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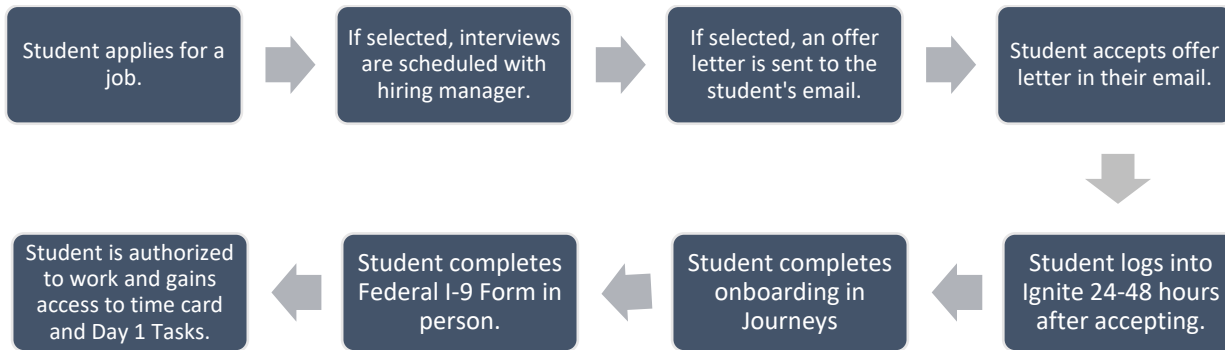
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Hiring

Where is my student in the hiring process?

Please utilize this [guide](#) to determine where your student hire is in the hiring process.

What does the hiring process look like for a student?



Note: If a background check is required for the position, this step will come just before Ignite access is granted.

When is a background check needed for a position?

A background check is required only for jobs that comprise of working with minors, hazardous materials, and information security.

How is a background check initiated?

A background check is initiated after a student accepts their offer. Student Employment will move the student into a **Run Background Check** status, which will initiate a HireRight background check request to the student's email. The student will need to authorize the background check to run through their email.

How do I send the application link to a direct hire?

Please utilize the [Job Application Link](#) guide to find the job application link and then email the student directly.

Can a student report to two line managers?

No, a student cannot report to two line managers. However, if you need someone else to assist with reviewing and approving timecards, you may [Delegate Time Card Approvals](#) to them.

How do I know if my student worker is approved to work?

Please use this guide to help determine the [Status of a Student in the Recruit Process](#).

Why can't my student worker log into Ignite?

Please determine where your student is in the hiring process by reviewing this [guide](#). A student is able to access Ignite 24-48 hours after accepting their offer or (if required) after the background check is completed.

How do I hire a biweekly graduate student?

You may hire a biweekly graduate student that same way you would hire an undergraduate student employee. Please follow the [Student Employment Process Overview](#).

Where is a student offer letter sent and how do they accept?

The offer letter is sent directly to the student's email address, where they will thoroughly read the offer and accept it. Please encourage student employees to check their Spam Folder in their inbox for this message.

How do I close a job requisition?

Please send an email to Student_Employment@baylor.edu with the job title and the job requisition number.

How do I know if my student workers, who have a future-dated start date, are approved to work?

You may use the Future Student Assignment report in Ignite.

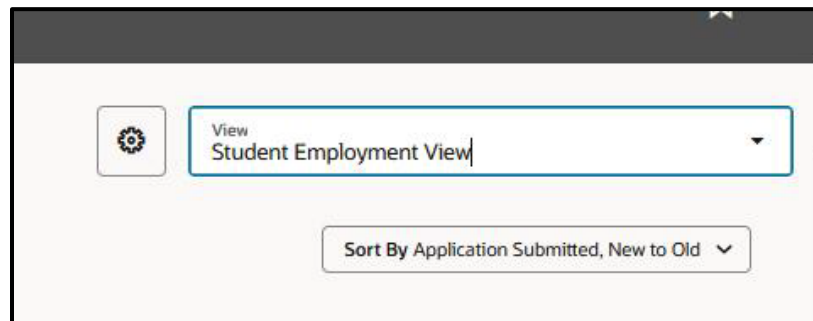
Pathway to report: Tools >> HCM Management Data Portal >> Future Student Assignment

When is a student notified of their onboarding tasks?

A student is initially notified of their onboarding tasks to complete in their offer letter. They are informed which tasks they must complete prior to their first day of work and when they will have access to Ignite to complete these tasks.

How can I determine which candidates are FWS Eligible?

You can determine which candidates are FWS eligible by changing your dashboard to **Student Employment View**.



Why does Journeys show 4 of 4 tasks complete, yet my student worker does not have access to a timecard?

