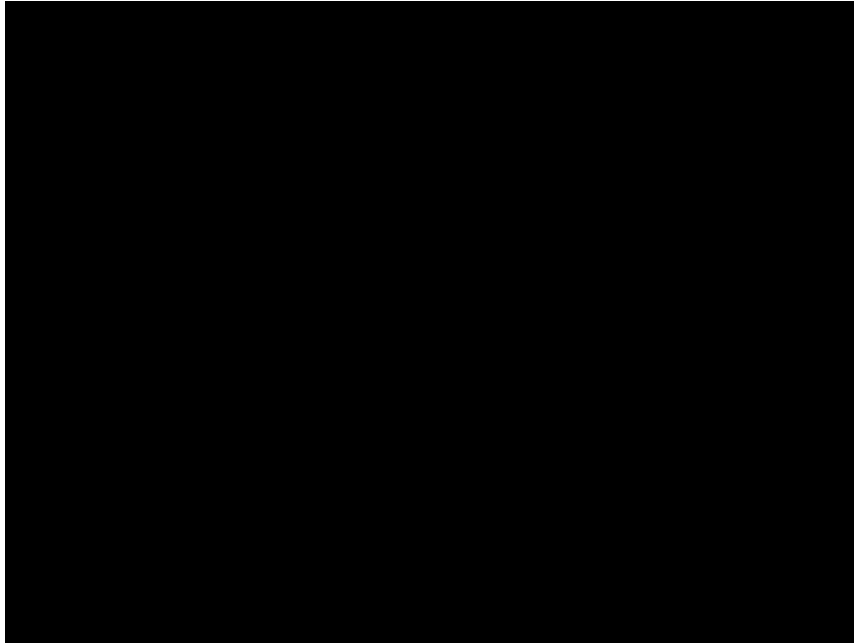




**INDIANA UNIVERSITY OF PENNSYLVANIA
OFFICE OF HUMAN RESOURCES**

724-357-2431

PAYROLL-SERVICES@IUP.EDU



Q Hiring a Student Worker X

federal work study hiring a student worker student employment

nt Worker



Hiring a Stude

dy Eligibility for Potential Student

Federal Work Stu
Worker



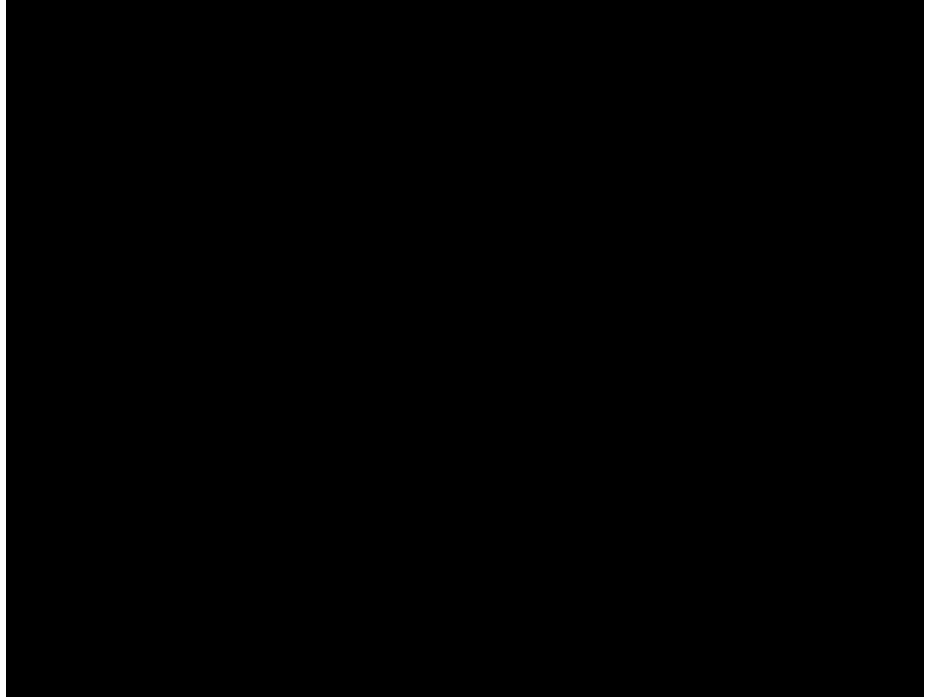
re's needs:

Student Employment Prof

- [Spring](#)
- [Summer](#)

