

WILLIAM PATERSON UNIVERSITY

WELCOME

# BEFORE YOU BEGIN

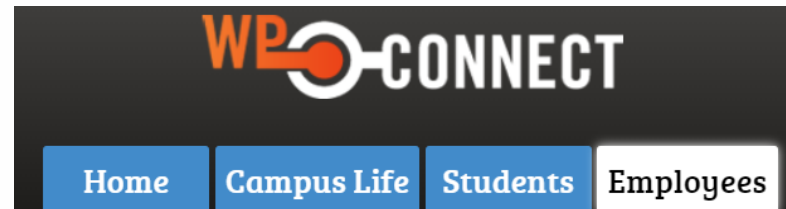


**Students **cannot** be hired without first ensuring availability of funds.**

Questions regarding availability of funds: contact Alene Ortiz

Questions regarding Federal Work Study Positions: contact Zoya Barry-Chastanet

# HIRE TOUCH ADMIN SITE



## HR Info & Services

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[Appointment Check List](#)

[Sample Employment Offer Letters](#)

[Employment Opportunities](#)

[Mandatory Ethics Training](#)

[Gender Equity Policy](#)

[HireTouch Admin](#)

[Anti-Discrimination and Sexual Harassment Training](#)

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

## Hiring Manager to complete:

1. Click on the **JOBS Tab**, then click on Create Adjunct or Student Posting.

The screenshot shows the William Paterson University job posting system interface. The top navigation bar includes links for HOME, PROSPECTS, JOBS, APPLICANTS, POSITIONS, TASKS, RESOURCES, and SETUP. The 'JOBS' tab is highlighted with a green circle and a yellow arrow. Below the navigation bar, there is a dropdown menu for 'All Jobs' and a search bar. The main content area displays 'All jobs that have not been archived' and a message: 'Use "Fill Vacancy" to request a new posting from an existing position.' At the bottom, there are filters for Job Status, Job Category, and Department. The 'Create Adjunct or Student Posting' link is highlighted with a green circle and a yellow arrow.

# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

2. Select the student Template and click continue.



HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

**Add a Requisition**

Choose Template **Title** Requisition Forms

Step 1. Choose a Template

**AVAILABLE JOB TEMPLATES**

Category: - All Categories -

Search: Job Template Title

- \*Adjunct Template
- \*Blank Faculty Template
- \*Blank Staff/Admin Template
- \*Student Template
- \*Test Director

**Preview**

Please select a template from the list to see a preview

[Back](#) [Continue](#)

# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

3. Type the Functional Job Title for the Posting and Click “Continue”



HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

**Add a Requisition**

**Choose Template** Title **Requisition Forms**

Step 2. Please provide a title

Job Details > \* Student Template

Title: \*Payroll - Office Assistant - Non Federal Work Study (TEST)  
(Functional Title)

**Additional Information**

[Back to Template](#) [Continue](#)

# FUNCTIONAL TITLE FOR JOB POSTING

Please follow the below structure for creating the Functional Title for Job Postings:

## Department / Position Duties / Funding Source

Department	Brief Description of Position	Federal or Non-Federal Work Study
Business Services	Office Assistant	Federal Work Study
Sample Posting Title: Business Services Office Assistant Federal Work Study		

### Non-Federal Work Study

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Add a Requisition

Choose Template Title **Requisition Forms**

Step 2. Please provide a title

Job Details > \*Student Template

Title: \*Payroll - Office Assistant - Non Federal Work Study  
(Functional Title)

Additional Information

Back to Template **Continue**

### Federal Work Study

HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Add a Requisition

Choose Template Title **Requisition Forms**

Step 2. Please provide a title

Job Details > \*Student Template

Title: \*Payroll - Office Assistant - Federal Work Study  
(Functional Title)

Additional Information

Back to Template **Continue**

# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

4. The form packages are pre-selected, just click continue.

The screenshot shows a web interface for adding a requisition. At the top, there is a navigation bar with tabs: HOME, PROSPECTS, JOBS, APPLICANTS, POSITIONS, TASKS, RESOURCES, and S. Below the navigation bar is a header section titled 'Add a Requisition' with three sub-tabs: 'Choose Template', 'Title', and 'Requisition Forms'. The main content area is titled 'Step 3. Attach Forms to the Requisition' and includes a red warning: 'DO NOT CHANGE THESE SELECTIONS.' There are three sections of form packages, each with a 'Name' label and a list of items with checkboxes. The 'Applicant Related Form Packages' section has 13 items, with the first five checked. The 'Job Related Form Packages' section has 2 items, with the first checked. The 'Position Related Form Packages' section has 2 items, with the first checked. At the bottom, there are two buttons: 'Back to Settings' and 'Continue', with the 'Continue' button circled in green.

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES S

### Add a Requisition

Choose Template Title Requisition Forms

Step 3. Attach Forms to the Requisition  
**DO NOT CHANGE THESE SELECTIONS.**

#### Applicant Related Form Packages

Name

- Employment Application - Student
- Job Offer
- Pre-Screening
- HRAF - Student
- Onboarding Package - Adjunct/Student
- Availability Form
- Background
- Desk Assistant
- Employment Application - Faculty
- Employment Application - Internal
- Employment Application - Staff/Admin
- HRAF
- HRAF - Adjunct
- Onboarding Package

#### Job Related Form Packages

Name

- Job Forms - Student/Adjunct
- Job Forms

#### Position Related Form Packages

Name

- PEF
- Position

Back to Settings Continue



# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

5. Click **START** to begin the job posting.



HOME PROSPECTS **JOBS** APPLICANTS POSITIONS TASKS RESOURCES SETUP

Student Assistant - Human Resources Office (TEST)  
Student - Initiated

Properties Applicants Activity Processes Forms Applicant Review Posting Positions

[Job Forms](#) | [Form Packages](#)

Package added successfully

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document His
Job Forms - Student/Adjunct											
Job Posting - Student/Adjunct									<a href="#">Start</a>		

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

6. **\*\* IMPORTANT \*\*** Students cannot be hired without verifying that Budget Funds are available and that you are using the correct FOAP. After the Budget is secured and the FOAP is correct, select “Yes”.

