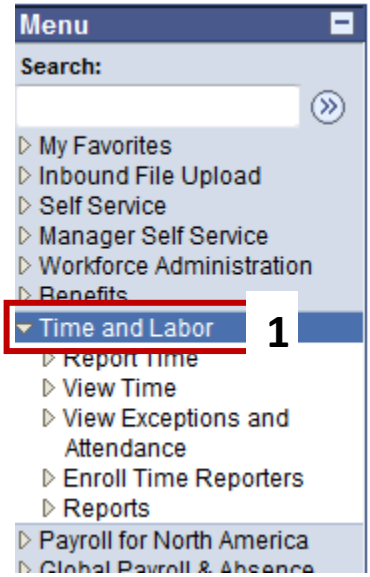
1 – Verify correct Department, ID, and Empl Rcd#

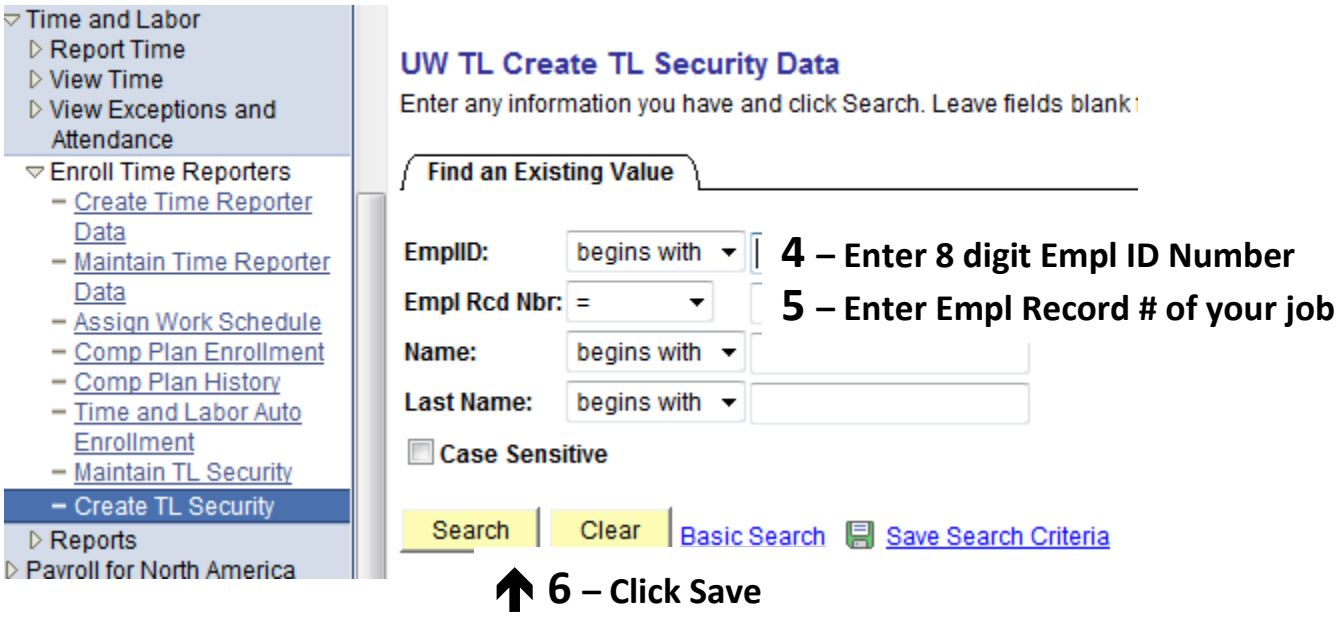


Can split funding to different accounts by clicking the *Plus* sign

Distribution % must total 100% between all accounts ex: If one account is 60%, the other account must be 40% to equal 100%

