


**New Student Hourly Onboarding
Procedure
Supervisor Instructions**

Student Hire Instructions for Supervisor

- a. At least one week prior to date of hire, Supervisor provides email to Student containing JIRA link (<https://jira.bus.wisc.edu/service desk/customer/portal/23>)
email sample:



Fri 11/20/2020 12:29 PM

Edna M Crary

SH Referral Email

To Simple.Sample@wisc.edu

Cc Edna Crary

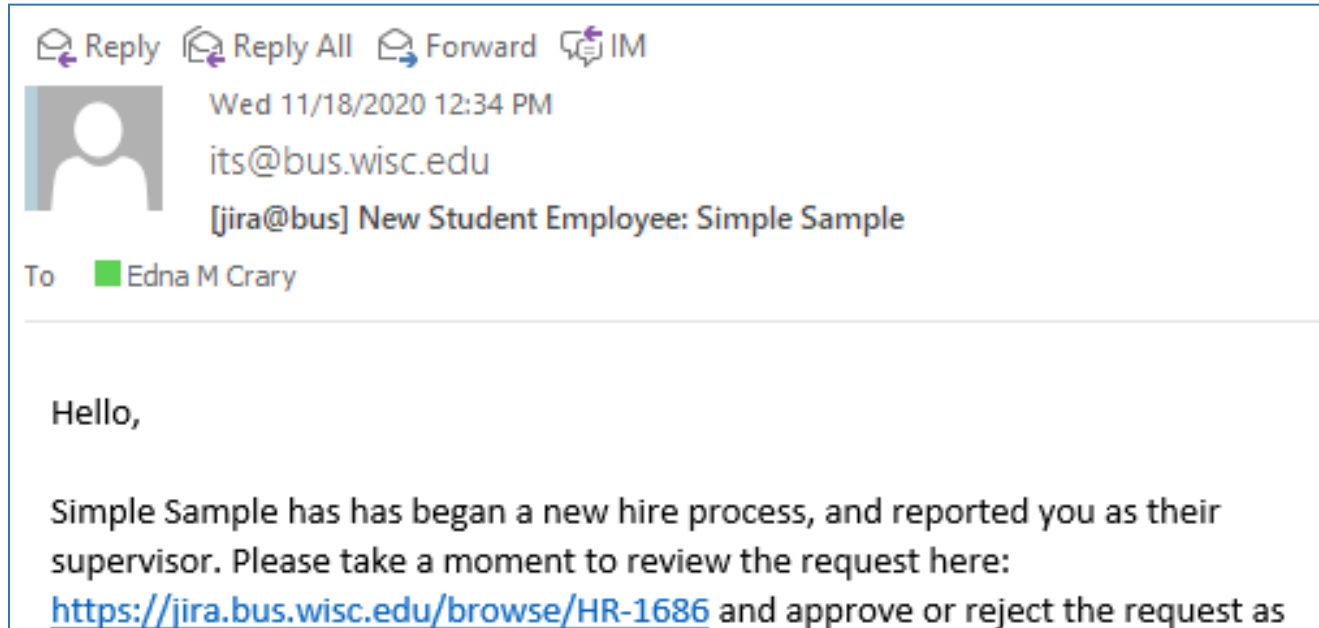
Greetings,

Thank you for your interest in Student Employment at the Wisconsin School of Business.

Please use this [link](#) to begin the hiring process. Once you have submitted your employment request, please watch for future emails from the Payroll Office to continue the process.

Please let me know if you have any questions.

- b. Supervisor receives email notification of new student hire waiting for approval



- c. Click link in email

d. Review Student name and, if recognized, click Approve at top of page

The screenshot displays a user interface for a 'New Student Hire' process. At the top, there is a breadcrumb trail 'Human Resources / HR-1686' and a title 'New Student Hire'. Below the title is a row of action buttons: 'Edit', 'Comment', 'Assign', 'More', 'Approve', and 'Reject'. The 'Approve' button is highlighted in yellow. A 'Details' section is expanded, showing the following information:


Type:	+ Student Onboarding	Status:	WAITING FOR ACTION (View Workflow)
Priority:	Low	Resolution:	Unresolved
Last Name:	Sample	Security Level:	HR Non-Security
First Name:	Simple		
Middle Initial:	SH		
Campus ID:	123456789		
Phone Number:	608-123-4567		
Work Study Student:	No		
Address:	123 Any Street, Apt 4 Any City, Any State Any Zip Code		
International Student:	Yes		
Personal Email	SimpleSample@homeemail.com		

- e. Complete form with all information. If you do not know your Empl ID (to record Supervisor Employee ID Number in form), this information can be found on your Pay Stubs. All information is required, and hiring action cannot proceed if inaccurate. You will receive an email notification if information is inaccurate. Once corrected, the process will continue. **Hire Date must be at least 5 business days after submission of form.**


Approve

Student Hire Type Student Hourly
 Undergrad Assistant
 Reader/Grader

Department

Supervisor Name 
Start typing to get a list of possible matches.

Supervisor Employee ID Number

Alternate Supervisor Name 
Start typing to get a list of possible matches.

Alternate Supervisor Employee ID Number

UDDS

Fund

Dept. ID

- f. Enter additional comments, if desired, and click “Approve”. Comments can be entered and “shared” at any time during the entire process. When comments are entered, the system will automatically email them to the Supervisor and the Payroll Team.
- g. Supervisors should watch for emails of comments from the system in case follow-up is needed.

Approve

Start date field used by SoftwarePlant plugins (BigPicture, BigGantt)

Room Number Any Room

Duties Describe Duties

Description of duties to be performed

Comment Respond to customer Internal comment

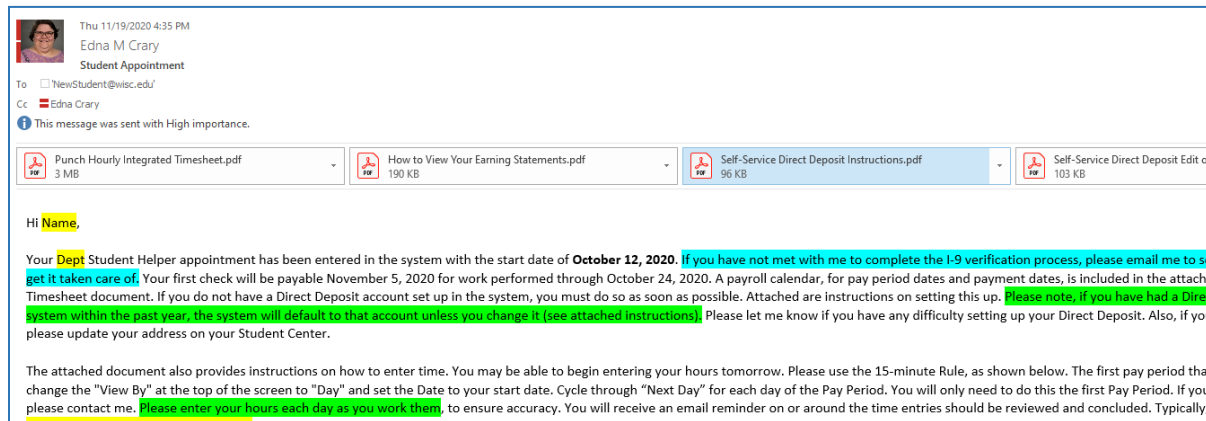
Your comment will be visible to customers. Embed attachments to make them visible to customers.