## Job Posting - Student/Adjunct

---

### Posting Details (STEP 1 OF 1)

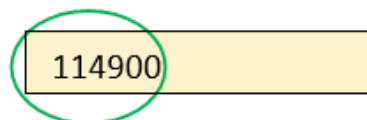
---

I certify that I have verified: 1. The availability of funds 2. The correct FOAP for this position from the Budget Office 3. The Position Number. If you have not received this information, please contact Alene Ortiz: [Ortiza@wpunj.edu](mailto:Ortiza@wpunj.edu)

Yes  No

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

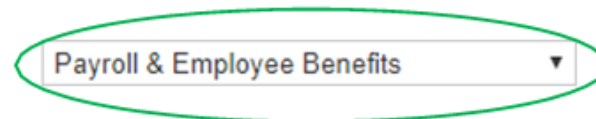
7. Select Position Number: 114900: Department Funded:



114900

8. Select Department from the Drop Down

Department:



Payroll & Employee Benefits ▼

# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

9. Select Hiring Manager using the Lookup function

a. Click on the person lookup

Position #:

Department:

Hiring Manager:

b. Type the First Name and Last Name. Click on the email address and press “Select User”

User Lookup: Hiring Manager

Search Existing Users | Add a User

First Name:  Last Name:

Email:  User Name:

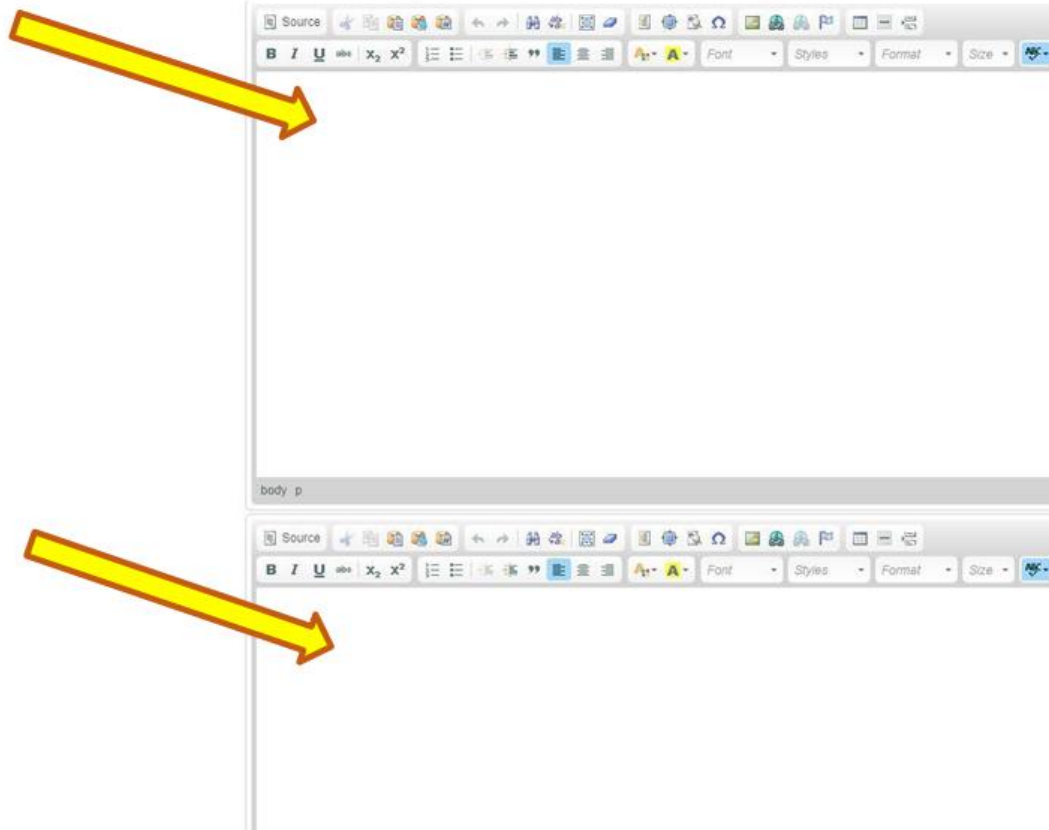
Evans, Jeannine (evansj24@wpunj.edu)

Select User Close

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

10. Enter the Overview of Position (position description) and Basic Responsibilities:

Overview of Position:



body p

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

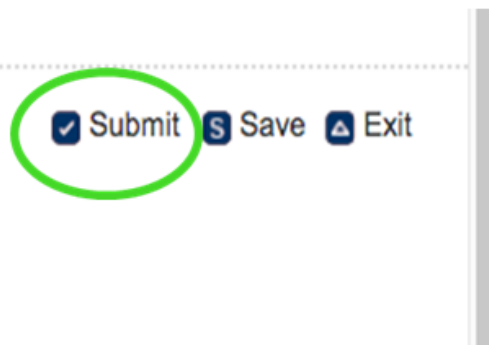
## 11. Enter Preferred Work Hours.

