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/servicedesk/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

Hello,

Simple Sample has began a new hire process, and reported you as their supervisor. Please take a moment to review the request here: https://jira.bus.wisc.edu/browse/HR-1686 and approve or reject the request as

c. Click link in email
d. Review Student name and, if recognized, click Approve at top of page
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.**
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.
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) to begin the Change Ticket

![Student Change Request Form](image-url)
b. Click “Create.”

![Image]

Please be descriptive as possible.

[Create] [Cancel]

Powered by Jira Service Desk

c. Supervisor reviews on-screen confirmation Change Request

![Image]

WSB Solution Center / Human Resources / HR-1832

Student Change Request

[Comment on this request...]

Details

- Student First Name: Testy
- Student Last Name: Tesler
- Supervisor Name: Edna Crary
- Department: 123100 - Accounting & Information Systems
d. Supervisor receives email confirmation of Change Request

![Email Confirmation](image)

Just confirming that we got your request. We’re on it.

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.

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

![Email Notification](image)

From: its@bus.wisc.edu <its@bus.wisc.edu>
Sent: Friday, December 11, 2020 4:07 PM
To: Brian Martin <brian.martin@wisc.edu>
Subject: [jira@bus] Student Change Request for Tanner Bart - Complete

Hello,

The student change request you submitted for Tanner Bart is complete. If you have any questions please let us know. Thanks!

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

Edna Crary changed the status to Denied.

[Image of email notification]

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.