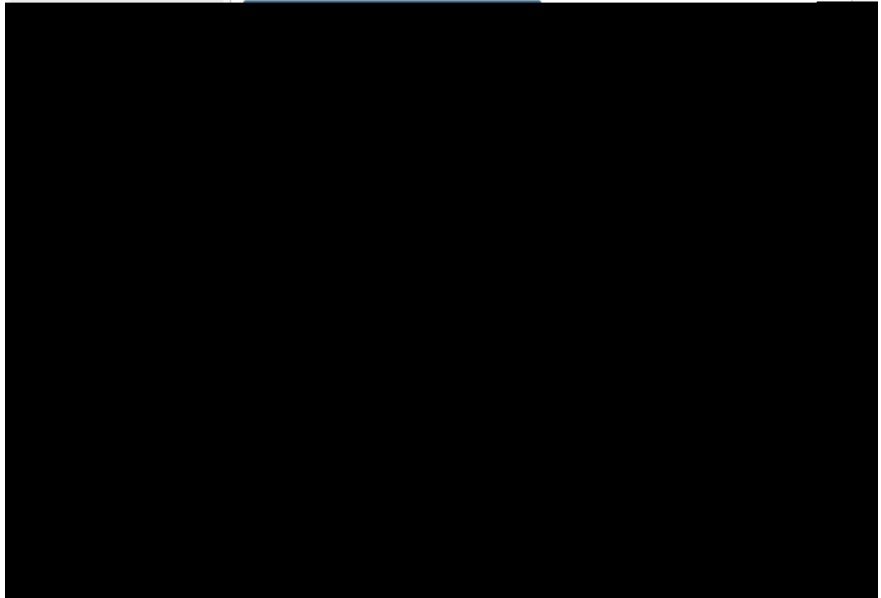
Fall

or



* Exam Plan: 02145 - Test Req

* Division: Academic Affairs (0002)

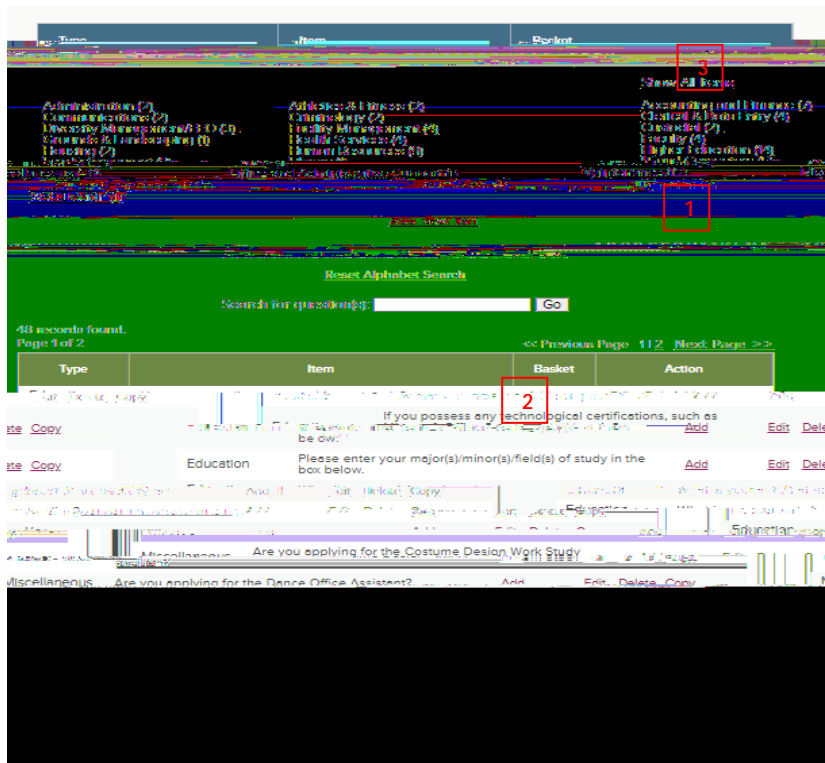


SAVE AND CONTINUE,
DO NOT ENABLE AUTO-SCREENING!!!

ADD QUESTION

ADD FROM ITEM BANK.

STUDENT
EMPLOYMENT
ADD





Detailed Job Posting

Edit Print Job Bulletin

View Class Spec View Exam Plan Supplemental Questions & Auto Screening

02145 05/01/24 05/15/24 11:59 PM

Test Req	Job Title
Wed. 05/15/24 11:59 PM Eastern Time	Closing Date/Time
\$15.00 Hourly	Salary
Student	Job Type
Indiana Main Campus	Location
Academic Affairs	Division

Copy Job Posting

Draft Archived Accent Online Applications Show Closing Date/Time Continuous

Fields marked with an asterisk (*)

* Exam Plan: 02145 - Test Req

* Division: Academic Affairs (0002)

* Class Spec: Student Worker (SU250)

* Job Title: Test Req

* Job Number: 02145

* Job Type: Student

Navigate to Insight

EXAM PLANS.

