TS901 and Student Employment Request Form

New Hire:
When hiring a new employee complete both pages one and two of the TS901 and Student Employment Request Form found at this link: http://oregonstate.edu/fa/bc/aabc/student-employment-request-forms

- The first page is general information including the employees name and ID number, enrollment information, and hiring information for your department that is used to hire the employee to OSU.

### Hiring Department Information:

- **Hiring Department:** 160659 MHD - Dining Centers
- **Position Number:** [Blank]
- **Start Date:** [Blank]
- **Unit Pay Only:** [Blank]
- **Criminal History Check (CHC):** [Blank]
- **Motor Vehicle History Check (MVH/C):** [Blank]
- **Submitted By:** [Blank]

- The second page (Employee Assignments, tab two)

includes a list of the assignment names for your department, supervisors names, a column for pay rates and the default labor indexes allocated to those assignments. This page will be used to initiate a record or records in Multiple Assignment.

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Supervisor</th>
<th>Rate of Pay</th>
<th>Default Index</th>
<th>Default Activity</th>
<th>Labor Dist Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHDS Arnold Bistro</td>
<td>~</td>
<td>MHD153</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHDS Arnold Dish Room</td>
<td></td>
<td>MHD151</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHDS Arnold Production</td>
<td></td>
<td>MHD151</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Complete page one with the employee’s identifying information.
   a. Include enrollment and citizenship information you receive from the employee, if known. In the
      hiring department section complete the position number from the drop down and the start
      date. The start date should be the first date the employee is anticipated to work, attend
      training or a paid orientation, etc. This date will impact effective dates and proper system set
      up.
   b. Next enter the submitted by name as the name of the person completing the form.
   c. If the employee will be paid by Unit/Student Stipend pay, check the box marked “Unit Pay Only”
      and indicate the proper index in the comments section. You do not need to complete the
      second page, employee assignments, when using this form of payment, which is only allowed
      for certain preapproved job types.
   d. Finally enter the budget authority’s name in the Printed name field on the Department Budget
      Approval line and either print the form and have that person sign it, or have the budget
      authority send the form by email to the AABC HR student employment team after completing
      page two.

2. Complete page two; employee assignments; some information will prepopulate from page one, the
   student employment request. If it does not you can type over these fields and enter the necessary
   information.
   a. 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. If the unclassified supervisors name is not listed, choose “Other” and enter the name of
            the desired supervisor in the notes box.
         ii. Delegation is done in EmpCenter by the current supervisor using the directions provided
            in the Supervisor user Guide found here http://mytime.oregonstate.edu/empcenter-
            training/supervisor-training. If the unclassified employee you are trying to delegate to is
            not available in the EmpCenter delegation screen a request may be made through
            central HR for them to be added. For the current request process please contact your
            AABC HR Student Employment team contact.
   b. Enter the rate of pay requested.
   c. If the index listed is not correct, enter the proper index information in the “Labor Dist. Override”
      field.
d. 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.

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<th>Rate of Pay</th>
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<th>Default Activity</th>
<th>Labor Dist Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHDS Arnold Bistro</td>
<td>Melton, Traci Lin</td>
<td>$ 9.00</td>
<td>MHD153</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UHDS Arnold Dish Room</td>
<td>Melton, Traci Lin</td>
<td>$ 8.95</td>
<td>MHD151</td>
<td></td>
<td>MHD150</td>
</tr>
</tbody>
</table>

3. When these two pages are complete please submit them to the AABC HR Student Employment Team either in paper format with all proper signatures or electronically as an attachment to aabc.studentemployment@oregonstate.edu.

a. 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.
b. 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.

The business center HR team will complete the hiring paperwork with the employee 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.