Preferred Work Hours/Availability:



- a. Example: Tues & Thurs 6:30pm – 8:30pm
- b. Example: Flexible schedule

## 12. Click Submit at the bottom right of the page



# CREATING A JOB POSTING FOR NON-FEDERAL WORK STUDY POSITIONS

13. Click on Initiated.

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

**\*\* TEST - Student Assistant - TEST \*\***  
Student **Initiated**

Properties Applicants Activity Processes Forms Applicant Review Posting Positions

[Job Forms](#) | [Form Packages](#)

Show Job Forms

Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Job Forms - Student/Adjunct												
<input checked="" type="checkbox"/> Job Posting - Student/Adjunct	1900177		Approved	<input checked="" type="checkbox"/>	Thu, 4/25/19 at 10:39 AM	<a href="#">Recertify</a>			<a href="#">View</a>   <a href="#">Re-generate PDF</a>   <a href="#">Edit</a>		<a href="#">View History</a>	<a href="#">Remove</a>

14. From the drop down select: POSTED INTERNAL, then click Save.  
(If you do not select Posted Internal, it will post to the public site and you could get many outside applicants for the position).

**Job Status History**

STATUS	DATE	USER
Recruitment Approved	Wed 8/22/18 at 11:21 AM	Jeannine Evans
Initiated	Wed 8/22/18 at 10:51 AM	Jeannine Evans

Update Status

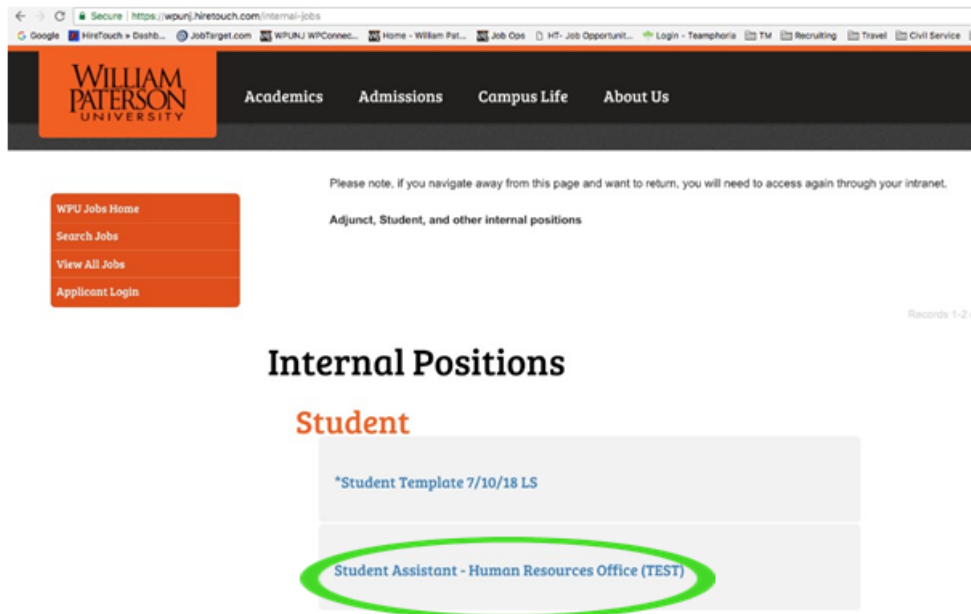
Status: **Posted Internal**

# CREATING A JOB POSTING FOR **NON-FEDERAL** WORK STUDY POSITIONS

15. Your position is now posted.

Students will be able to view the positions through the internal URL:

<https://wpunj.hiretouch.com/internal-jobs>



The screenshot shows a web browser displaying the internal job posting page for William Paterson University. The browser's address bar shows the URL <https://wpunj.hiretouch.com/internal-jobs>. The page features a navigation menu with links for Academics, Admissions, Campus Life, and About Us. A sidebar on the left contains links for WPU Jobs Home, Search Jobs, View All Jobs, and Applicant Login. The main content area displays a message: "Please note, if you navigate away from this page and want to return, you will need to access again through your intranet." Below this, it lists "Adjunct, Student, and other internal positions" and shows a list of positions. The first position is "\*Student Template 7/10/18 LS". The second position, "Student Assistant - Human Resources Office (TEST)", is circled in green.

William PATERSON UNIVERSITY

Academics Admissions Campus Life About Us

WPU Jobs Home  
Search Jobs  
View All Jobs  
Applicant Login

Please note, if you navigate away from this page and want to return, you will need to access again through your intranet.

Adjunct, Student, and other internal positions

Records 1-2 of:

## Internal Positions

### Student

\*Student Template 7/10/18 LS

Student Assistant - Human Resources Office (TEST)



# CREATING A JOB POSTING FOR FEDERAL WORK STUDY POSITIONS

Complete previous steps, except please also follow the below:

1. **\*\* IMPORTANT \*\*** Verify this is an approved FWS position. After confirming with the Financial Aid Office, select “Yes”.

### Posting Details (STEP 1 OF 1)

---

I certify that I have verified: 1. The availability of funds (Department Funded or Federal Work Study). 2. The correct FOAP for this position from the Budget or Financial Aid Office 3. The Position Number. If you have not received this information, please contact Alene Ortiz: [Ortiza@wpunj.edu](mailto:Ortiza@wpunj.edu) or Financial Aid at [StudentEmployment@wpunj.edu](mailto:StudentEmployment@wpunj.edu)

- Yes
- No

2. Federal Work Study Position Number is 11290N

Position #:

