

Academic Progress



Academic Records



Student Resources



Student Accounts



Financial Aid



1 New Message

Manage Classes



Profile



Tasks




1 To Do's

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


Academic Progress




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Student Accounts



1/17
Click **Navigator** Icon.

Financial Aid




1 New Message

Manage Classes




Profile




JBAER4

Tasks




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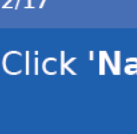


Profile



JBAER4

Tasks



1 To Do's

2/17 ×
Click 'Navigator'.

NavBar



Recent Places




My Favorites




Navigator


Academic Progress




Academic Records



Student Resources



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JBAER4

Tasks



1 To Do's

3/17









Click 'DePaul Reports and Interfaces'

Navigator

- DePaul Reports and Interfaces >
- Self Service >
- Campus Community >
- Set Up SACR >
- Worklist >
- Reporting Tools >
- University News
- University Events
- ePAY / eBILL
- Flywire International Payments
- DePaul Help Desk
- DePaul Financial System
- Change My Password


My Favorites

Navigator

Academic Progress 	Academic Records 	Student Resources 	Student Accounts 
Financial Aid  1 New Message	Manage Classes 	Profile  JBAER4	To Do's  1 To Do's

4/17
Click 'Hiring Center'

NavBar: Navigator

DePaul Reports and Int... 

College Scheduler >

Hiring Center >

DePaul Academic Integrity >


DePaul Financial Aid >

DePaul IS Administration >


DePaul Self Service >

DePaul Student Accounts >


Academic Progress




Academic Records




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JBAER4

Tasks



1 To Do's

5/17

Click 'Student New Hires'


NavBar: Navigator

- Hiring Center
- Student New Hires

My Favorites



Navigator





Create New Request

Click 'Create New Request'

Create Date between and



Person ID



7/17 ×

Click Magnifying Glass

Note: Give the search box a moment to populate.

Cancel

Person ID

Cancel Request Save Request

8/17
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
[Redacted]		

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 Beer

Requestor Assignments

Cloud Position Name

1 Training & Dev. Specialist

10/17

Click 'Select Position'

Person ID 1384043

Email Address is [redacted]

Cloud Position Code

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 Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

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 [input] Find Return

Personalize | Find | View 100 | First 1-15 of 747 Last

Table with 12 columns: 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. Contains 15 rows of job listings.

12/17 Click 'Select' for the position you would like to choose.

Requestor 1549642 Joseph Baer

Requestor Assignments

Cloud Position

1 Training & Development

13/17

Make the business title unique to the position.

Next

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

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'.

Back

Next

g

Select Position

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

15/17

Select first day of work.

Back Next

Business Title *

First Day of Work *

Ln Mgr Assignment Nbr *

Hiring Phase New Request

Phase Status Start

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

Requestor 1549642 Joseph Baer

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

Person ID 1384043 Orona,Nancy

16/17

Enter Hourly Rate

Back Next

Select Position

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

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.

Back

Cloud

First

Ln Mgr As

Exis

Hir

Ph

1 Std

Add Comment

Return Save **Submit to OSE**

Name	Manager ID	Name	Hourly Salary
Participant			14.00

Requestor 1549642 Joseph Beer

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
Career Center

Business Title * Test SE Hire Joe 01

First Day of Work * 11/24/2020

Ln Mgr Assignment Nbr * E1336925 Sarah Cleveland Frost
Dir, Workplace Learning & Perf

Hourly Rate * 15.00

Hiring Phase New Request
Phase Status Start

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

You have completed this task.