A HOW-TO ON PROGRAM STUDENT HIRING

Please note - This excludes Interns, Peer Advisors and Notetakers.
To hire students for these roles, please contact your HRBP.

1 SUBMIT INTENT TO HIRE FORM

Submit your Intent to Hire form which will prompt the hiring process for this role.

2 REVIEW FORM & I9 PROCESS

We will contact you once we have had a chance to review the intent to hire form. Please email studenthires@law.harvard.edu if believe this role qualifies to have an exceptional pay rate. We will reach out to the student directly with any I9 work authorization paperwork and notify you once this is completed. Please note, this must be completed **prior** to the student beginning **any** work.

3 QUICKHIRE

As a Program or Clinic Administrator, you will need to complete the QuickHire for this role. Please see the next page on instructions on how to do this! Once submitted and the I9 process is complete, HR will approve the QH.

4 APPOINTMENT LETTER

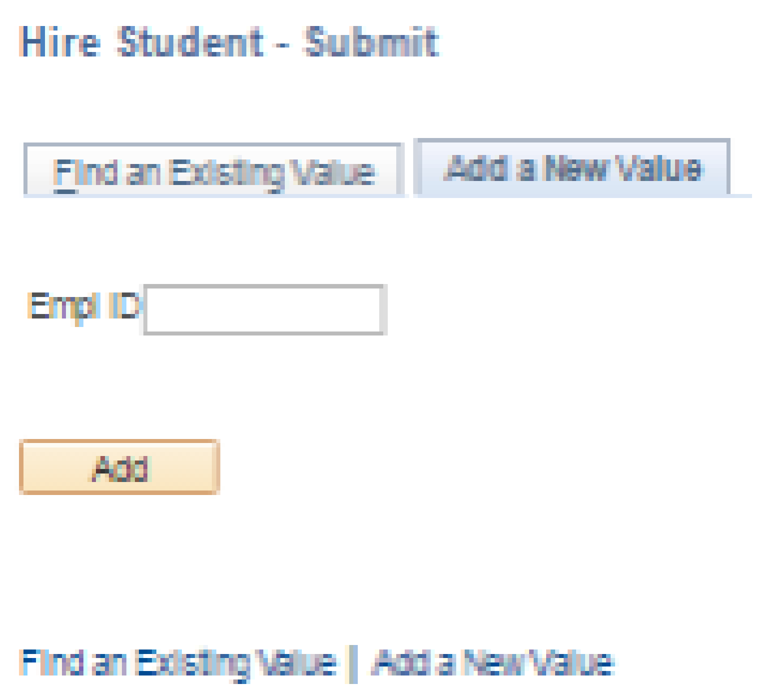
Once the I9 and QuickHire processes have been completed, the student will receive their appointment letter with information about the Graduate Student Union and FERPA. Please note, students in administrative roles do not receive appointment letters. We will email you to let you know that the student has been set up and may begin work.

FOR ALL THINGS STUDENT HIRES RELATED EMAIL US:

STUDENTHIRES@LAW.HARVARD.EDU

INSTRUCTIONS ON SUBMITTING A QUICKHIRE

1. Log on to PeopleSoft using your HarvardKey
2. Using the Workforce Administrator Page – Select the Harvard Processes tile
3. Select the Entry/Forms tab on the left-hand side.
4. From this list select "Hire Student – Submit" or "Hire Student - Prepare"
5. Select the option, "Add a New Value"
6. Input the students HUID in the Employee ID search bar and click “Add”, as shown below.



7. You will see the student employee’s form and will now submit the QuickHire by completing the Job Information fields - follow the table below for instructions on what to input for each field.

Field:	Description:
Effective Date	Enter the start date using the calendar or type using MM/DD/YYYY format
Department	Enter the student employee’s department code by using your programs respective number.
Location:	Default location will appear based on the department entered; change if different.
Job Code:	Defaults to ‘Temporary Harvard Student OT Eligible’. Click the magnifying glass and select Hourly Research Assistant. Once you select it, it will update in the field. Please only complete this step if you are hiring an RA. If hiring for a student admin role, leave as ‘Temp Harvard…’
Standard hours:	Defaults from job code – don’t change this. Note: Per University policy, students can only work 20 hours per week for all positions during the academic year.
Hourly Rate:	Change to 16.00 for RA or your approved pay rate for admin roles. *As a reminder, please email us for a rate other than $16 per hour. If they are then approved to work at a higher rate you will enter that amount.
Workgroup:	Defaults to WSON-CAMP. Click the magnifying glass and select TEMPOTELG.
Group ID:	Enter the time and labor group id. For these positions, please add your departments time reporter group used for hourly employees
Supervisor ID:	Select the magnifying glass and search the correct faculty member or supervisor name or HUID and select it once it populates.
Appointment End Date:	Enter the end date using the calendar or type using MM/DD/YYYY. The system will automatically terminate this job on the date indicated.
Business Title:	Please have the business title accurately reflect the position. Please add the supervisors name or adjust the title if it should be anything other than “temp student OT elig” for administrative roles. EX: “Hourly Research Assistant with Professor Jackson”

8. Complete the costing data using the appropriate 33-digit costing code. Please reach out to Finance with any questions.
9. The % Distribution will always be 100.
10. Click Submit for Approval. HR will approve the QH.

FOR ANY QUESTIONS, PLEASE REVIEW OUR FAQS OR EMAIL US AT:
STUDENTHIRES@LAW.HARVARD.EDU