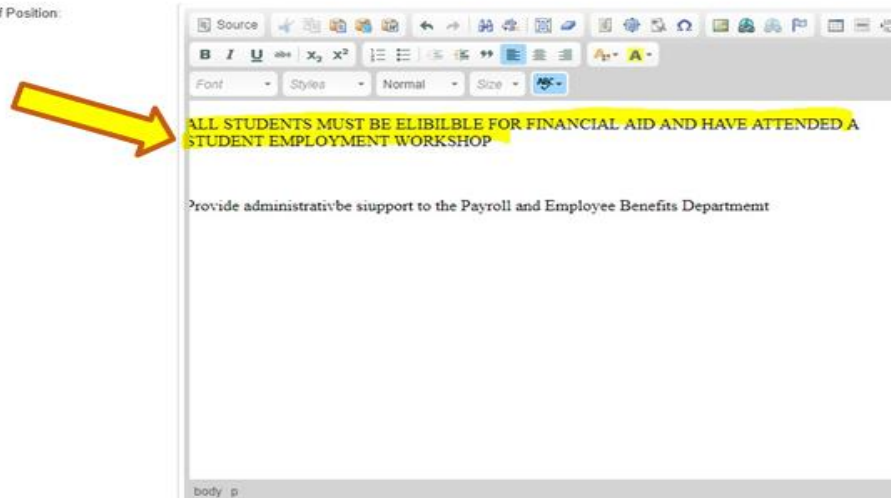
**Financial Aid Students Only** use 11290N

# CREATING A JOB POSTING FOR FEDERAL WORK STUDY POSITIONS

3. Enter the Overview of Position (position description) and Basic Responsibilities. **IMPORTANT:** Please include the below language in the body of your job description:

**ALL STUDENTS MUST BE ELIBLBLE FOR FINANCIAL AID AND HAVE ATTENDED A STUDENT EMPLOYMENT WORKSHOP**

Overview of Position:



The screenshot shows a web-based form for entering job details. At the top is a rich text editor toolbar with options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Font Color. Below the toolbar, the text "ALL STUDENTS MUST BE ELIBLBLE FOR FINANCIAL AID AND HAVE ATTENDED A STUDENT EMPLOYMENT WORKSHOP" is entered and highlighted in yellow. A large yellow arrow points to this highlighted text. Below the highlighted text, the text "Provide administrativbe support to the Payroll and Employee Benefits Department" is visible. At the bottom of the form, the text "body p" is shown.

Basic Responsibilities:



The screenshot shows a web-based form for entering job details. At the top is a rich text editor toolbar with options for Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and Font Color. Below the toolbar, the following list of responsibilities is entered:

- Greet walk-ins
- Answer Phones
- Copying
- Filing
- Other duties as assigned

Job Related skills  
i.e. if you are  
looking for  
accounting help,  
etc.

# Questions?



# REVIEWING APPLICANTS

Click on the Job name. You will see a list of applicants in the Applicants tab.

The screenshot displays the 'Applicants' tab for the 'Assistant Director - Plant Engineer' position. The interface includes a navigation bar with 'HOME', 'PROSPECTS', 'JOBS', and 'APPLICANTS'. Below the job title, there are tabs for 'Properties', 'Applicants', 'Activity', 'Processes', 'Forms', 'Applicant Review', and 'Positions'. The 'Applicants' tab is active, showing a list of applicants under the heading 'My Committee Applicants - Faculty'. The list includes columns for NAME, USER STATUS, and DOCUMENTS (BULK DOCS, APPLICATION, COVER LETTER, RESUME, OTHER). A search bar and filters for 'Date Applied' and 'Applicant Status' are visible. On the right, there are sections for 'Actions' (Edit Questions, Upload a Document, Attach a Note), 'Processes' (Posting Approval: Not Started, 11/30/17), and 'Job Details' (Created: 11/30/2017, Job Category: Administrative and Professional, Status: Posted, Position #: 0152885, Workflow Search, Configuration, Positions Filled: 0 of 2). At the bottom, it shows 'Records 1-14 of 14' and pagination options.

NAME	USER STATUS	BULK DOCS	APPLICATION	COVER LETTER	RESUME	OTHER
Arisman, Scott	Submitted					
Bidey, Edward	Submitted					
Citron, Steve	Submitted					
D'Angelo, Angelo	Submitted					
Fischer, Christopher	Submitted					
Grbic, Stan	Submitted					
Kvares, Anatoly	Submitted					
Kweselait, David	Submitted					
Lechthaler, Paul	Submitted					
Lindenbaum, Herman	Submitted					
McCann, Thomas	Submitted					
McLeer, Dermot	Submitted					
Mendoza, Peter	Submitted					
Schpakow, Gregory	Submitted					

Click on applicant name to open profile.

# REVIEWING APPLICANTS Cont.

## Applicant Profile

Click to open category to view package content

Click on uploaded documents to open and view


**Scott Arisman** (sarisman@optonline.net)  
Assistant Director - Plant Engineer - [Submitted](#)

Demographics | **Job** | Activity | Processes

[Addresses](#) | [Contact Information](#) | [Education](#) | [Employment](#) | [References](#) | [Skills](#)

Demographics

<p><b>Demographics</b></p> <p>Name: Scott Arisman Address: 12 Highland Terrace Wayne, New Jersey 07470 Home Phone: 201-206-6154 Email: sarisman@optonline.net Current Employee: No Education Level: High School Diploma or GED Registered: December 6, 2017 at 9:41 PM Last Updated: December 6, 2017 at 10:25 PM</p>	<p><b>Correspondence (0)</b></p> <p><b>Documents (3)</b> Last Updated: 12/06/2017 at 10:25 PM</p> <p><a href="#">Employment Application</a> (type: Application) Wed 12/6/17 at 10:25 PM</p> <p><a href="#">William Paterson University docx</a> (type: Cover Letter) Wed 12/6/17 at 10:12 PM</p> <p><a href="#">Scott_arisman_resume1.docx</a> (type: Resume/CV) Wed 12/6/17 at 10:11 PM</p> <p><b>Notes (0)</b></p> <p>None</p>
<p><b>Education (3)</b> Last Updated: 12/06/2017 at 9:48 PM</p> <p><a href="#">New Jersey State Real Estate License</a> 01/01/2016 - 01/01/2018</p> <p><a href="#">NJ State Black Seal Butlers License</a> State of NJ Black Seal Butlers License 01/01/2013 - 01/01/2013</p> <p><a href="#">Suffern High School</a> 01/01/1978 - 01/01/1981</p>	
<p><b>Employment (0)</b> Last Updated: 12/06/2017 at 10:09 PM</p>	
<p><b>References (0)</b> Last Updated: 12/06/2017 at 10:23 PM</p>	
<p><b>Skills (0)</b></p>	



