

Campus Connect



Academic Calendar



Help Resources



My HR



## Hiring - Student Employee

Hiring System for Student Employees

*Note:* The hiring system for Student Employees will be outside of BlueSky. This walkthrough will show you the navigation for that process in Campus Connect

Campus Connect



Academic Calendar



Help Resources



My HR



1/17  
Click Navigator Icon.

Campus Connect



Academic Calendar



Help Resources



My HR



NavBar



Recent Places



My Favorites



Navigator

2/17



Click 'Navigator'.

Campus Connect



Academic Calendar



Help Resources



My HR



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Click 'DePaul Reports and Interfaces'

x

NavBar: Navigator

Recent Places



My Favorites



Navigator

DePaul Reports and Interfaces >

Self Service >

Campus Community >

Worklist >

Reporting Tools >

PeopleTools >

University News

University Events

Technology Support Center

Change My Password

Campus Connect



Academic Calendar



Help Resources



My HR



4/17 ×  
Click 'Cloud Hiring Interfaces'

NavBar: Navigator



DePaul Reports and Int...



Cloud Hiring Interfaces



DePaul IS Administration



My Favorites



Navigator

Campus Connect



Academic Calendar



Help Resources



My HR



NavBar: Navigator



Recent Places



Cloud Hiring Interfaces



Faculty New Hires

Student New Hires

My Favorites



Navigator

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×

Click 'Student New Hires'

Create New Request

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×

Click 'Create New Request'

Create Date between

31

and

31

Search

Person ID



Click Magnifying Glass

*Note:* Give the search box a moment to populate.

Cancel Request

Request



Person ID



Cancel Request

Save Request

Look Up Person ID

8/17

Search by:

P

Look Up

Ca

Select person number you would like to hire.

Search Results

Only the first 300 results of a possible 687 can be displayed.

View 100 First 1-300 of 300 Last

Person ID	Name	Academic Program
0189557	Rogers,Keturah Lynn	UNCLA
0240668	Barker,Amanda Mary	EDUC
0828015	Saenz,Maria Del Carmen	PHDCI
0870870	Roy,Kimberly J	CSH
1142633	Schanette,Michael Elliott	COMMU
1159647	Huerta,Raina D	COMP
1202110	Calalang,Karla Erika	CSH
1232463	Otocka,Aleksandra	COMP
1262911	Idris,Kayode R	COMP
1270649	Combs,Mark W	CSH
1338405	Perez,Sandra Yaneth	COMP
1384043	Orona,Nancy	SNL1
1410749	Hairston,Lyric Alexandra	CLASS
1424178	Bamba,Aminata Preferre	COMMU
1425357	Chau,Tuyetmai	CSH
1436471	Lee,Jumi	CSH
1444713	Halilic,Ernad	COMM
1446250	Rodriguez,Joseph Moses	COMP
1485756	Saulog,Christian Louis	COMMU
1493487	Doyle,Michael Donald	CLASS
1496026	Grazier,Nicholas	COMM
1499275	Patel,Akash J	COMM
1513330	Diaz,Daniel	COMPS
1525807	Poon,Shannon	CSH
1544950	Guziak,Martha Anna	COMM
1801594	Martinez,Ariette Stayce	COMM
1805962	Reisdorf,Matthew	MSAA
1807359	Rountree,Kelly K	CSH
1817249	Evans,Sydney	COMM
1820561	Zagal,Sheyla Jacaranday	COMM
1828544	Howard,Mariah Danielle	CLASS
1834491	Patel,Shivam	COMM
1836566	Ramos,Andrea	COMM
1839660	Chavez Flores,Ariamnis Daniela	COMM
1848482	Melendez,Javier Dagoberto	CSH
1849595	Gunia,Nicole Patricia	CSH
1850889	Humecki,Sadiq	COMP
1861533	Leversha,Patrick Douglas	COMM
1862275	Wilborn,Chante	COMP
1862377	Reschke,Taylor Nichole	COMM
1863015	Suarez Mauricio	COMM

Person ID

01895

9/17

×

Click 'Save Request'

Cancel Request

Save Request

Existing Requests							
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager Assignment	Mgr Name
1	New Rqst	Start					
2	New Rqst	Start					

Requestor 1549642 Joseph Baer

Requestor Assignments

Cloud Position Name	Cloud Department Name
1 Training & Dev. Specialist	Human Resources - Operating

Person ID 1384043 Orona,Nancy

Email Address IsTestNotification

Cloud Position Code

Select Position

Business Title \*

First Day of Work \*

Ln Mgr Assignment Nbr \*

Hiring Phase New Request

Phase Status Start

10/17

Click 'Select Position'

Existing Requests								
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

Add Comment

Return

Save

Submit to OSE

Search Dept Code or Position Code

Find

Return

11/17 ×

Enter either the department code or position code and click '**Find**' to search for that position.

