How do I know if the student I want to hire is a "new hire"?

First login to My.Butler and click on Employee Tools:

Follow the Classic Home menu option:

- Absence & Time Reporting
- Payroll and Compensation
- Benefits
- Personal Information
- Time Management for Managers
- My Team

Classic Home
Navigate to Manager Self Service:

Verify you have access to eHire: You will see folders for Time Management, Job and Personal Information, and Compensation. If not, please submit a request for eHire access to the IT help desk request website: https://itrequest.butler.edu

Under Job and Personal Information, select the eHire folder and then the eHire form:
SCREEN ONE of the eHire form

Click on the magnifying glass:

Select a template and press Create Transaction.

Transaction Template

Transaction Type [All]
Select Template

Transaction Type [All]  Refresh

Transactions in Progress

You do not have any transactions in progress.

Go To  Transaction Status

Select STUDENT HOURLY:

Look Up Select Template

Search by:  Template  begins with

Look Up  Cancel  Advanced Lookup

Search Results

View 100  First  1-2 of 2  Last
Template  Description
STUDENT_HOURLY  Student Paid Hourly Rate
STUDENT_PEROCCUR  Student Paid Per Occurrence

Click “CREATE TRANSACTION”
SCREEN TWO OF THE eHire FORM

Use the eHire form to see if the student you wish to hire needs New Hire Paperwork. You can access the New Hire definition and guide on the ICS website: [https://www.butter.edu/ics/faculty-staff/employing-students](https://www.butter.edu/ics/faculty-staff/employing-students)

**eHire**

**Enter Transaction Details**

The following transaction details are required:

- **Template**: Student Paid Hourly Rate
- **Student ID (1st 9 Numbers)**: 400102
- **Aguilar, Daniel**
- **I-9 Needed**: N
- **Effective Date**: 08/01/2017
- **Action**: Hire

![Image of input fields]

**New Hires** – If there is a ‘Y’, Must submit New Hire Paperwork Packet to ICS (Au 319) by the first day of employment (HR must have it processed by the third business day of employment).

**Existing Hires** – If there is a ‘N’, No tax paperwork needed, supervisor will only need to complete the eHire form.