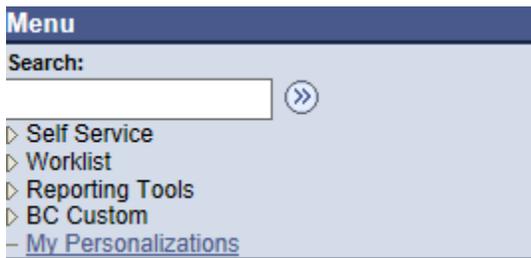


PeopleSoft HR

Creating a Student Job Request

Creating a job request is a first step towards hiring a BC student or students in an hourly-paid/weekly payroll student job. A job request can be used to hire more than one BC student since there is no field in this screen to limit the number of students being hired for this job; nor does this screen require any budgetary information about the funds you have available to hire a student.

After logging into this system, select BC Custom from the Menu:



Then select Use, and then Job Request to create an on-campus student job request



On Campus Job Request

Job Request Number: 028501

*DeptID: 

*Job Title: 

Job Code: _____ Min: _____ Max: _____

Contact:  Phone: _____ Email: _____

Job Descr:

Publish in Job List?:

*Pub Expire Date:

Specify Job Span

Academic Year Summer Session

/ to /

Budget Calculator - Informational Only

Total Hours for Week:

Num of Weeks:

Salary Range Calc Point

Minimum Mid Point Maximum

Budget Estimate: _____

The employer enters its Department I.D. Number, or can click on the magnifying glass symbol to the right of the field to select the appropriate number:

Look Up DeptID

SetID: _____ SHARE

Department: 

Description: 

Short Description: 

Manager ID:  

[Basic Lookup](#)

Search Results

View 100 First  1-4 of 4  Last

Department	Description	Short Description	Manager ID
050201	Student Services	STDSVC	22182131
099107	Tech Integration Sup	Tech Integ	(blank)
099108	Student General Serv	Student Ge	(blank)
099109	Financial Services	Financial	(blank)

Next, click on the magnifying glass to the right of the Job Code field, which will bring you to the start of the list of student job titles in that table:

Look Up Job Title

Job Title Code: begins with

Description: begins with

Job Code: begins with

Community Service Position?

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-148 of 148 Last

Job Title Code	Description	Job Code	Community Service Position?
201	Accounting Aide	920200	N
202	Administrative Assistant	920200	N
203	Audio Visual Assistant	920200	N
204	Bartender (hourly)	920200	N
205	Business Associate	920200	N
206	Computer Operator	920200	N
207	Data Entry Operator/Word Processor	920200	N
208	Health Services Aide	920200	N
209	Library Assistant	920200	N
210	Notetaker	920200	N
211	Recreation Aide	920200	N
212	Residence Hall Desk Assistant	920200	N
213	Science Lab Assistant	920200	N
214	Security Guard	920200	N
215	Shipping/Receiving Clerk	920200	N

This table provides the first 100 job titles. However, click on “View All” which then will provide a listing of all student job titles.

If you want to hire a student as an Administrative Assistant, then click on Job Title Code 202. The following fields then are populated in the job request:

- The job title of Administrative Assistant
- The Job Code (job grade level) to which it is assigned, which is 920200 in this example
- The Student Job Class of “B” (jobs are classified from “B” through “F”)

- The Minimum and Maximum pay rates for this Job Code and Job Class;
- A brief job description appears in that field. (Note: this default description can be revised to a description that is more pertinent to the duties being performed for your department. However, there is a limit of 254 characters, including spaces, available to type a revised description; and, you will be notified if your revised description exceeds that limit.)

*Job Title: Administrative Assistant

Job Code: 920200 Student Job Class B Min: 11.000000 Max: 13.000000

Contact: Phone: Email:

Job Descr: Publish in Job List?:

*Pub Expire Date:

Click the square box to the right of “Publish in Job List?” if you want this job listing posted on the Student Employment website. Job listings are updated nightly during the workweek, so your listing will be available the next day for public viewing if you do check off that box.

After clicking on the box, the expiration date will change to a date four weeks in the future. You can change the Publish Expiration Date by clicking on that field and selecting another date from the posted calendar.

When you decide that this student job listing should no longer be posted, then just return to this specific job request and unclick that box. The listing will be removed during the night from the Student Services website.

Publish in Job List?:

*Pub Expire Date: 10/01/2017

Calculate

Budget Estimate:

num

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Current Date

Be certain that the correct employment period is selected when creating a student job request. Beginning in early April, campus employers may create job listings for the upcoming summer employment period, as well as a listing for the current academic year employment period. Job listings for the subsequent academic year cannot be created until the first date of the summer employment period.

Specify Job Span

Academic Year Summer Session

8 / 2017 to 5 / 2018

The Budgetary Information section is for informational purposes only and does not need to be used. However, if used, it will provide the originator with the estimated cost to their operating budget for that fiscal year.

Budget Calculator - Informational Only

Total Hours for Week:

Num of Weeks:

Calculate

Budget Estimate:

Salary Range Calc Point

Minimum Mid Point Maximum

When finished, the originator clicks the “Save” tab at the bottom left on the screen and that job request is saved in this system, and later used for hiring a specific student or group of students for this specific job.

The originator can then create another student job request, or leave that site.

Job requests are employment period and fiscal year specific. Therefore, it is necessary to create new student job requests for summer or academic year employment periods, and for the current fiscal year (or for summer, the next fiscal year when creating summer job requests beginning in April).

Deleting a Student Job Request

A student job request that was created, but not used to hire any student, can be deleted by selecting the delete option in the navigation tree, and entering data in the appropriate field/s:

Menu

Search:

- Self Service
- Worklist
- Reporting Tools
- BC Custom
 - Use
 - Job Request
 - Job Request - Off Campus
 - Job Request - All
 - Hire Students
 - Hire Students - Off Campus
 - Hire Students - All
 - Copy Job Request
 - Delete Job Request**
 - Cancel Student
 - Approve Student Hire
- Setup
- Process
- Inquire
- My Personalizations

Delete Job Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Job Request Number:	begins with	000000
Description:	begins with	
Department:	begins with	
Job Code:	begins with	
Contact Name:	begins with	
User ID:	begins with	

[Basic Search](#)  [Save Search Criteria](#)