ELIGIBLE LISTS

The screenshot displays a recruitment system interface. At the top, there are navigation options: "Classroom Recruitment", "Edit Exam Plan", and "Audit Test". Below this is a section for "Exam Title" with a dropdown menu and a "Vacancies" field set to 0. A table header is visible with columns: "Job #", "Job Title", "Status", "Last Updated", "Assigned To", and "Action". A row is partially visible with "Exam Plan" as the job title and "Laura Sieberndick" as the assigned person. Below the table is a "Boarding Menu" with "Add New" and "Add Existing" options. A large black redaction covers the main content area. At the bottom, a search bar is labeled "Search by Name" with a "Go" button. Below the search bar, it says "97 records found." and a table of records is displayed. The table has columns: "Date Received", "Date Eligible", "Notices", "Exam Score", "Email Notif.", "Status", "Expires", "Comments", "List Type", and "Name".

Date Received	Date Eligible	Notices	Exam Score	Email Notif.	Status	Expires	Comments	List Type	Name	
Hired		Add		Normal	<input type="checkbox"/>	Bartko, David Arturo		05/26/22	05/26/22	0.00
Inactive		Add		Normal	<input type="checkbox"/>	Reichner, Christyn		07/04/20	07/04/20	0.00
Hired		Add		Normal	<input type="checkbox"/>	Bellaouche, Alcha		06/30/20	06/30/20	0.00
Hired		Add		Normal	<input type="checkbox"/>	Benedict, Justin Daniel		04/26/23	04/26/23	0.00
Hired		Add		Normal	<input type="checkbox"/>	Bogas, Amaya Nicole		04/23/24	04/23/24	0.00
Hired		Add		Normal	<input type="checkbox"/>	Bohn, Emilie K.F.		05/10/21	05/10/21	0.00
Hired		Add		Normal	<input type="checkbox"/>	Boonie, Jacob		05/01/24	05/01/24	0.00
Hired		Add		Normal	<input type="checkbox"/>	Borowski, Rebecca E.		04/02/24	04/02/24	0.00

Master Profile
Application 5 of 6

00542 - Student Office Worker - 2017 Training Position

ID: 29540425

Person Name: [Redacted] Address: 7 Rodin Road, Fairwood, New Jersey, 07021, US

Contact Information - Person
Name: [Redacted]

Phone: [Redacted] Email: [Redacted]