Style **B** *I* U A [°] + ^

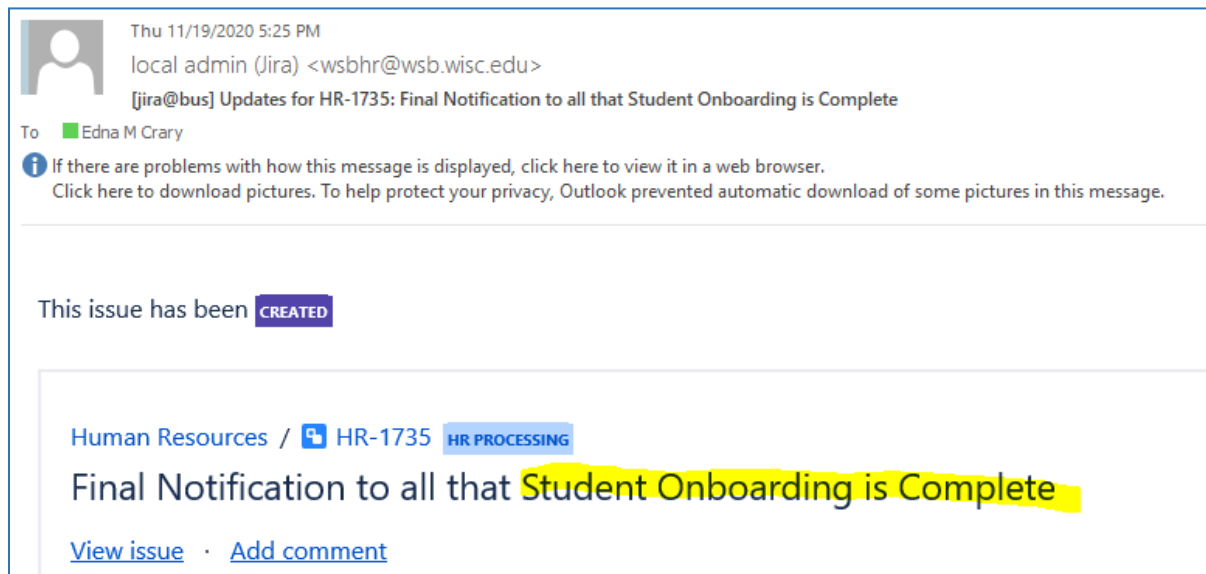
Make comments here, if more information or communication to Payroll is desired.

Approve Cancel

- h. Close browser and wait for email notification from the system and Payroll that student has been entered into the system

