

## **How To: Student Hiring, Tracking their time and Providing guidance**

**\*\*All relatable and detailed information for this title is searchable in OKTA through the ISU Service Portal, this is just a summarization of the process. Please use the ISU Service Portal for specifics. Iowa State University Human Resources is a wonderful source to reach out to when in need of specifics that you are unable to find.**

You can post available jobs and students can search for posted positions on [CyHire](#).

You can Hire students and work-study students through Workday.

### **HIRING**

You would open Workday and then type in the search bar "Find External Students", this will bring up another search area that you will enter the student's name and then select that student from the list populated.

Next, you will navigate to the student profile and in the top left under the student's name, you will click on the Actions tab. This will open a drop down that you can select 'Hire'. Then you will enter the appropriate information to begin the hiring process.

HR will send you any supplemental information needed to hire the student.

The student/employee will get their onboarding tasks sent to them in Workday and will need to complete them within 30 days of beginning work.

If you have specific questions on the hiring process, you may find common questions and answers in the ISU Service Portal. Type your question into the search bar and it will populate answers to most of the common questions about hiring student workers.

If you have more intricate questions that are not answered in the Service Portal you may contact UHR for more information.

### **TRACKING TIME**

Tracking/entering/editing time on behalf of the student worker/employee is all done through Workday under the Team Time section from the Menu.

Reviewing and Approving Time sheets for student workers/employees can differ slightly depending on if you are the manager or the timekeeper.

# IDEAS TO CONSIDER RELATED TO HIRING, ENGAGING AND RETAINING HOURLY STUDENT EMPLOYEES

## COMPELLING JOB DESCRIPTION

- Post your job on the [student job board](#) and include how it will provide value to students (an opportunity to prepare and advance skills for a professional career while providing flexibility for the student experience; experience to share during career fair interviews, etc.).
- Think broadly! Hourly student employment teaches not only technical workplace skills, but skills that are applicable across all careers, such as communication, timeliness, critical thinking, problem-solving, etc.
- Consider implementing the [Career Readiness Competencies](#) for your area.
- Utilize the [supervisor toolkit](#) to leverage resources already created and tailor them to your needs.

## STARTING PAY

- Think critically about the starting rate of pay and how you advance students who work for you year over year through an increase process. Many businesses around Ames start at \$15.00 per hour. The average hourly rate for students on campus last year was \$12.40.

## FLEXIBILITY

- Enhance support of the student experience such as a schedule rotation for large student events (sporting events, Homecoming week, midterms, and finals, etc.).
- Talk with prospective hourly student employees about how the job could fit between their classes since they wouldn't require transportation to an off-campus location.
- Consider hiring additional students rather than holding out for one student to cover 20 hours of work. Also, consider implementing shorter two- or three-hour shifts where possible.

## HEALTHY BALANCE

- Advance your [own training](#) on student mental health and wellbeing to better support your hourly student employees.
- Familiarize yourself with [student wellbeing resources](#) and share these with your hourly student employees.

## ADDITIONAL PERKS

- Emphasize the perks of your unique role<sup>11</sup>.
- Dining hourly student employees receive a free meal for every four-hour shift.
- Rec Services hourly student employees have direct access to equipment, etc.
- Research credits and Research Experience for Undergraduates (REU) opportunities during summer months.

## RECRUITMENT

- Do your own outreach and discover underutilized sources of talent. Network with colleagues, student organizations and clubs that may be related to the work done in your hourly student employee roles.
- Build your talent pipeline by working with your current hourly student employees and alumni to recruit additional students. Word-of-mouth advertising, current hourly student employee testimonials, mentor/mentee relationships, etc., are excellent opportunities to find and cultivate new talent.

## YOUR ROLE AS A SUPERVISOR

As a supervisor of hourly student employees, you play a critical role – as a mentor, coach, and leader. Among your important support tasks, you should:

- Ensure that newly hired hourly student employees verify their identity and bring [acceptable forms of ID](#) to complete the Form I-9 process at the University Human Resources Service Center in 3810 Beardshear Hall on or before their first day of employment.
- Failure to do so within three days of the start of employment will result in termination of the hourly student employee in accordance with federal laws.
- Work with your Job Management Support staff (JM Support) to [accurately process hires](#).
- Choose the ACTUAL start date when requesting your JM Support staff member to hire the hourly student employee. Failure to choose the actual start date could result in the employee not complying with the timelines on verifying their identity and/or being able to be paid.
- Ensure accurate and timely reporting of hours worked for hourly student employees, including weekly review and approval in Workday of any time entries submitted by hourly student employees. Failure to do so may impact the hourly student employee's ability to be accurately paid.

## HOURLY STUDENT EMPLOYMENT GUIDANCE

As a reminder, the [ISU Hourly Student Employment Guidance document](#) contains a complete overview of ISU's hourly student employment process. The guide outlines eligibility for hourly student hiring, requirements, standards, practices, and tools to assure compliance with the legal standards set forth in the student hiring process. In addition, learn more about [Federal Work-Study](#) and other student aid programs.