# REVIEWING APPLICANTS Cont.

## Interpreting STATUS

1. **INCOMPLETE** – Applicant did not submit all of the required application materials.
2. **SELF ELIMINATE** – Applicant failed the pre-screen (did not meet minimum qualifications for consideration).
3. **SUBMITTED** – These applicants passed the pre-screen and have fully completed all application requirements

<input type="checkbox"/> NAME	STATUS ▼	DATE APPLIED	SCREENING		
			APPLICATION	REGRET SENT	COMMITTEE REVIEW
<input type="checkbox"/> Vedagiri, Anu	Incomplete	03/14/2018	●		
<input type="checkbox"/> Hyun, Lena	Incomplete	03/15/2018	●		
<input type="checkbox"/> Matos, Patricia	Incomplete	03/15/2018	●		
<input type="checkbox"/> Colwell, Tess	Incomplete	03/18/2018	●		
<input type="checkbox"/> Zlotowitz, Andrea	Incomplete	03/19/2018	●		
<input type="checkbox"/> Gomez, Melanie	Self Eliminate	03/13/2018	⊕		
<input type="checkbox"/> Kirk, Melissa	Self Eliminate	03/16/2018	⊕		
<input type="checkbox"/> Booker, Christopher	Self Eliminate	03/14/2018	⊕		
<input type="checkbox"/> Arnold, Leala	Self Eliminate	03/14/2018	⊕		
<input type="checkbox"/> Reiss, Meredith	Submitted	03/14/2018	●		⊕
<input type="checkbox"/> Liddy, Brandon	Submitted	03/12/2018	●		⊕
<input type="checkbox"/> Lanier, Ashlee	Submitted	03/12/2018	●		⊕
<input type="checkbox"/> Solu, San	Submitted	03/13/2018	●		⊕
<input type="checkbox"/> Bray, Carrie	Submitted	03/13/2018	●		⊕
<input type="checkbox"/> Garside, Heather	Submitted	03/13/2018	●		⊕
<input type="checkbox"/> Zahemski, Jami	Submitted	03/16/2018	●		⊕
<input type="checkbox"/> Faris, James	Submitted	03/18/2018	●		⊕

# REVIEWING APPLICANTS Cont.

## The Interviewing Process

At the interview, supervisors will present the students with the complete job description and discuss:

- The function of the department
- Specific responsibilities and tasks that involve a student employee
- Needed or desired schedule (weekend hours, specific hours during the day, etc.)
- Type of supervision and training available
- General expectations of employees
- Skills students would bring to the job
- Student's experience with positions of this type

# REVIEWING APPLICANTS Cont.

## The Interviewing Process

### Example Interview Questions

- Tell me about yourself
- Why are you interested in this work study position?
- Why did you choose WPUNJ? Major?
- What is your Greatest Strength
- What is your Greatest Weakness?
- What qualifications do you possess that will make you successful in this position?
- Tell me about a time you were part of a team?
- Tell me about a time you had to make a quick decision. What did you do?
- Tell me about a recent problem you encountered and how you solved it?
- What courses have you liked the best?



# HIRING

To hire an applicant that has fully submitted the application, select the Green Arrow under the Interview Column to begin the hiring process. *Please note you can also use the Bulk Actions to select several applicants at once.*

<input type="checkbox"/> NAME ▼	STATUS	DATE APPLIED	APPLICATION	INTERVIEW
<input type="checkbox"/> Evans 2, J Evans Test 2	Submitted	02/25/2019	●	➔

- Bulk Actions -

In the pop up dialog box, select Qualified Proceed and Save

Interview Process

STATUS	DATE	USER
Not Started	Mon 5/20/19 at 12:29 PM	Jeannine Evans
Qualified: Proceed	Wed 3/13/19 at 12:43 PM	Jeannine Evans
Not Started	Mon 2/25/19 at 12:41 PM	J Evans Test 2 Evans 2


Update Status

Status:  Qualified: Proceed  
 Scheduled  
 Complete / No Longer Considered

Save Close

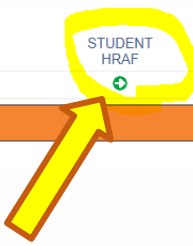
# HIRING Cont.

Click on the Green Arrow under the STUDENT HRAF Column

NAME	STATUS	DATE APPLIED	APPLICATION	INTERVIEW	STUDENT HRAF	ONBOARDING	DISPOSITION
Evans 2, J Evans Test 2	In Process	02/25/2019	●	●			

- Bulk Actions -

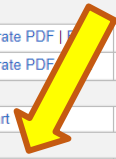
Records 1-1 of 1 | First | Previous | Next | Last | Per Page 25



Click "START" under the Action Column:

Forms

Form Name	Due Date	Status	Completed	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Pre-Screening										
Pre-Screening Survey			Mon, 2/25/19 at 11:38 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Employment Application - Student										
Employment Application - Student	Sat, 3/2/19		Mon, 2/25/19 at 11:41 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Applicant EEO Survey	Sat, 3/2/19		Mon, 2/25/19 at 11:41 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Voluntary Self-Identification of Disability	Sat, 3/2/19		Mon, 2/25/19 at 11:41 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Desk Assistant										
Desk Assistant - Inquiry			Fri, 3/1/19 at 10:58 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Desk Assistant - Returning DA Reflection Form			Fri, 3/1/19 at 10:59 AM	Recertify			View   Re-generate PDF   Edit		View History	Remove
Onboarding Package - Adjunct/Student										
W-4							Start			Remove
HRAF - Student										
Human Resources Action Form - Student							Start			Remove



# HIRING Cont.

The first step is to verify with the Budget Office or the Financial Aid Office that your department has the funds to hire a student(s). Complete required fields.