Education
Work History
Certificates and Licenses

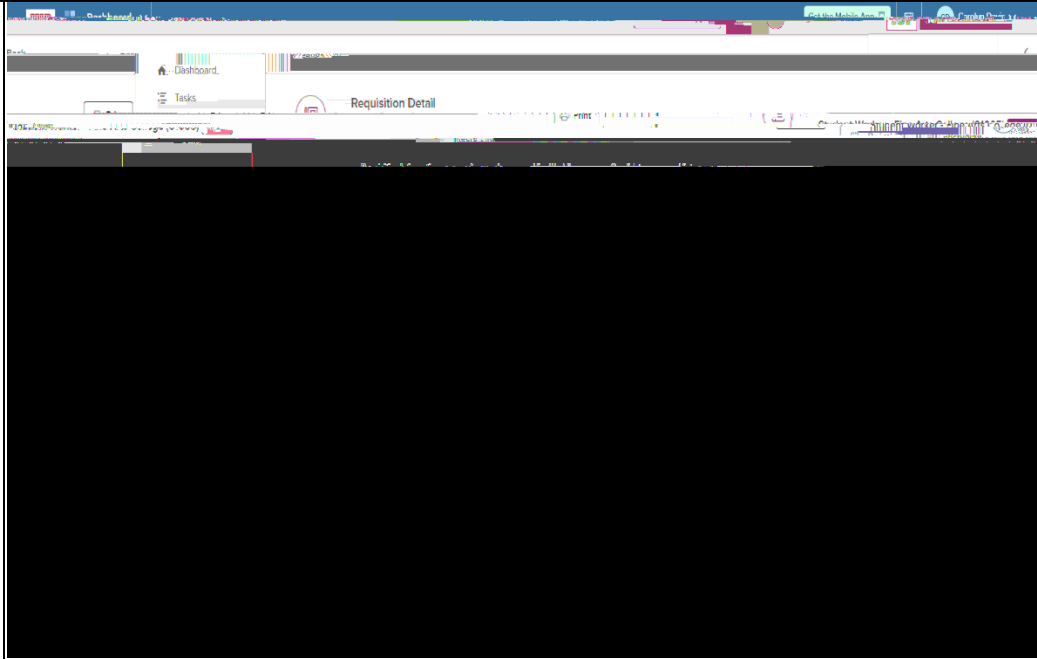
Skills

Additional Information

Resume
Text Resume
Attachments

Agency-Wide Questions
1. Are you at least 18 years of age?

CANDIDATES



on/5bE(t)4 (co)6. (i2)Tj nS4i2t4.35.6 TD 65 Tc 0.005 TwJ 0 g2t.3 c (i7)4j nS.3 (-17)4j o (i7)Tj (c)3Da1ci7DA

Candidates

14 TOTAL

Hired: 14

2 record(s) are selected.

Name	Action Date	Current Employee	Status	Role
Nelen, Tessa N	03/19/2019	No	Hired	Director
Saugenhaupt, Emily	03/20/2019	No	Awaiting Authorization	Regular
McConse...				

Oluwole, Isiah (Person ID : 54504536)

TS 1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

Position Student Worker (55555555) Offer Date

09/03/2024

Student Worker (55555555) Offer Date

Offer Amount \$

Date Offer Accepted 05/03/2024

Start Date 08/26/2024

Bonus Amount \$

Orientation Date MMDD/YYYY

Filed Date MMDD/YYYY

Is the candidate a current retiree under SERB, PERB or ARP?

YES

PERNR (for retirees only)

Maximum Hours

Hourly or Salary Rate



Position End Date (if applicable)

Home Dept Org

BARG UNIT

SAP Position #

- AFSCME
- APSCUP - Coach
- APSCUP - Faculty
- MGMT
- OPEU
- Other
- SCLUPA
- SPFA

APPROVALS

- 1. ADD APPROVAL GROUP
 - 2. Human Resources (Req)
 - 3. Quentin R Davis
- IMPORTANT STEPS:**
- 4. ADD APPROVAL STEP
 - 5. SAVE & CONTINUE TO NEXT STEP
- SAVE & SUBMIT ATTACHMENTS

Hire Form

Oluwole [redacted] (Phone: 54304336)

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Approvals

* Fields are required.

1 + Add Approval Group

2

3

4

1.

The screenshot displays a recruitment management system interface. At the top, there is a navigation bar with 'Dashboard' and 'Tasks' options. The main content area features a summary card with a circular gauge showing '14 TOTAL' and 'Hired: 14'. Below this, a table lists candidates with a context menu open over the first two rows. The table columns include checkboxes, candidate names, dates, and status indicators.

					Employee	
<input checked="" type="checkbox"/>	Naren, Is	Move to Offered	03/18/2019		so	
<input type="checkbox"/>	Saugant	Send Notice			Her	894 229 9579
<input checked="" type="checkbox"/>	McComsey, myra	Print Apps	10/15/2019		No	707343423
<input type="checkbox"/>	Adhikari, Hari meya		10/06/2020		No	7074752198

WORK AUTHORIZATION EMAIL SENT TO STUDENT WORKER FROM HR

SUBJECT LINE: Important HR Info & Student Work Authorization – Jane Doe

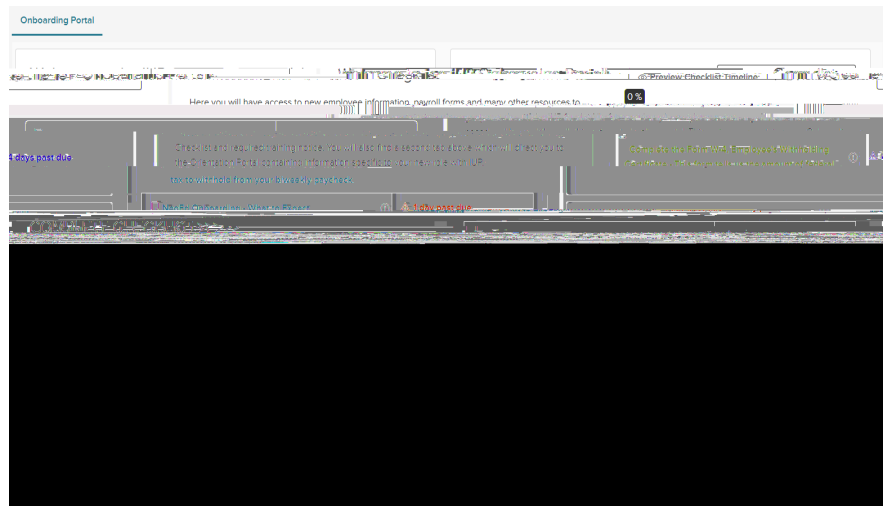
t:w 2 1Tf 31.04 0Tw 4.107 05 571 EJyTc 0 Tw 3.Tc 0.1M rtrM J1

