eHR Undergraduate Student Hire Process – Effective January 1, 2009

New Appointments

1. The Department must first post the position on the campus job board (as they do now)
2. Departments must conduct a recruitment and select a final candidate
3. Once the final candidate is selected, Departments then open a new recruitment and submit a requisition in eHR for the position
4. In eHR under the ‘Job Requisitions’ tab, select the “Add New Job Requisition” button
5. Select the ‘Staffing Recruitment’ template
6. On tab 1 of the requisition screen, fill out the required fields and click next
7. On tab 2 of the requisition screen, input your department CAO as authorizer, input your Department’s HR Recruiter and Compensation Analysts, and click next
8. Skip tab 3 (the interviewing tab) and click next
9. Enter all relevant information on Tab 4 and click next
10. Skip tab 5 (the posting tab) and click next
11. Review the data listed on tab 6 and click next
12. On tab 7, please enter the funding information in the comments box. Include student contact information (name, email, telephone numbers). In addition, include proposed start date and proposed salary, being mindful of Background Check and Health Clearance process requirements. Then click ‘Submit for Approval.’ If all of the data is correct, it should take no longer than 24 hours for approval.
13. Once the requisition is approved, an email will be sent by the HR Recruiter to the student with a cc to the department notifying them that the student can apply for the position. Please note that the position will not be open for the general public to apply.
14. Through the E-Recruit process, the student completes the background check, health clearance, and employee paperwork. NOTE: if Background Check process is completed by Dean’s Office, HR Recruiter will secure confirmation on completion (mm/dd/yyyy). Confirmed information becomes part of the documentation file.
15. When the Background Check and Health Clearance processes are complete, the student will be contacted by the HR Recruiter. The HR Recruiter will schedule date/time to meet for completion of the Hire Document Packet. This must be completed prior to starting work. Confirming email will be sent by the HR Recruiter to the student with a cc to the Department.
16. HR Recruiter will review and submit completed Hire Document Packet to HR Records Unit for input. The department is required to send in proof of banner verification at this time.
17. Student is hired
18. HR Recruiter will ensure Department is kept in the communication loop for process.

For Changes to Active Student Appointments

1. For current student employees, approval of any promotion or change in pay must first be approved by campus Student Employment (where applicable)
2. Once student employment has approved the action (if necessary), the Human Resources input document in addition to proof of campus approval is emailed to HR records for processing

Policy regarding student pay is accessible here: http://manuals.ucdavis.edu/spp/spp3b.htm

* Please note that all actions MUST be initiated before the hiring date
* Please note that no paper except for the new hire documents is accepted by Human Resources in processing any appointments