Student & Non-Student Hourly Wage Hire Requests

- Temporary Hourly Wage Employees include student and non-student workers that are paid at an hourly rate. They are not eligible to receive university benefits. Temporary employment means performing services in a non-permanent job of short duration (in general, less than twelve months)

- Hourly Wage Employees are required to submit timesheets reflecting hours worked and their supervisors' approval in order to receive their wages.

- Non-Student Wage Hourly Rates above the appropriate university reference rates require central HR approval.

- Student & Non-Student Hourly Wage Hire Requests should be submitted 3-4 weeks in advance of when the person needs to be hired to ensure the required onboarding process and paperwork has been completed.

The Process:

- All Hire and Rehire Requests should be emailed to the **CEHD Grants Support Specialist** assigned to your unit listed on pages 1 - 2 on the CEHD Support Services Guide with a cc to cehdora@gmu.edu in the following format.

- Include on the Email Subject Line – (Hire Request – Name – Date Needed)

- In the body of the email please include the following information:
    1. Name –
    2. Email
    3. GMU G# - (if you do not know please leave blank)
    4. Type of Appointment – (Student or Non-Student Wage)
    5. Hours per week –
    6. Hourly Rate –
    7. Contract Period -
    8. Fund# & Project Name-
    9. Requested By-
    10. Project PI/Timesheet Approver-
    11. Description of the Work to be Performed –

Onboarding/Hiring Process for Student or Non-Student Wage Employees

1. Employee selected and accepts position

2. EPAF submitter:
    1) submit a hiring packet via MasonOnBoard (masononboard.gmu.edu) to employee's email address
    2) emails employee relevant offer letter/welcome letter and timesheet instruction separately

3. Once employee begins their hiring packet, view packet for Social Security Number to search for existing SPAIDEN record and/or create a SPAIDEN record if none exists

4. Review the employee record in NBIJLST to see if an Original Hire or Current Hire Approval Category should be selected for the employee

5. Identify the appropriate Position Type / Position Number sequence for the job

6. Use the Pooled Position Lookup to see what position number should be used depending on the Organization Code the employee should be paid from.

7. Query the next available Suffix for employee in NBIJLST

8. Begin either a: 1) Current Hire EPAF or 2) Original Hire EPAF

9. Complete EPAF Sections:
    1) GENJBF – Enter Position Number /Job Information
    2) TERMJB – Enter End Date
    3) Other Information and Comments

10. Select appropriate approvers for your EPAF, submit transaction, and review any errors

11. Ensure your EPAF is successfully submitted, approved, and applied. In addition, follow up on any changes in assignments or changes of timesheet approvers.