## Human Resources Action Form - Student

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Human Resources Action Form (HRAF) (STEP 1 OF 1)

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### Section 1: Demographic Information

Job Title: Desk Assistant Application for 2019-2020  
Department: Residence Life Operating  
Division: Student Development

Supervisor Name

*Indicate supervisor who will approve timesheet*

Yes  No

**\*I have verified that there are sufficient funds for the duration of this position.**

Applicant

# HIRING Cont.

The “Supervisor Name” should be the person responsible for completing the Time Sheets:

## Human Resources Action Form - Student

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Human Resources Action Form (HRAF) (STEP 1 OF 1)

---

### Section 1: Demographic Information

Job Title:  
Department:  
Division:

Supervisor Name

Indicate supervisor who will approve timesheet

# HIRING Cont.

The below will be automatically populated by the Position Posting:

Applicant

Last Name: First Name: Middle Name:

Street Address:

City: State: Zip Code:

Primary Phone:

Banner Number:

Section 2: Assignment Details

Position Title:

Position Number:

# HIRING Cont.

- Please be sure when entering the Start and End Date for the HRAF it must fall within the current Fiscal Year
- Please refer to the payroll schedule published on our website

Hourly Rate of Pay:

- FWS: Determined by Financial Aid
- Non-FWS: Coordinate with the Budget Office

\*\*\* Please note that the State Minimum Wage will be increasing twice in this Fiscal Year:

1. July 1, 2019
2. January, 2020

The minimum wage will continue to increase each January until the minimum wage hits \$15.00 per hour



## Section 2: Assignment Details

Position Title:

Position Number:

Start Date:

End Date:

Hourly Rate of Pay:

Hiring Department Org Number

# HIRING Cont.


ENSURE FOAP IS ACCURATE:

Federal Work Study: Financial Aid will enter the FOAP

Non-Federal Work Study: Use the Lookup (in Blue) to locate your FOAP

Enter **FOAP NUMBER** Received from Budget or Financial Aid Office From Which Student Will Be Paid

TO VERIFY THE CORRECT FOAP # PLEASE CLICK HERE: [https://wpconnect.wpunj.edu/finance/charl\\_of\\_accounts.cfm](https://wpconnect.wpunj.edu/finance/charl_of_accounts.cfm)

	Fund	Org	Acct	Program
				
Totals				

[+ Add Row](#)

Comments

(Optional)

**Section 3: Federal Work Study Jobs Only**

Maximum hours per week

Maximum total hours

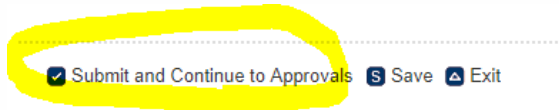
Total Federal Work Study Amount

When selecting the "Student Employee Payroll" approver, use the "Group Approval" default and do not select and individual user. Selecting an individual users will hold up the approval process.

To be completed by  
Financial Aid Office

# HIRING Cont.

When finished, click Submit and Continue to Approvals:



**\*\*\* IMPORTANT \*\*\***

**If this is a NON Federal Work Study Position, be sure to remove Financial Aid from the list of approvers:**

Step 1:

Demographics | Jobs | Activity | Duplicates | Processes | Evaluations | DataScreening Background Checks

[Offers](#) | [Questions](#) | [Forms](#)

Form Approvers

Form: Human Resources Action Form - Student  
Form Originator: Evans, Jeannine

Title	Name
Financial Aid Student Hires	Approver: Group Approval ▼
Student Employee Payroll	Approver: Group Approval ▼
HR Student Approvals	Approver: Group Approval ▼



# HIRING Cont.

Step 2: Click on Financial Aid, Click the Orange Left Arrow and Save:

**Form Approval Positions**

Positions: Available

- AA/EEO
- Associate Provost
- Budget Office
- Budget Office Final
- Div. VP/Provost
- Financial Aid Student Hires
- Human Resources
- Payroll
- Supervisor/Director/Dean
- SVP Admin and Finance

Selected

- Financial Aid Student Hires
- Student Employee Payroll
- HR Student Approvals

Buttons: >>, >, <, <<

Buttons: Save, Close

Step 3: Select Save and Send Task

Form Approvers

Form: Human Resources Action Form - Student  
Form Originator: Evans, Jeannine

Title	Name
Student Employee Payroll	Approver: Group Approval ▼

Buttons: Save AND Send Task, Save Approvers ONLY, Edit Approvers

# CORRESPONDENCE TO STUDENTS

Students applying to your position will receive the below communication:

Dear J Evans Test 2 Evans 2,

## STUDENT EMPLOYEE PRE-HIRE REQUIREMENTS

Congratulations on being selected for the position of Test Financial Aid Student Assistant!