A student is approved to work once their Federal I-9 Form is completed in person. Students have the ability to mark any task complete; however, the Federal I-9 Form task should only be marked complete by an HR Representative. Once formally completed in person, the student should gain 4 additional tasks, for a total of 8 tasks. Therefore, if there are no more than 4 tasks total and 4 of 4 tasks are marked as complete, please contact Student_Employment@baylor.edu to verify if the student has formally completed their I-9 Form.

What resources are available to students to guide them through the hiring process?

There are a number of resources available on Ignite's [training](#) site or within [Oracle Guided Learning](#). A few common resources can be found below:

- [Student Journey Job Aid](#)
- [Student Employment FAQs](#)
- [Create a Bi-Weekly Time Card Job Aid](#)

How can I edit a job description on one of my job requisitions?

Please email Student_Employment@baylor.edu with the requisition number and your updates.

Timecards

When are timecards due?

Timecards are due every two weeks on Saturday at midnight. Please refer to the [Biweekly Payroll Schedule](#) for specific dates.

Why can't my student worker access a timecard?

Typically, students who do not have access to a timecard are not approved to work. You will need to determine [Status of a Student in the Recruit Process](#).

Does Ignite auto-approve all timecard submissions?

Ignite will auto-approve all timecards that hold 40 or less hours within the two-week pay period.

Can I delegate another staff member to approve timecards for students that directly report to me?

Yes, you can [Delegate Time Card Approvals](#).

My student worker missed a timecard period. How do they enter a late timecard?

A student will enter a late time card by submitting a Historic Time Card. They will do this by going to Existing Time Cards and entering the correct date. Once submitted, they should inform Student_Employment@baylor.edu of the late submission. Here is a guide they can reference: [Create a Bi-Weekly Time Card Job Aid](#).

My student worker logged too many or too little hours on a previously submitted timecard. How can it be corrected?

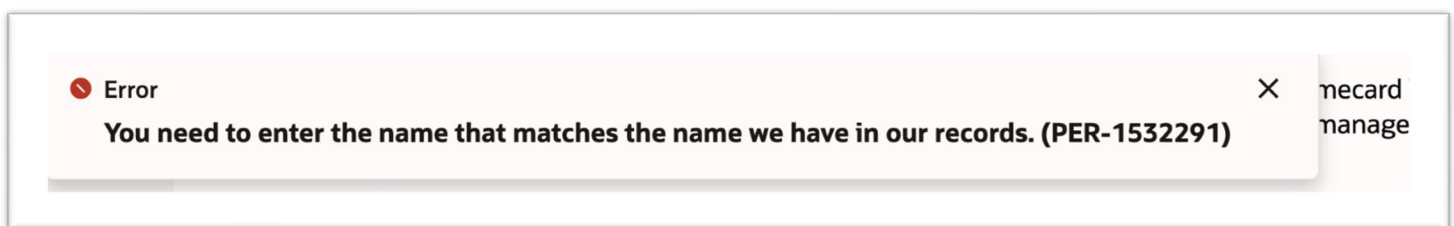
The student will need to [Request a Time Card Adjustment](#) in Ignite. The manager will need to approve of the change and notify Student_Employment@baylor.edu.

My student worker logged time on the wrong assignment. How can it be corrected?

The student will need to [Request a Time Card Adjustment](#) in Ignite. The manager will need to approve of the change and notify Student_Employment@baylor.edu.

Monthly Timecard Validation Journey

I keep receiving the below error when signing my name on the Timecard Validation Journey. How do I proceed?



The screenshot shows a red error message box with a close button (X) in the top right corner. The text inside the box reads: "Error You need to enter the name that matches the name we have in our records. (PER-1532291)". The background behind the error box is a light gray area with the text "Timecard manage" partially visible on the right side.

The error stems from the **Full Name** box. You will need to enter your name just as it appears in Ignite in this order: **Last Name, First Name**. Please be sure to include the comma and no extra spaces in the name box, nor the email box.

e.g., **Bruiser, Bear**

Why was I not assigned a Timecard Validation Journey this month?

If you were not assigned a Timecard Validation Journey and you have student direct reports, please contact Student_Employment@baylor.edu to get the Journey added.

Why can't I find the Timecard Validation Journey in my Bell Notifications or Journeys?

You may not be able to see the Timecard Validation Journey due to the following reasons:

1. You were not assigned the Journey. If you are currently a student employment line manager, please contact Student_Employment@baylor.edu to get the Journey assigned.
2. You are no longer a student employment line manager.
3. You have already completed the task. You can verify in the Document Records section of Ignite.

Who do I contact if I find discrepancies on the Validation report?

Please send all discrepancies found to Student_Employment@baylor.edu.

Why am I missing direct reports on the Validation report?

You may be missing direct reports due to the following reasons:

1. They do not have time logged within the validation month,
2. They did not become your direct report until after the validation month, or
3. You need to use the down arrow at the bottom of the report, as they may be on another page of the report.

