Hiring a Student Employee from the Student Pool (Transfer)

A student listed as Student Pool (not currently employed) has worked on campus previously but does not currently have a campus job.

1. Type student name in the search box to determine their current job status.

If you see a student is listed as Student Pool (not currently employed) in the Search results, **Transfer, Promote, Change Job** is the correct business process to use.

2. Click the student’s name to open the profile.

3. Click on the Actions Button and click Job Change. Click **Transfer, Promote or Change Job**.
4. In the **Start Details** area, remove the data in the fields and enter the following information:

- **Date:**
  - **Use today’s date** to make the change effective immediately
- **Why are you making this change?**
  - **All Student Job Changes**
- **Who will be the Manager after this change?**
  - **Enter your name**
- **Which team will this person be on after this change:**
  - **Enter your department** and be sure to select the correct student org. Ex: SEO (Student) (Meredith Haralson)
- **Where will this person be located after this change?**
  - **Maine**
- **Do you want to use the next pay period?**
  - **Do not check this box** unless you want the effective date to be the start of the next pay period.

5. Click **Start**.

6. Click the pencil to edit the **job profile**. Remove Student Pool and type a few characters from either the department name or the job title. When the job appears in the Search Results, select it. Click **NEXT**.

The Job Profile for all students is the position title preceded by the department name and a hyphen with no spaces. If you are not sure which Job Profile to choose, check with Student Employment.
7. Click NEXT three (3) times to get to the next page you need to edit (Organizations).

8. Scroll to Cost Center section and click the pencil to edit the field.

9. In the Cost Center field, remove Student Pool and type a few characters from either the cost center number or the name. When the cost center appears in the Search Results, select it. Click Next.

10. Scroll to the Hourly section and click on the pencil icon to edit the fields.

11. In the Amount field, enter the hourly rate for the position. If uncertain about the appropriate rate, contact Student Employment.

12. Click Next > Review the page.

13. Click Submit.

A confirmation screen shows that the student has been successfully transferred into the position.

You’re Done!