



A HOW-TO ON PROGRAM/DEPARTMENT STUDENT HIRING

Please note - This excludes Interns, Peer Advisors and Notetakers.

1

SUBMIT REQUEST TO HIRE HARVARD STUDENT FORM

Submit your [Request to Hire Harvard Student](#) form in ServiceNow 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, Clinic or Department 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.

You will submit this!
Instructions on next page

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, **if applicable**. Please note, students in administrative roles do not receive appointment letters. Only graduate students are eligible for HGSU. If you are approved by HR to hire an undergraduate student or student outside a Harvard Graduate School, they will not receive a letter and you should contact HR for any onboarding materials they may need including direct deposit instructions or how to enter time instructions. We will email you to let you know that the student has been set up and may begin work.

5

TIME APPROVAL

As a Program or Clinic Administrator, you will be responsible as the time approver for this role.

****Please remember, students may not work more than 20 hours for all roles combined during the academic year!****

You will approve this!

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 - 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.

Hire Student - Prepare

Empl ID

|

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.

Program Hires:

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. You can find this by clicking the magnifying glass, type in HLS^ in the Description Field. Hit "Look Up" and scroll down to select your department.
Location:	Default location will appear based on the department entered; change if different.
Job Code:	<p>Defaults to 'Temporary Harvard Student OT Eligible'.</p> <p>If hiring a current Harvard Graduate Student in an RA Position, they are eligible for the Union. In this case, click the magnifying glass and select GSU009 - Hourly Research Assistant. Once you select it, it will update in the field. Please only complete this step if you are hiring an HU Grad as an RA.</p> <p>If hiring a Harvard UG, Non-Harvard Student, or for a student admin role, leave as 70030 - 'Temp Harvard Student OT Eligible'</p>
Standard hours:	<p>Defaults from job code – don't change this.</p> <p><u>Note:</u> Per University policy, students can only work 20 hours per week for all positions during the academic year.</p>
Hourly Rate:	<p>Change to \$20.50 for RA/TF position or your approved pay rate for admin roles.</p> <p>*As a reminder, please email us for a rate other than \$20.50 per hour. If they are then approved to work at a higher rate you will enter that amount.</p>
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 by clicking the magnifying glass, type in HLS^ in the Description Field. Hit "Look Up" and scroll down to select your department.
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:	<p>Enter the end date using the calendar or type using MM/DD/YYYY.</p> <p>The system will automatically terminate this job on the date indicated.</p>
Business Title:	<p>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.</p> <p>EX: "Hourly Research Assistant with Professor Jackson"</p>

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.

EXAMPLE OF HOW TO FILL OUT QUICKHIRE ON NEXT PAGE!

FOR ANY QUESTIONS, PLEASE REVIEW OUR [FAQS](#) OR EMAIL US AT:

STUDENTHIRES@LAW.HARVARD.EDU

Step-by-Step Instructions on filling out Program QuickHire:

Job Information

Effective Date: XX/XX/XXXX Position NBR:

Department:

Location:

Job Code: 700030

Standard Hours: 5.00 OR 10.00

Hourly Rate: 20.50 for RA/TF OR HR APPROVED RATE.

Workgroup: WSON-CAMP

Group ID:

Supervisor ID:

Appoint End Dt: XX/XX/XXXX

Business Title:

Work Study Student? Rate: Supplemental 0.00

ENTER IN THE ANTICIPATED START DATE:

CLICK THE MAGNIFYING GLASS. TYPE IN HLS^ IN THE DESCRIPTION FIELD. HIT LOOK UP. SCROLL DOWN AND SELECT YOUR DEPARTMENT. THE LOCATION WILL NOW AUTOMATICALLY FILL IN.

CLICK THE MAGNIFYING GLASS. TYPE IN THE FIRST & LAST NAME OF THE SUPERVISOR. HIT LOOK UP. SELECT THE SUPERVISORS NAME.

ENTER IN THE END DATE OF THE POSITION:

WILL AUTOMATICALLY POPULATE AS 700030. LEAVE AS IS FOR UG STUDENTS, ADMIN ROLE, OR NON-HU STUDENTS.

IF THE STUDENT IS WORKING AS A PROGRAM RESEARCH ASSISTANT AND IS A HARVARD GRAD STUDENT:
 - SELECT THE MAGNIFYING GLASS
 - SELECT GSU009 - HOURLY RESEARCH ASSISTANT

AUTOPOPULATES. LEAVE AS IS

IF YOU SELECTED THE HOURLY RA JOB CODE, THIS WILL AUTOMATICALLY CHANGE TO SAY HOURLY RESEARCH ASSISTANT. PLEASE ADD THE PROFESSORS NAME IN WHICH THEY ARE WORKING FOR.
IF THIS IS A HARVARD UG STUDENT, OR ADMIN, IT WILL READ AS TEMPORARY HARV STUDENT OT ELIG. PLEASE WRITE IN WHAT THE EXACT ROLE IS AND WHO THEY ARE WORKING WITH.

AUTOPOPULATES AS WSON-CAMP. SELECT MAGIFYING GLASS, CHOOSE TEMPOTELG

CLICK THE MAGNIFYING GLASS. TYPE IN HLS^ IN THE DESCRIPTION FIELD. HIT LOOK UP. SCROLL DOWN AND SELECT YOUR DEPARTMENT.

MAKE SURE TO COMPLETE THE COSTING STRING USING THE CORRECT 33-DIGIT CODING.

Example of RA Program QuickHire:

HR is used as an example. Please be sure to indicate YOUR department in the Department ID and Group ID fields, as well as the appropriate supervisor.

Job Information

Effective Date: 09/01/2022 Position NBR:

Department: 101400 HLS^Human Resources

Location: H02522 1575 Mass Ave, Hauser Hall

Job Code: GSU009 Hourly Research Assistant

Standard Hours: 10.00

Hourly Rate: 20.500000

Workgroup: TEMPOTELG

Group ID: 48024 HLS^HR

Supervisor ID: 41546018 Abe Medeiros

Appoint End Dt: 12/31/2022

Business Title: Hourly Research Assistant for Abe Medeiros, HLS HR

Work Study Student? Rate: Supplemental 0.00