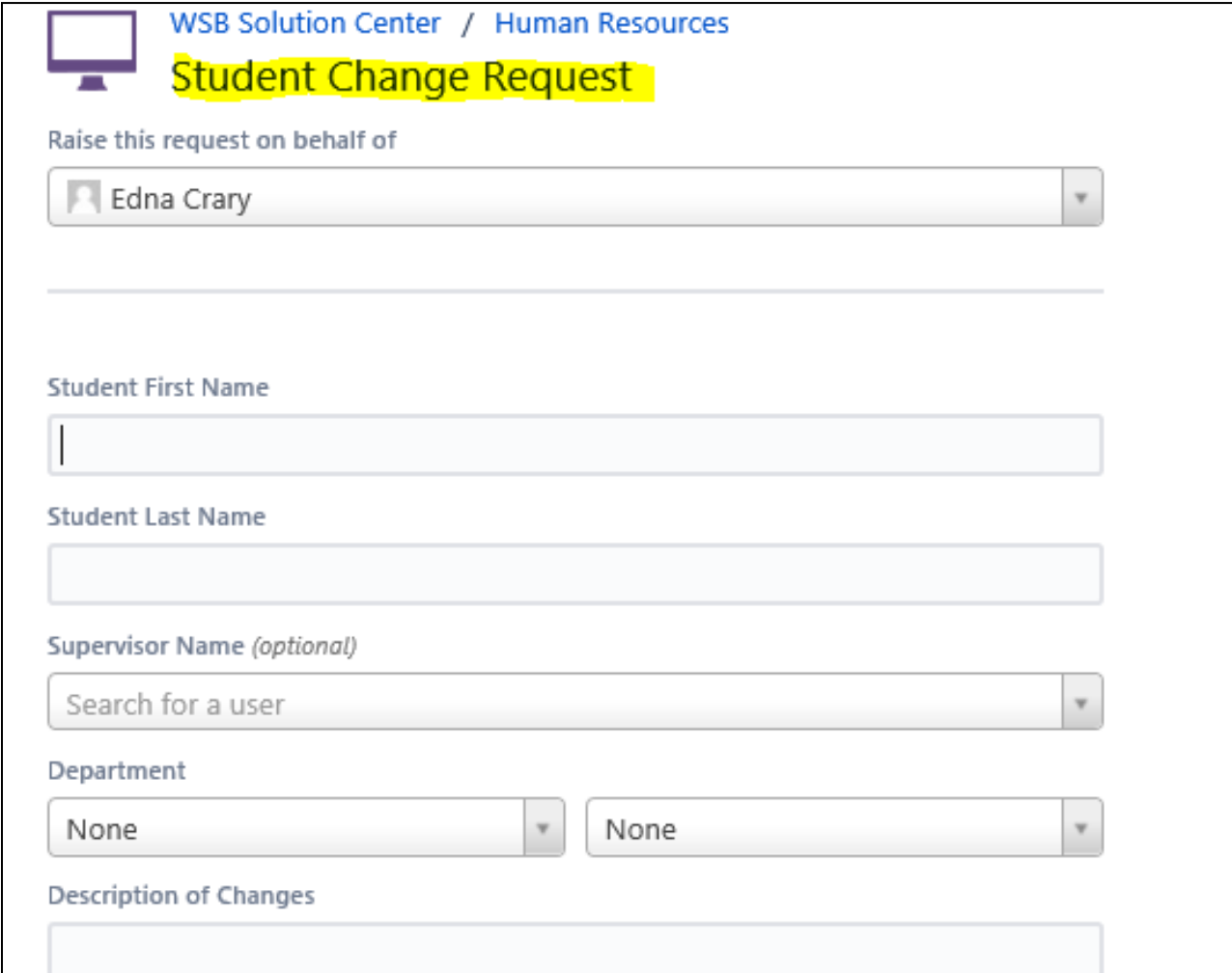


- i. Supervisor receives email that student onboarding is complete



Student Change Request Instructions for Supervisor

- a. Supervisor goes to [link \(https://jira.bus.wisc.edu/servicedesk/customer/portal/15/create/453\)](https://jira.bus.wisc.edu/servicedesk/customer/portal/15/create/453) to begin the Change Ticket



The screenshot shows a web form titled "Student Change Request" within the "WSB Solution Center / Human Resources" portal. The form includes several input fields and dropdown menus:

- WSB Solution Center / Human Resources** (Page Header)
- Student Change Request** (Section Title, highlighted in yellow)
- Raise this request on behalf of**: A dropdown menu with "Edna Crary" selected.
- Student First Name**: An empty text input field.
- Student Last Name**: An empty text input field.
- Supervisor Name (optional)**: A dropdown menu with "Search for a user" selected.
- Department**: Two dropdown menus, both with "None" selected.
- Description of Changes**: An empty text input field.

b. Click "Create."



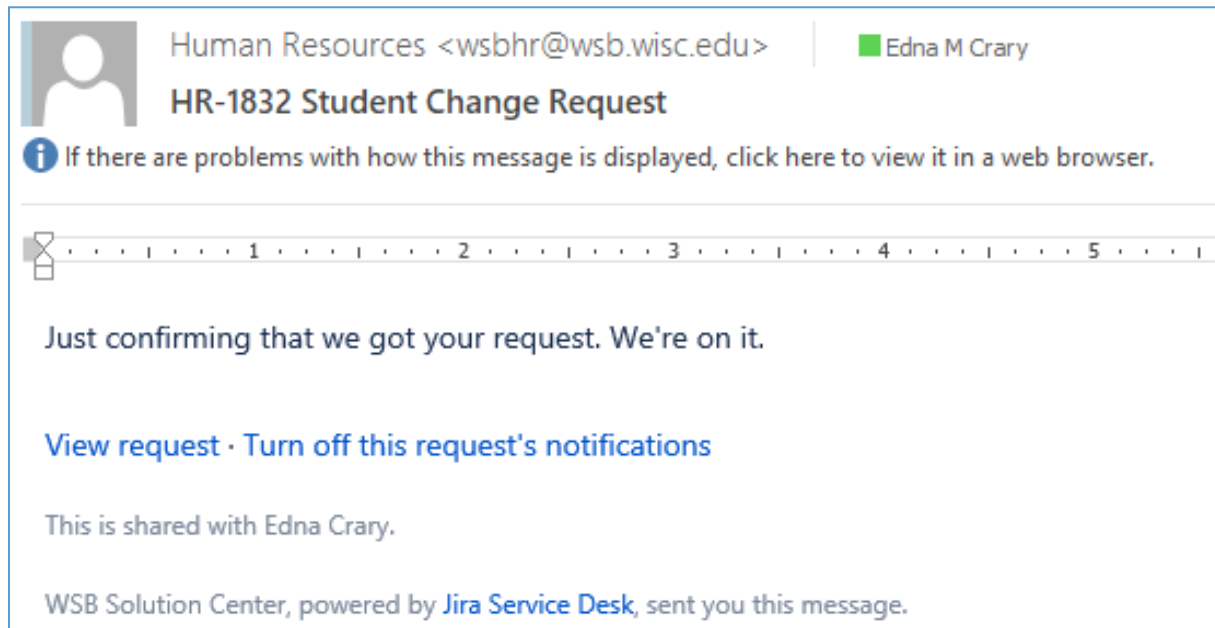
A screenshot of a Jira Service Desk form. At the top, there is a text input field. Below it, the text "Please be descriptive as possible." is displayed. Two buttons are visible: a yellow "Create" button and a blue "Cancel" button. At the bottom center, there is a logo for Jira Service Desk with the text "Powered by Jira Service Desk".

