eStudent Rehire Processing Guide for
Hiring Managers

Introduction:

The eStudent Rehire feature is available in MaineStreet via Manager Self-Service and Employee Self-Service. This automated process was developed in collaboration with Student Employment across all UMS campuses and Human Resources to expedite student hiring.

IMPORTANT NOTE REGARDING UTILIZATION OF REHIRE TOOL: Utilization of the eStudent Rehire tool is for rehiring students and cannot be used for a student who has never worked for the University. For new employees, utilization of the standard student hiring process applies. For changes to an active job, changes are submitted through a change form (via web authorization tool for USM only).

Process Overview:

Rehiring students via eStudent Rehire utilizes an automated workflow feature with four major steps in order to complete the process:

1. The process is initiated with the hiring manager, who is responsible for entering in the student information, job information, as well as pay/distribution detail. Hiring managers must also verify eligibility for employment, which can be done within the eStudent Rehire feature. In order to complete this phase, hiring managers must agree to the Supervisor’s Responsibility Contract before submitting the request to hire.

2. Students must then accept the job and review and sign the necessary disclosures (student employment agreement, confidentiality agreement, and break waiver if applicable) via Employee Self-Service using the Student WorkCenter. Employees can complete this via a mobile device or tablet, or simply logging in to a workstation in the hiring manager’s office.

3. Student Employment personnel review and approve the pending rehire transactions in their Worklist within MaineStreet. Criteria for approval include:
   - Confirmation of eligibility
   - Receipt of acceptance of job and completion of applicable agreements by student employee

4. Payroll staff then reviews the pending student rehire transactions in their Worklist.
Step 1
If you do not yet have access, complete the eStudent Request Form and submit to umhris@maine.edu.

Step 2
Once your access has been granted, you will see a new tile in your Human Resources section of MaineStreet titled ‘Student Hire’. Click there.

Step 3
You will be brought to the default Student Hire page. On the far left of the page, you will see the following menu options:

- **Student Hire Request** is used to submit a rehire for a student employee.
- **Pending Student Hire Requests** allows you to see the status of your submitted student hires. It will not allow you to see the location of the e-hire.
- **Hired Students** allows you to view all past e-hire submissions that have been approved and created.
Step 4
By selecting the ‘Student Hire’ page on the menu, you will be brought to the following page:

Part 1: Select Student & Job Information
First, you will need to search the student's ID who you wish to re-hire.

Once searched, the student’s former jobs will pop up in the “Jobs” box below. Select which job you want to ‘copy’ the information from by clicking the circular box next the Job Record.
You must only select a job that is Terminated or not Active in current semester. If there is no job record to select, you must submit a paper authorization form or USM managers may use the Student Work Authorization system.

Once the job you would like to copy is selected, click ‘Use Selected Job’ to import this prior job’s data into the below fields.

**Part 2: Inputting Current Employment Information**

The student’s prior job data will fill the fields in the center of the page. Please adjust all of this information accordingly. The yellow highlighted boxes below indicate information you are responsible for adjusting:

- Check that Academic Year is correct
- Check that the Academic Term is correct (Academic or Summer)
- Input your desired Effective Date
- Input your desired hourly rate, level, and step
- Select the student’s Job Code
- Select who the student will report to
• Update FICA status and Empl Class
  ○ UMaine Students: EXEMPT/ STUDENT
  ○ Any High School or Non-University of Maine Students: SUBJECT/ NON-STU
• Action and Reason should auto-populate when importing the job data, but if it does not, please use the below guide to select the correct options.

For Active Jobs (NOT current positions held by student):

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTA</td>
<td>Data Change</td>
</tr>
<tr>
<td>NSJ</td>
<td>New Student Job</td>
</tr>
</tbody>
</table>

For Terminated Jobs:

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>REH</td>
<td>Rehire</td>
</tr>
<tr>
<td>TMP</td>
<td>Temporary Assignment</td>
</tr>
</tbody>
</table>

The Action and Reason should auto-populate when importing the job data, but if it does not, please use the above guide to select the correct options.

• Click “Refresh” in the Total Credits section to ensure that this student is enrolled in enough credits to qualify as a student employee.
  ○ If this person is a high school student or non-UMaine, please indicate so in the Comments section.

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
</tr>
<tr>
<td>At least 6 credits</td>
</tr>
</tbody>
</table>

The student’s last paycheck will also show in the bottom right of this page, with the billing information. If the last paycheck is not in the last 12 months, you may not use the rehire tool. They will need to complete a new I-9 at the Office of Student Employment or at the Payroll Office.
Part 3: Billing Information & Submitting

In the final step of the e-hire, select your distribution category by clicking the magnifying glass icon to browse all of the distribution options. Below are the most commonly used distributions:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS 75/25 (Federal Work Study 75/25)</td>
<td>FWS SUM 75/25 (Summer Work</td>
</tr>
<tr>
<td>FWS CS 75/25 (Federal Work Study Community Service</td>
<td>Study)</td>
</tr>
<tr>
<td>75/25)</td>
<td>STUDENT REG SUM (Regular</td>
</tr>
<tr>
<td>FWS FREE MATCH (Federal Work Study and Free Match)</td>
<td>Summer Hires)</td>
</tr>
<tr>
<td>STUDENT REGULAR (Regular Hires)</td>
<td></td>
</tr>
</tbody>
</table>

Next, complete the billing information by supplying your department ID, and any other identifying information such as fund code, project ID, program code, et cetera as applicable.

Finally, check off the Supervisor Responsibility Contract checkbox and click ‘Submit’.

Please note that the ‘Save’ feature is only available for the Office of Student Employment and Payroll Office; clicking ‘Save’ does not mean that your information will be saved if you exit this page.

We can make and save changes to a pending hire. **Once the job has been created, we will need a change form.**
Email Notification Process:

There are two points whereby notices are sent automatically:

● A notice is sent to the student once the manager submits the job. Students are instructed to log in to MaineStreet to do the following:
  ○ Accept the job
  ○ Sign the confidentiality agreement
  ○ Check I-9 (This is being removed based on your feedback)
  ○ Sign the Break Waiver (This is being changed to optional based on feedback)

● Once the job is approved by Payroll, two emails are sent:
  ○ Managers are notified that the student is setup
  ○ Students are informed that they can now enter time