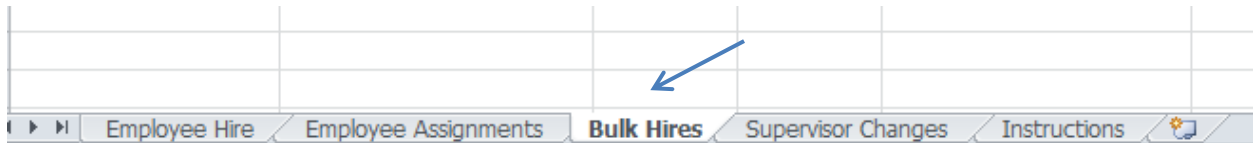


TS901 and Student Employment Bulk Hire Spreadsheet Tool

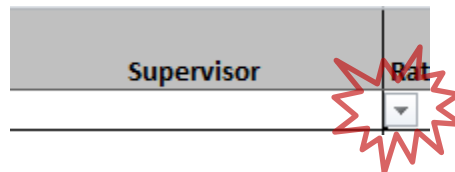
Hire:

When hiring multiple students at one time, you may utilize the Bulk Hire Spreadsheet Tool.

- Using this tool allows AABC units the ease of hiring multiple students efficiently and effectively.

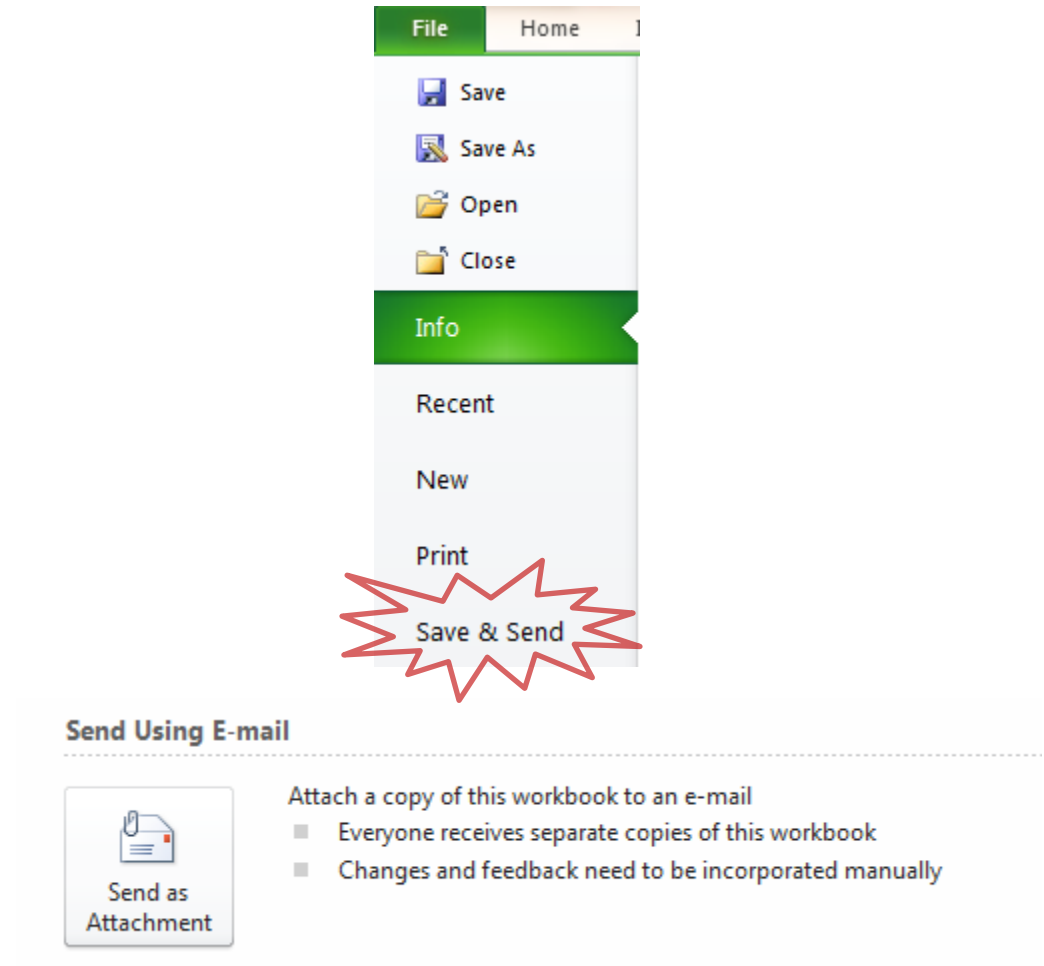


1. Complete the spreadsheet, some selections may be made from dropdowns specific to your unit.
 - a. List the Last and First names of the students that you wish to hire, along with their ID Number, Expected Start Date, and Job Assignment Name.
 - b. Complete the supervisor field from the drop down list for each assignment you want populated. Please note this is the supervisor that will be listed in Multiple Assignment and may only be an unclassified employee.



- i. Delegation in EmpCenter may be requested and approved through central HR. For the current request process please contact your AABC HR Student Employment team contact.
- ii. If the unclassified supervisors name is not listed, choose "Other" and enter the name of the desired supervisor in the notes box.
- iii. Enter the rate of pay requested.
- iv. If the index listed is not correct, enter the proper index information in the "Labor Dist. Override" field.
- v. If you need to create more than one assignment for the employee, please complete all fields for each assignment. The employee can have different rates of pay, supervisors and indexes for each.

- c. When the spreadsheet is complete, please submit it to the AABC HR Student Employment Team either in paper format with all proper budget authority signature(s) or electronically as an attachment to aabc.studentemployment@oregonstate.edu.
- i. This can be done by choosing “save & send” in Excel from the drop down File tab when the spreadsheet is open. Then by choosing to “send as attachment” under Send Using E-Mail. Now you can enter aabc.studentemployment@oregonstate.edu as the as “To” address as well as save it on your desktop if you would like.



- ii. The form should be sent from the budget authority so that the email acts as the signature. If it is sent from the “submitted by” employee who is not the budget authority, it should have been printed and scanned to the email with the proper signature.
2. The business center HR team will complete the hiring paperwork with the employee, as necessary, as they have done before and initiate the record in Banner. The AABC Payroll team will initiate Multiple Assignment once the record is approved in Banner. It may then take an additional overnight process for the EmpCenter data to load and generate a timesheet.