\*\*\* If you are already working or have worked on campus within the past three years, you do not need to complete the below Onboarding process. \*\*\*

### YOU MAY NOT BEGIN WORK AND WILL NOT BE PAID UNTIL THESE STEPS ARE COMPLETED AND DOCUMENTS SUBMITTED

1. **Mandatory I9 Process** – you will receive an email invitation from "HR" I9 Invitation ([notifications@empforce.com](mailto:notifications@empforce.com)) to complete your I9 electronically. If you do not receive notification check your spam folder. Otherwise contact your Department Representative.
  - a. Please note this **must be completed within 3 days of your hire date**, failure to do so will delay your employment start date.
  - b. You will need identification to complete the online I9 process.
    - i. See attachment for the list of Acceptable Documents required to complete the I9.
  - c. In addition, as required by law you must also **bring the original documentation to your hiring department** for verification.
    - i. See attachment for step by step guide to completing the I9 electronically.
  
2. **Federal Tax Form:** [W-4 form](#).
  
3. **State Tax Form** (select appropriate State below):
  - a. [New Jersey Income Tax Form](#)
  - b. [New York State Income Tax Form](#)
  - c. [Pennsylvania State Tax Form](#)
  - d. *If you do not submit a state tax form your deductions will set to the default deduction.*
  
4. Please print, read, sign and return the [Work-Related Injury Form](#) to Human Resources.
  
5. Please print, complete and return the [Personal Information Form](#) to Human Resources.
  
6. Complete the Direct Deposit form to establish automatic deposit of your pay check on pay day: [DIRECT DEPOSIT FORM](#). Print the form, complete, attach a voided check and bring to Human Resources.

# CORRESPONDENCE TO STUDENTS Cont.

## Federal Work Study Positions ONLY

In addition to the above you **must also** do the following:

1. Bring completed student employment hiring approval form to the Financial Aid Office to review and finalize.
2. Complete Financial Aid New Hire paperwork below. Click the links below to access required documents you will need to submit to Financial Aid.
  - a. [Hiring Addendum](#)
  - b. [Student Employment Handbook](#)
  - c. [Confidentiality Agreement](#)

The Office of Human Resources is located in College Hall, Room 150.

For inquiries regarding new hire paperwork contact Human Resources at 973-720-2605.

For inquiries regarding payroll matters (i.e. time and attendance) contact 973-720-2885.

Sincerely,  
WPU Human Resources

# Required Financial Aid Forms

To be completed after the student attends the Mandatory Workshop, and offered employment by the Department.

- **New Hires** complete the employment application within HireTouch.
- **Rehires** will complete the paper copy provided by the Financial Aid Department.

## Employment Application

 **Student Employment Application**

FINANCIAL AID OFFICE  
300 HANCOCK ROAD • BASKING RIDGE, NEW JERSEY 07073-2103  
973.732.2222 FAX 973.732.3131

**Student Information (Please Print)**

Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_  
 Social Security #: \_\_\_\_\_ Banner ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address (Street) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Campus Address (Building) \_\_\_\_\_ Room #: \_\_\_\_\_ Dorm Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

*I certify that I understand the policies and procedures for student employment at William Paterson University.*

\_\_\_\_\_  
Student's Signature Date

**Department Information**

Department: \_\_\_\_\_  
 Supervisor/TimeSheet Approver: \_\_\_\_\_ Extension: \_\_\_\_\_  
 Student's Job Title: \_\_\_\_\_  
 Date of Employment: \_\_\_\_\_ Hours per week: \_\_\_\_\_

----- **Financial Aid Office Use Only** -----

**Eligibility and Monetary Information**

Program:  Federal Work Study  Community Service  
 Semester:  Fall  Spring  Summer I  Summer II End Date: \_\_\_\_\_  
 Number of Credits: \_\_\_\_\_  
 Graduation Date: \_\_\_\_\_

Hourly Pay Rate: \$ \_\_\_\_\_  
 Maximum Hours Per Week: \$ \_\_\_\_\_  
 Maximum Total Hours: \$ \_\_\_\_\_  
 Total Dollar Amount: \$ \_\_\_\_\_

FA Officer's Signature: \_\_\_\_\_  
 Processing Date: \_\_\_\_\_

## Confidentiality Form

**STUDENT CONTRACT AND CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, hereby witness that I understand and agree to the following terms and conditions as mandatory to my continued employment with the


(Office name) \_\_\_\_\_

1. In accordance with Federal education records privacy requirements, I agree to keep confidential all data which is entered into the office records. I also agree to safeguard any data to which I have access, and ensure that this information does not become available to any person not specifically authorized by my supervisor(s).
2. I understand that in continuing to safeguard confidential data that the use of cellular phones, cellular camera phones, cameras, and other such recording devices is strictly prohibited. I understand that the use of any such device in the workplace is grounds for immediate termination. I also understand that if I am expecting an important phone call on a cellular phone that I will obtain my supervisor's permission prior to my shift and will be out of sight from any sensitive records when a cellular phone is in use.
3. I understand that students have a legal right to inspect the contents of their records. I also understand that I will not view my own records whether computer or paper unless a full time employee who works in the specified area of their record type is present.
4. I agree not to access any data outside my work environment without prior approval of my supervisor(s).
5. I understand and agree to follow the rules and conditions regarding conduct within the (office name) \_\_\_\_\_, as set forth in the student employment handbook, and the (office name) \_\_\_\_\_ manual for student employees.
6. As my position in the (office name) \_\_\_\_\_ is a high-visibility position, I understand and agree to dress in an appropriate manner.
7. My work hours as scheduled are crucial to the proper functioning of this office. I agree to adhere to the work schedule I have established with my supervisor(s) and understand that this responsibility will include mandatory training sessions. I further understand that any request for time off must be requested prior to my shift and must be made to my supervisor(s).