If none of these reasons are applicable, please contact Student_Employment@baylor.edu.

What filters do I consistently use for each Monthly Validation?

You will always use the **Department** and **Manager** filters for each monthly validation. You will use the assignment status if you have students who are no longer active but worked partially in the month you are reviewing.

If I cannot find the Monthly Timecard Validation Journey in my bell notifications, where else can I find it?

You can find the Timecard Validation in your Journeys tile within the Me tab in Ignite.

Can a delegate sign off on the Monthly Timecard Validation Journey instead of the line manager?

Per the Department of Education guidelines, the **direct line manager** must be the individual to certify timecards.

When I click into my Monthly Timecard Verification Journey, the screen appears to be blank. What can I do to resolve this?

You can log out of Ignite, [Clear Your Browser Cache](#), log back in, and access the Journey again.

When are Timecard Validation Journeys due?

Timecard Validations are due on the 10th business day from the date assigned.

Rehires and Separations

How do I rehire a student who separated?

Please use the [Rehire Request Form](#).

How do I rehire a student who has graduated or is returning after a break in enrollment?

Please have the student go through the hiring process. Please utilize the [Student Employment Process Overview](#).

How do I process an involuntary termination?

Please contact your HRC first. Once your HRC gives approval, please submit a [Separation Request Form](#).

Do I need to submit a rehire form for every student each semester/year?

A [Rehire Request Form](#) is required for students with an end date approaching or who are suspended. You may determine if a student has an end date by running the Current Student Assignment report.

Do I need to submit separation requests for the graduating seniors?

No, a separation request for a graduating student is not required, nor recommended. Student Employment conducts a mass termination of all graduating students.

Reports

What reports do I have available to me and where can I find them?

The reports available to you are located in the HCM Management Data Portal, within Ignite.
Pathway to reports: Tools >> HCM Management Data Portal >> Student Employment section
The reports available are:

- Current Student Assignment
- Future Student Assignment
- Student Reported Hours

My Report is not loading. How can I fix this?

You may start by closing out of the report and then [Clearing your Browser Cache](#). After re-running the report and the problem persists, please email Student_Employment@baylor.edu.

Hours and Pay

What are the hours limitations for different classifications of students?

The tables shown below depict the total hours a student can work given their classification and the time of year.

Academic Year				
Student Classifications	Hour Limits	Helpful Links	Exceptions	Where to Request Exception
Undergraduate	20	Student Employment BU-PP 121	Up to 29 hours with Approval	Additional Student Work Hours Request Form
Graduate (Biweekly only)	29	Graduate Student Employment	No Exceptions	N/A
International	20	On-Campus Work Authorization Regulations	No Exceptions	N/A
Federal Work Study (FWS)	20	Student Employment Information - FWS	Up to 29 hours with Approval	Additional Student Work Hours Request Form

Periods of Non-Enrollment (Summer, Thanksgiving Break, Christmas Break, Spring Break)

Student Classifications	Hour Limits	Comments / Helpful Links	Exceptions	Where to Request Exception
Undergraduate	40	20-hour limit if actively taking classes; otherwise, up to 40 for no more than 3 consecutive months is permitted. Student Employment BU-PP 121	Up to 29 hours (while enrolled in classes)	Additional Student Work Hours Request Form
Graduate (Biweekly only)	29	Up to 40 hours for no more than 3 consecutive months is permitted. Graduate Student Employment	Up to 40 hours	Graduate Program Director and Dean approval is required. The approval can be sent to Grad School and Student Employment.
International	40	Up to 40 hours is permitted unless summer is their initial term in the program. On-Campus Work Authorization Regulations	No exceptions to exceed 20 hours if summer is initial term.	N/A
Federal Work Study (FWS)	40	20-hour limit if actively taking classes; otherwise, up to 40 for no more than 3 consecutive months is permitted. Student Employment BU-PP 121	Up to 29 hours (while enrolled in classes)	Additional Student Work Hours Request Form

What is the minimum wage I can pay a student?

Students must be compensated at least minimum wage (\$7.25 per hour), and the wage rates should be based on skills to perform the job, local market rates, similar compensation for on campus jobs, and in compliance with federal, state, and local laws.

What happens if a student worker works more than 20 hours in a given week?

Policy states a student is NOT to work over 20 hours per week; however, if this occurs those hours must be recorded and paid.

Who determines the pay rate of a position?

The department hiring for the position determines the pay rate, as many factors can go into this decision, such as available student wages budget, various job responsibilities, and other positions in the same department. Student Employment does not oversee a department's budget; therefore, is unable to determine the pay rate of a position. Student Employment can, however, make recommendations based on similar positions around campus.

How can I increase a student's pay rate?

You may increase a student's pay rate by completing a [Change Request Form](#).