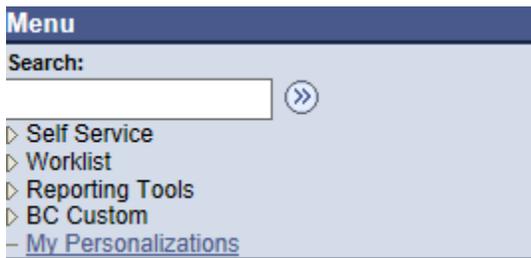


# PeopleSoft HR

## 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: <input type="text"/>		
*Job Title: <input type="text"/>		
Job Code: _____	Min: _____	Max: _____
Contact: <input type="text"/>	Phone: _____	Email: _____
Job Descr: <input type="text"/>	Publish in Job List?: <input type="checkbox"/>	
	*Pub Expire Date:	<input type="text" value="11/29/2017"/>
<b>Specify Job Span</b>	<b>Budget Calculator - Informational Only</b>	
<input checked="" type="radio"/> Academic Year <input type="radio"/> Summer Session	Total Hours for Week: <input type="text"/>	<input type="button" value="Calculate"/>
<input type="text" value="8"/> / <input type="text" value="2017"/> to <input type="text" value="5"/> / <input type="text" value="2018"/>	Num of Weeks: <input type="text"/>	Budget Estimate: _____
	<b>Salary Range Calc Point</b>	
	<input checked="" type="radio"/> Minimum <input type="radio"/> Mid Point <input type="radio"/> Maximum	
<input type="button" value="Save"/>	<input type="button" value="Notify"/>	<input type="button" value="Add"/> <input type="button" value="Update/Display"/>

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:

Department:

Description:

Short Description:

Manager ID:

[Basic Lookup](#)

## Search Results

View 100 First 1-4 of 4 Last

Department	Description	Short Description	Manager ID
<a href="#">050201</a>	<a href="#">Student Services</a>	<a href="#">STDSVC</a>	<a href="#">22182131</a>
<a href="#">099107</a>	<a href="#">Tech Integration Sup</a>	<a href="#">Tech Integ</a>	(blank)
<a href="#">099108</a>	<a href="#">Student General Serv</a>	<a href="#">Student Ge</a>	(blank)
<a href="#">099109</a>	<a href="#">Financial Services</a>	<a href="#">Financial</a>	(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:

[Help](#)

## Look Up Job Title

Job Title Code:

Description:

Job Code:

Community Service Position?

[Basic Lookup](#)

### Search Results

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

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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.

▽ Search Criteria

Job Request Number:	<input type="text" value="begins with"/>	<input type="text" value="000000"/>
Description:	<input type="text" value="begins with"/>	<input type="text"/>
Department:	<input type="text" value="begins with"/>	<input type="text"/>
Job Code:	<input type="text" value="begins with"/>	<input type="text"/>
Contact Name:	<input type="text" value="begins with"/>	<input type="text"/>
User ID:	<input type="text" value="begins with"/>	<input type="text"/>

[Basic Search](#)