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
New Hire/Rehire

## Hiring Addendum

 **Student Employment HIRING ADDENDUM**

Student ID#: \_\_\_\_\_ Student Name: \_\_\_\_\_  
 Student Phone: \_\_\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer I \_\_\_ Summer II \_\_\_  
 Department: \_\_\_\_\_ Dept. Supervisor: \_\_\_\_\_  
 Student's Job Title: \_\_\_\_\_

**Section A: STUDENT CLASS SCHEDULE (Fill in class schedule and attach schedule from WEB)**

	Time	Class	Time	Class
Mon				
Tue				
Wed				
Thu				
Fri				

**Section B: STUDENT WORK SCHEDULE (To be completed by Supervisor)**

	Time	Time
Monday		Saturday
Tuesday		Sunday
Wednesday		
Thursday		
Friday		

I have read the Student Employment Handbook and understand that students are not permitted to work during their scheduled classes along with all guidelines set forth in the Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Questions?



## Rehiring student employees

**Rehires: Students that worked for you in the prior year and are coming back in the same position for the following Fall semester:**

1. **Non-Federal Work Study:** Send email to the Budget Office and include: Name, Start / End Date, Rate of Pay, Supervisor, Time Location and FOAP
2. **Federal Work Study:** **verify eligibility with Financial Aid Office** before emailing Budget Office.

# Completing PT Time Sheets

1. Access the PT Time Sheet System in WP Connect

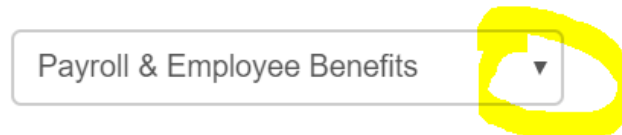


2. Make sure you review the timesheet!

- a. Verify Hours worked
- b. View hours by day, week and pay period
- c. Comments made by the Employee can be reviewed
- d. Timesheets can be printed by selecting Print Timesheet on the top left

3. Verify Time Location

**Timelocations:**



4. Approve timesheets on time!

## **NJ Paid Sick Leave Act (NJPSLA)**

### **Employee Entitlements:**

Part time employees begin to accrue paid time off beginning October 29, 2018 or upon hire, whichever is later, under the following terms and conditions:

Employees accrue one hour of paid time off for every thirty (30) hours actually worked.

Employees can earn a maximum of 40 hours of paid time off over a 12 month “benefit year”. William Paterson University’s benefit year commences on July 1 and ends June 30.

Employees may carry over any earned but unused paid sick leave balance into the next year but are limited to 40 hours per benefit year.

Employees are not entitled to any payout for accumulated but unused paid time off upon separation voluntarily or involuntarily. If the employee is reinstated by the University within 6 months of the separation date, then all of the employee’s unused sick time will be reinstated.



## **NJ Paid Sick Leave Act (NJPSLA)**

### **Employees can use earned sick leave:**

For diagnosis, care, treatment of, recovery from their own or their family member's mental or physical illness, injury, or other adverse health condition or for preventative medical care;

For treatment/counseling/services for domestic or sexual violence in connection with themselves or family member;

For closure of employee's workplace or child's school/care by order of public officials, or presence of them/family member in community would jeopardize health of others; and

To attend a school-related conference, meeting, function or other event requested or required by child's school or regarding care of child's health condition.

# NJ Paid Sick Leave Act (NJPSLA)

## More Information:

<a href="#">Human Resources Home</a>	<h3>Federal and State Employment Posters</h3> <ul style="list-style-type: none"><li>&gt; <a href="#">Conscientious Employee Protection Act</a></li><li>&gt; <a href="#">Employee Polygraph Protection Act</a></li><li>&gt; <a href="#">Employee Rights under the Fair Labor Standards Act (Minimum Wage)</a></li><li>&gt; <a href="#">Employee Rights and Responsibilities under the Family and Medical Leave Act (FMLA)</a></li><li>&gt; <a href="#">Employee Rights under the National Labor Relations Act</a></li><li>&gt; <a href="#">Equal Employment Opportunity is the Law</a></li><li>&gt; <a href="#">Equal Employment Opportunity is the Law - Supplement</a></li><li>&gt; <a href="#">New Jersey Child Labor Law Abstract</a></li><li>&gt; <a href="#">New Jersey Earned Sick Leave</a></li></ul>
<a href="#">Employee Relations</a>	
<a href="#">Payroll and Employee Benefits</a>	
<a href="#">Professional and Organizational Development</a>	
<a href="#">Recruitment and Employee Services</a>	
<a href="#">Calendars at a Glance</a>	
<a href="#">Employee Assistance Program</a>	
<a href="#">Employment Opportunities</a>	
<a href="#">Health and Safety</a>	
<a href="#">Policies and Procedures</a>	
<a href="#">Resources Review Newsletter</a>	

<https://www.nj.gov/labor/earnedsick/>

## **NJ Paid Sick Leave Act (NJPSLA)**

### **Federal Work Study and Student Employees:**

Student employees will accrue sick time using the rate of one hour for every 30 hours worked.

Student Employees: Payment of sick leave for Non-Federal Work Study students will be charged to the Department's budget.

Federal Work Study Student Employees: Payment of sick leave cannot be charged to work-study budgeted funds. For student workers employed under the Federal Work Study Program, the cost of the sick leave will automatically be charged to a designated University funding source.

## **NJ Paid Sick Leave Act (NJPSLA)**

The Payroll and Employee Benefits Office has been working with IT to configure the relevant systems to accommodate the new regulations. Once complete, our office will send communication on how to code sick leave in the Timesheet system. In the interim, please follow the below:

To use earned sick leave, student employees must first notify their Department Supervisor of the intended absence. Subsequently, the department should immediately inform the Payroll Department via email at [payroll@wpunj.edu](mailto:payroll@wpunj.edu) to process the request for paid sick leave usage.

# Questions?



WILLIAM  
PATERSON  
UNIVERSITY