Search Dept Code or Position Code

Find

Return

Personalize   Find   View 100     First 1-15 of 747 Last											
	Select	Department	Cloud Department Name	Parent Department	Parent Dept Name	Cloud Position Code	Cloud Position Name	Cloud Position Type	Cloud Full-Part Time	Cloud Job Code	Cloud Jobcode Name
1	Select	227100	Career Center	XX4227	XX4227 - Career Center	01011002	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
2	Select	296100	Legal Clinic	XX4296	XX4296 - Legal Clinic	01011210	Student Service Participant	SINGLE	PART_TIME	7100	Student Service Participant
3	Select	370100	College of Business - Dean	XX4370	XX4370 - Dean - Business - Und	01011093	Grad Assistant Stipend	SINGLE	PART_TIME	7000	Graduate Assistant
4	Select	443100	Psychology	XX4443	XX4443 - Psychology	01011215	Student Service Participant	SINGLE	PART_TIME	7100	Student Service Participant
5	Select	443100	Psychology	XX4443	XX4443 - Psychology	01011038	Research Assistant	SINGLE	PART_TIME	7100	Student Service Participant
6	Select	650100	Facility Operations Administration	XX4650	XX4650 - Operations & Capital	01005401	Student Asst. - Entrance	SHARED	PART_TIME	7100	Student Service Participant
7	Select	443310	Facilities and Administrative - Community Research	XX4459	XX4459 - Community Research	01008787	Graduate Assistant	SHARED	PART_TIME	7000	Graduate Assistant
8	Select	657103	Housing Services	XX4652	XX4652 - Student Centers & Hou	01009135	Facilities Assistant	SHARED	PART_TIME	7142	Resident Assistant
9	Select	416100	History	XX4416	XX4416 - History	01000325	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
10	Select	447100	School of Public Service	XX4447	XX4447 - School of Public Serv	01000374	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
11	Select	448101	Master of Public Health	XX4448	XX4448 - Masters of Public Hea	01005033	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
12	Select	466100	Women's & Gender Studies	XX4466	XX4466 - Women's & Gender Stud	01003618	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
13	Select	650100	Facility Operations Administration	XX4650	XX4650 - Operations & Capital	01005395	Student Asst.- Membership	SHARED	PART_TIME	7100	Student Service Participant
14	Select	350100	College of Computing Digital Media	XX4350	XX4350 - Dean - CDM	01008589	Lab Assistant - LAN	SHARED	PART_TIME	7100	Student Service Participant
15	Select	413100	College of Communication	XX4413	XX4413 - Dean - Communication	01009379	Student Intern	SHARED	PART_TIME	7140	Student Intern

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Click 'Select' for the position you would like to choose.

Requestor

1549642

Joseph Baer

Requestor Assignments

	Cloud Position Name	Cloud Department Name
1	Training & Dev. Specialist	Human Resources - Operating

Person ID

0189557

13/17

Email Address

Cloud Position Code

Position

Business Title \*

First Day of Work \*

Ln Mgr Assignment Nbr \*

Hiring Phase

New Request

Phase Status

Start

Existing Requests								
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	New Rqst	Start						

Add Comment

Return

Save

Submit to OSE

Requestor

1549642

Joseph Baer

Requestor Assignments

	Cloud Position Code	Department Name
1	Tr	Resources - Operating

Cloud Position Code

14/17

×

Department Name

1

Tr

Resources - Operating

Select the line manager for this position.

If you know the manager's Assignment Number, you can enter it here. If not, click the **Magnifying Glass** and search from that list.

Note: The Assignment Number will begin with an 'E'.

Cloud Position Code

14/17

×

Department Name

1

Tr

Resources - Operating

First Day of Work \*

Ln Mgr Assignment Nbr \*

Hiring Phase

New Request

Phase Status

Start

Existing Requests								
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	New Rqst	Start						

Add Comment

Return

Save

Submit to OSE



Requestor 1549642 Joseph Baer

Requestor Assignments

	Cloud Position Name	Cloud Department Name
1	Training & Dev. Specialist	Human Resources - Operating

Person ID 1384043 Orona,Nancy

Email Address IsTestNotification@depaul.edu

Cloud

15/17

Select first day of work.

Select Position

First Day of Work \*

31

Ln Mgr Assignment Nbr \*

Hiring Phase New Request

Phase Status Start

Existing Requests								
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

Add Comment

Return

Save

Submit to OSE



Requestor

1549642

Joseph Baer

Requestor Assignments	
Cloud Position Name	Cloud Department Name
1 Training & Dev. Specialist	Human Resources - Operating

Person ID

1384043

Orona,Nancy

Email Address

IsTestNotification@depaul.edu

Cloud Position Code

01011002

Student Service Participant

Select Position

Career Center

16/17

×

Enter Hourly Rate

Hourly Rate \*

Hiring Phase

New Request

Phase Status

Start

Existing Requests								
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

Add Comment

Return

Save

Submit to OSE

Requestor

1549642

Joseph Baer

Requestor Assignments	
Cloud Position Name	Cloud Department Name
1 Training & Dev. Specialist	Human Resources - Operating

Person ID

1384043

Orona,Nancy

Email Address

IsTestNotification@depaul.edu

Cloud Position Code

01011002

Student Service Participant

Select Position

Business Title \*

Test SE Hire Joe 01

First Day of Work \*

Ln Mgr Assignment Nbr \*

Hourly Rate \*

Hiring Phase

Phase Status

17/17

Once you are satisfied with your selections, click 'Submit to OSE'

You can Add a Comment by clicking the button above, if you'd like.

Note: If student needs to complete additional paperwork, you and the student will receive an email with instructions.

Existing Requests						
	Hiring Phase	Phase Status	Cloud Position Name	Manager ID	Name	Hourly Salary
1	Std Emp Rv	Start	Student Service Participant			14.00

Add Comment

Return

Save

Submit to OSE

Requestor 1549642

Joseph Baer

Requestor Assignments

	Cloud Position Name	Cloud Department Name
1	Training & Dev. Specialist	Human Resources - Operating

Person ID 1384043

Orona,Nancy

Email Address

IsTestNotification@depaul.edu

Cloud Position Code 01011002

Student Service Participant

Select Position

Business Title \*

Test SE Hire Joe 01

First Day of Work \*

11/24/2020

Ln Mgr Assignment Nbr \*

E1336925

Sarah Cleveland Frost

Hourly Rate \*

15.00

Dir, Workplace Learning & Perf

Hiring Phase

New Request

Phase Status

Start

Existing Requests						
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID
1	Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant	

Add Comment

Return

Save

Submit to OSE

You have completed this task.