

# FAQ's

## Online Student Position Request Form

Q Can more than one index be listed?

A Yes, it is an open text box.

Q Is there a confirmation email after it has been submitted?

A Yes, the email(s) listed in the Submitter Email Address and Additional Email Addresses text box will receive a confirmation email.

Q I'm both the Student Initiator and Student Approver, where does the form go?

A The form is automatically routed to the Business Center that is selected on the form. Business Centers can create a rule to forward those emails to the appropriate person. There does need to be 2 employees involved in posting for checks & balances.

Q Is everyone required to use this form?

A No, this form was created as an easy-to-use tool for departments to request a student position in a more streamlined way that assists with communication and tracking. Coming up with a solution that works best for your unit and HR team is recommended.

Q Can this form be used for multiple positions?

A If you are hiring multiple positions from one posting, yes. If your request includes multiple postings, a form should be submitted for each posting. You may use the additional comments section to help assist your HR team/Liaison if you have unique needs.

Q For non-competitive postings, will the recommended appointee name field be required to fill out in a particular order? ex. Last name, First name, Middle?

A Not currently, but this change will be done in time for the August 15, 2017 go-live date.

Q Is this form only for regular student employment or can GTA/GRA's positions be submitted?

A This form is only for regular student employment, the long-term solutions are aimed at incorporating GTA/GRA appointments.

Q Can you save this form and go back? Also does it time you out due to inactivity?

A Yes, the form will include auto-save.

**DocuSign - This is a tool that departments may choose to use in order to expedite hiring paperwork or to go paperless. This system is still being worked on by a separate OSU work group, and will not be available by the August 15, 2017 date. More details and the timeline will follow.**

Q Will DocuSign accommodate the paperwork needed for International students?

A Yes, it will have built in logic that will assist the student in completing all the required hiring documents.

Q DocuSign at OSU can only send to emails ending oregonstate.edu, how will this affect non-system students?

A This is a known issue and they are currently working on this solution

Q Will the HR team be the only people with access to the hiring paperwork?

A No, you can enter another email address for them to receive a copy

Q If the position requires a CHC/MVHC will that paperwork be included in the hiring packet sent to the students?

A No, however the Employment Services and HRIS team is currently working on having the CHC/MVHC paperwork included in DocuSign as a separate packet.

Q Will the W-4 be included in the DocuSign? Currently our payroll team requires the original.

A DocuSign is an accepted form of signature by OSU. The payroll forms are still in process

Q Will DocuSign include the verification letter from Office of International Services (OIS)?

A Yes, the hope is that this packet will include all necessary and required documents for an international student. You may print the verification letter for the Social Security Office.

Q Can the new hire packet be sent back to the student if missing information, or is an international student and their SSN was just recieved?

A Yes, you will be able to send documents back and forth as needed.

Q Last year it was required for some new hire forms to be printed and signed pen to paper, has this changed? (ex I-9)

A OSU has taken extra precaution to remain in compliance with all hiring paperwork, DocuSign is an acceptable form of e-signature for the I-9.

Q Will students still have to come in and present their acceptable I-9 documents?

A Yes, DocuSign is a tool for departments to utilize as a way for new hires to fill out the documents. It is still required that original copies of the acceptable documents be presented to HR/Liaison.

Q Will we be able to appropriately route the payroll forms?

A Currently only the hiring documents will be available for DocuSign. The payroll forms will come later and the DocuSign team is working with IT partners to ensure routing capabilities to Nolij.

Q Will the Liaison have access to send the student the hiring paperwork through DocuSign?

A Yes, anyone can send the hiring packet and can copy additional emails if necessary.

Q The Pay Delivery Form requires a voided check or verification of bank and account number, will this still be required with DocuSign?

A The payroll forms are still being worked on by the DocuSign, more info to come.

Q Page 2 of the I-9 document is for HR/Liaisons, will DocuSign send us the packet so we may complete our portion?

A Yes, once the student has completed their portion of the packet it will be sent back to the sender.

## **Misc.**

Q Will HR/Liaisons still be able to hire students using the SERF (direct banner entry) or will Hiring Proposals (through PeopleAdmin7) be required?

A HR/Liaisons will have the flexibility to continue hiring students the way it works best for them, either the SERF or Hiring Proposal.

Q Will the PA7-Student Employment Initiator and PA7-Student Employment Approver Online Guides be updated?

A Yes. The slides from these presentations, the recorded sessions, FAQ's will all be available on the Student Employment Website

Q Is the Manager/Supervisor Training similar to this training?

A The Manager/Supervisor Training will be tailored to the needs of that audience, but will be very similar.

Q What is happening regarding student employment on August 15, 2017?

A The centralized online request form will be available, all student postings and applications will start to be utilized through the PeopleAdmin7 system, the ability to hire a student non-competitively, competitive student postings minimum posting requirement will be reduced to 1 day, HRM will no longer be required as hiring approver (checks and balances must be in place)