Hiring a Current or Recent Student Employee into a New Job

Student employees may have the opportunity to work in several roles for DHFS. Each of these roles is usually considered a different job from a Payroll/HR perspective, even when the duties are closely related.

Definition of Terms
Assignment: the record of a person’s employment, including beginning and ending dates, salary, job title, pay frequency (monthly or hourly) and funding source.

A student will have multiple assignments if any of these criteria are different for their different roles. For example, someone who works for Food Service and Night Management will have two assignments (different pay rates and funding sources).

Reassignment: Most student employees are assigned for a single semester at a time, and reassigned each semester they continue employment. The student cannot work outside the dates of their current assignment.

When a student returns to a job they’ve worked in a previous semester, they need to be reassigned.

Jobclass (TimePro): A job title that reflects both the specific work location and the internal and/or UT job title. A student will have a different jobclass for each hourly-paid job at DHFS. For example, someone who works for the ADH desk, the KIN desk, and subs in the WRH office will have three jobclasses.

The Process
1. You want to hire the student to officially work in a role outside their current job.
2. You submit an HR ticket to officially hire the student into this new role.
3. HR ensures the student has an assignment that will allow them to be paid.
4. HR adds the new job to the TimePro record so the student can clock in under the correct jobclass.
5. Student may now begin working the new job.

Supervisor Responsibilities
Submit a ticket prior to allowing the student to work in the new role. DHFS HR will ensure the student can clock in correctly and be paid for the new job. The student probably will not need to complete any additional paperwork.

Follow these steps when creating the ticket:
1. Choose ticket type: Recommendation for Employment/Reassignment. Under “Student Employee,” select: Student is currently working or worked for DHFS in the past 6 months.
2. Enter the student’s EID and click Get employee info. Make sure it pulls up the correct name.
3. Enter the Internal Title, Employee Status, and start and end dates for the NEW job.
4. Enter the pay rate for the NEW job under Current Pay Rate AND under New Pay Rate.
5. Complete the section of yes/no questions.
6. In the Additional Comments field, please provide information to clarify that this is a new job IN ADDITION TO the student’s current job. Here’s an example: “Tyrone is an RA in Jester Lower West. He will be working an additional 5 hours per week at the Jester West Desk.”
7. Ignore all other fields. Submit Ticket.

Why can’t I see my employee in TimePro?
You have access to certain jobclasses, rather than specific employees. You can see the records of any employees who are assigned to those jobclasses.

Usually when an employee is missing from your view, it’s because the employee hasn’t been assigned to a jobclass that you can access. Often this is because the HR office wasn’t notified that the employee would be working in that job.

But my employee can clock in...that means it’s OK, right?
Not necessarily. Current or past employment with DHFS in an hourly-paid role gives the student a record in TimePro. This will allow them to clock in, even if the record is inactive.

If they can clock in, the hours are recorded. But, the hours may be recorded under the wrong job or under a jobclass you cannot view.

Also, a TimePro record is separate from an assignment. The student must have both to be paid.

Resident Assistants
The RA work agreement covers general RA duties including approximately 5 hours per week working at the desk. The agreement allows for minor fluctuations in weekly hours, occasional additional duties, and a higher workload during peak periods (training, check-in/out, etc).

The following situations constitute a second, hourly-paid job for the RA, above and beyond what is expected based on the RA work agreement:

• Regularly working an extra work shift at the desk.
• Temporarily working as a substitute at the desk or office (outside peak times), in addition to completing all regular RA duties during this period.
• Special seasonal work including winter break and athletics housing.

When an RA’s regular duties are reduced to account for temporary additional duties, it does not constitute a second, hourly-paid job.