c. Supervisor reviews on-screen confirmation Change Request

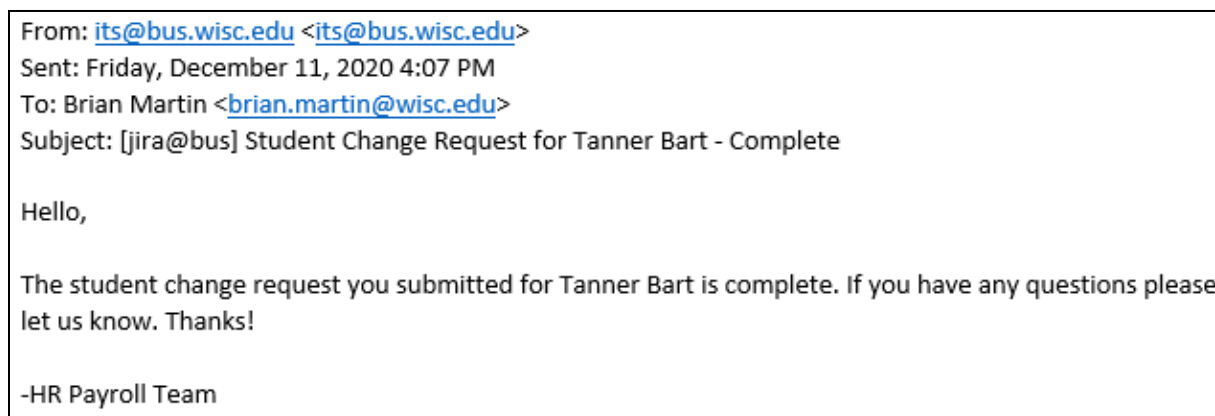


A screenshot of a Jira Service Desk ticket page. The breadcrumb navigation shows "WSB Solution Center / Human Resources / HR-1832". The ticket title is "Student Change Request". Below the title is a comment input field with a placeholder "Comment on this request..." and a "Comment" button. To the right of the comment field is a "WAITING FOR ACTION" status indicator, a "Don't notify me" toggle, and a "Share" button. Below the comment field is a "Details" section with the following information: "Student First Name: Testy", "Student Last Name: Tester", "Supervisor Name: Edna Crary", and "Department: 123100 - Accounting & Information Systems". To the right of the details is a "Shared with" section showing "Edna Crary" as the creator.


d. Supervisor receives email confirmation of Change Request




e. When completed, Supervisor waits to receive email notification from system




- f. If Payroll has questions, Supervisor will be contacted by email. If change is denied, Supervisor and Payroll will receive email notification from system:



Wed 12/16/2020
Human Resources <wsbhr@wsb.wisc.edu>
HR-1833 Student Change Request

To  Edna M Crary

 If there are problems with how this message is displayed, click here to view it in a web browser.

Edna Crary changed the status to Denied.

[View request](#) · [Turn off this request's notifications](#)

This is shared with Edna Crary.

WSB Solution Center, powered by [Jira Service Desk](#), sent you this message.