



Dear Colleagues,

As some of you may already be aware, upgrades and maintenance were performed on the Student Hiring Form on the PSU Human Resources SharePoint site last week. These upgrades were designed to help further streamline the PSU Student Hiring Process, improve communication and decrease wait time for access to UKG for Time Entry. These upgrades will change how you complete the hiring process and **will require additional action from the student**. Please read the full communication below to ensure that you are aware of each step. If these steps are not completed, the student hire may be automatically terminated from the position.

The Student Hiring Form is accessible from the same page as before on our SharePoint site: <https://universitysystemnh.sharepoint.com/sites/PSU-HumanResources/SitePages/Student-Hiring-Request.aspx>.

You may notice a few new/changed fields. These new/changed fields and explanations of their associated information are below:

- **Student Hire Type:** New Hire, Rehire, Transition Work Study to Student Hourly
  - **New Hire:** Has not worked as a Student Hourly or Work Study employee at PSU
  - **Rehire:** Has worked as a Student Hourly or Work Study employee at PSU before
  - **Transition Work Study to Student Hourly:** Rehiring a Work Study student as Student Hourly due to the student reaching their Work Study Award limit.
- **Is this position a Work-Study position:** Yes/No
- **Requestor's Relationship to Employee:** Supervisor, Department Contact
  - **Supervisor:** The person completing the Student Hire Request is the employee's supervisor
  - **Department Contact:** The person completing the Student Hire Request is a department Hiring Manager or other individual responsible for Student Hiring within the department/area.
- **Employee Name/Supervisor Name:** These fields are now configured to search all individuals with an active USNH account. Please verify the email addresses under the names in the search results to ensure that you are selecting the correct person.
- **Kronos Position Title:** Same as "Job Title" on the old Student Hiring Request form.

There have also been changes made to the Start and End Date fields on the Student Hiring Request Form.

#### **For Student Hourly Hires:**

- There are no special restrictions to the Start Date. The Start Date should reflect the date in which the Student begins work, as usual.
- You may now leave the End Date blank, which will allow for the position to remain active over school breaks and other periods the student may not be working. This will eliminate the need to rehire the student due to the position ending.
  - Positions without an End Date may be ended by request to HR from the Supervisor or will end automatically when no time has been entered for the position in UKG for 8 pay periods.



- Grant-Funded positions which still require an End Date may still be entered with an End Date, which will end the position on the End Date provided.

**For Work Study positions:**

- Start Dates must be no earlier than 8/29/2022 (official Start Date allotted for FWS funding).
- End Dates are still required and may be no later than 5/12/2023 (official End Date allotted for FWS funding).

Once the Student Hire Request is submitted, the request will be forwarded for electronic approval from the Budget Manager, Division, Grant Administrator, and FSC. Once approved by the FSC, you will receive an Email from "ECM PowerAppsFlow" with a copy of the Student Hire Form to be printed and signed by the employee and supervisor. Once signed by the Employee and Supervisor, the form should be returned to PSU HR in-person in Highland Hall, via Campus Mail at MSC 14, or via Email to [psu-humanresources@plymouth.edu](mailto:psu-humanresources@plymouth.edu).

To help decrease the wait time for Student Employees to access UKG for Time Entry, we have added some additional processes new for this upcoming Academic Year that will occur after the Student Hiring Request has been approved by the FSC.

For **NEW** Student Employees (Student Hires with a Student Hire Type of "New Hire" on the Student Hire Request Form), the **student** will receive an email message from "University System of New Hampshire" ([do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com)) with the Subject line of "Welcome to Plymouth State University". Please note, this message will not be sent to individuals with a Student Hire Type of "Rehire" or "Transition Work Study to Student Hourly". This email message will contain instructions for the student to access and complete a Checklist through the USNH Employee Records platform to gather necessary information for HR to process the Student Hire. The student should follow the directions listed next to "Students & Current USNH Employees" in the Email message. To view a sample copy of this Email message, [click here](#). Detailed instructions for accessing the Checklist can also be found [here](#).

**Please note:** The student may also receive a separate Email message from "University System of New Hampshire" ([do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com)) with the Subject line of "Action Required - New Checklist Assigned". This email is sent as a reminder to complete the above checklist. If the student receives this message, they should ensure that all checklist items have been completed by navigating to the Employee Records platform using the instructions above. Failure to complete the above checklist in a timely manner may result in additional reminder messages sent to the student from "University System of New Hampshire" ([do-not-reply@ted.peopleadmin.com](mailto:do-not-reply@ted.peopleadmin.com)), and may delay the student from appearing in UKG for time entry.

Once the Student has completed the Checklist, the Student Hire will be processed. Please note, processing of Student Hires will occur upon completion of the checklist even if PSU HR has not yet received the signed Student Hire Form. The signed Student Hire Form must still be returned to PSU HR as soon as possible.

For all Student Hires (All Student Hire Types on the Student Hire Request Form), the **Requestor** will receive a message from HR Shared Services at [notify.teamdynamix@unh.edu](mailto:notify.teamdynamix@unh.edu) with confirmation that the



Student Hire Request has been processed. This Email will include the date to expect the student and/or the requested job to appear in UKG and ends the process for the associated request. To view a copy of this Email message, [click here](#).

Finally, USCIS regulations require that an I-9 Form be completed within three (3) days of the Employee's start date. Once completed, the I-9 should be **hand delivered** to PSU HR in Highland Hall. For security purposes, please do not send I-9 Forms electronically or via Campus Mail. Reminder messages will be sent to the Student Employee and Supervisor if records indicate that the employee does not have an I-9 Form on file. If an I-9 Form is not promptly received after a reminder message, the Student Employee's position may be terminated. Additionally, W-4 Forms, State Withholding Forms, and Direct Deposit Forms are available to be completed via WISE on the Student Employee's start date. Paper copies of these forms are no longer required.

We apologize for the delay in this communication and understand that some of you may require some additional clarification before beginning your fall Student Hiring. If you have any questions regarding these changes to the Student Hiring Process and how they might affect you and your Student Employees, please reach out to us via email at [psu-humanresources@plymouth.edu](mailto:psu-humanresources@plymouth.edu) or phone at (603) 535-2250.

Best,

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