an815 (t)TJ 0noI4 (t) ho bea-1.6.3 (I4 (t))-18-3.6 pl 09 iZeElirI4 (t)d t-14 (n)

INSTRUCTIONS FOR A STUDENT THAT HAS ALREADY
WORKED AT IUP IN THE PAST AND IS
NEW TO YOUR DEPARTMENT

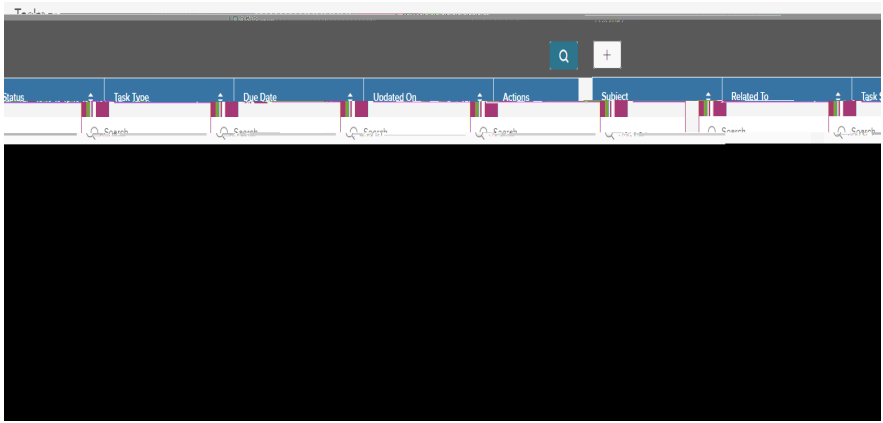
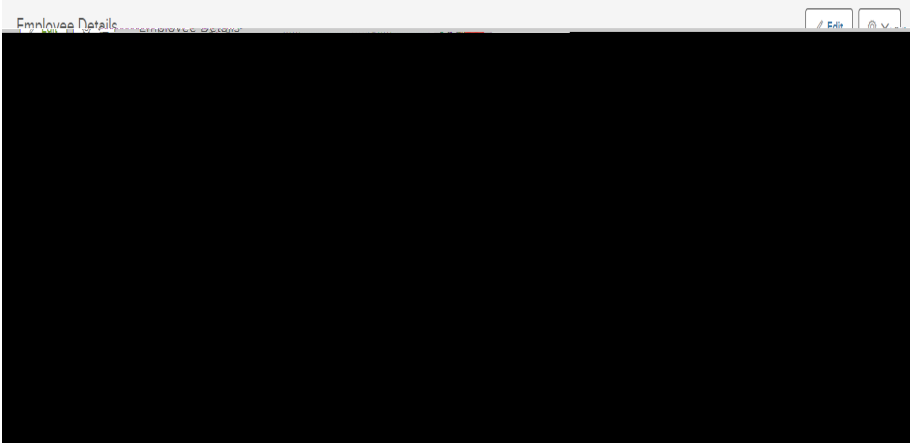
x
x
x

NOTE:



The Employee view

General Information





- x NeoEd Onboarding – What to expect
- x Read/Sign the Background Investigation & Provisional Hire Agreement
- x Read/Sign the Workers Compensation Notice
- x Apply for Child Abuse Clearance – Step 1

Mission

Benefits of Student Employment

Educational Benefits of Student Employment

Expectation of Student

x

Eligibility for Student Employment

Academic Year

Summer

x

x

x

Student Employment Process

o

o

o

o

o

o

required for position

o

o

if required for position

if required for position

if

E-Time

x

x

x

Compensation of Pay

Wage Rates

Student Hour Limitations

x

x

x _____

Payment Compensation

Interviewing

Plan ahead

Create a friendly environment

Verify basic information

Sample Interview Questions

- X
- X
- X
- X
- X
- X
- X