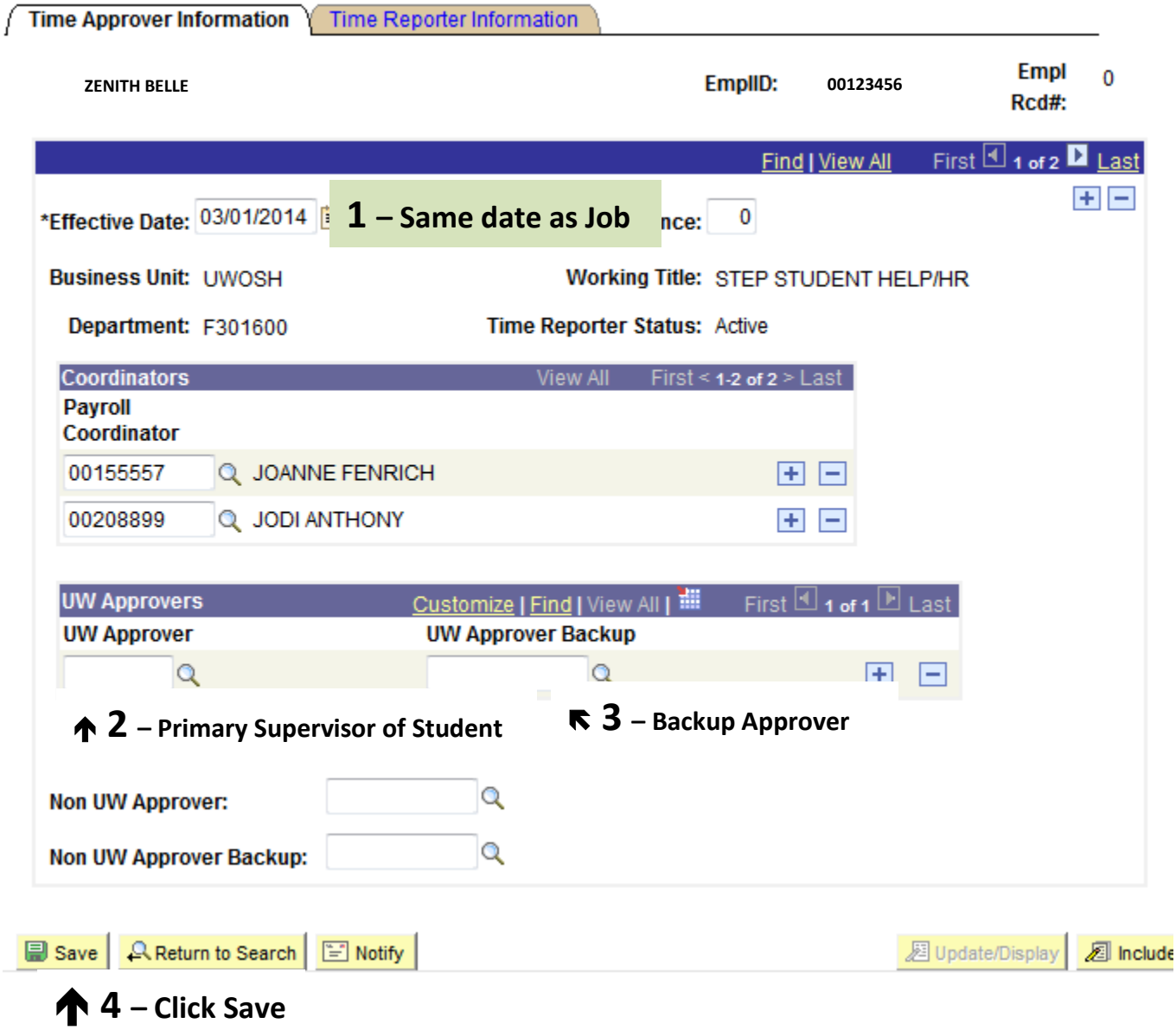
Add Time Approvers	
Click	Home
Click	Time and Labor
Click	Enroll Time Reporters
Click	Create TL Security
Enter EmplID #	Empl ID of Student
Enter in Empl Rec #	Empl Record Number
Click	Search





Add Time Approvers

Enter Time Approver Information	
Effective Date	Change to effective date of Job (should match effective date of Job)
Payroll Coordinator	Defaults to Jodi Anthony and Joanne Fenrich
UW Approver	*This should be the primary supervisor of employee, not always going to be Employing Unit Coordinator* - To search, click on magnifying glass, or type in Empl ID number of supervisor if known
UW Approver Back-up	*This should be someone that will only approve once in a while when the primary approver is unavailable* - To search, click on magnifying glass, or type in Empl ID number of backup approver if known
Click	Save



4 – Click Save

STOP – Process Complete