

eHire – How to enter and eHire and verify if I-9 and tax paperwork is needed

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

MY. **BUTLER**









Home Help

Log out

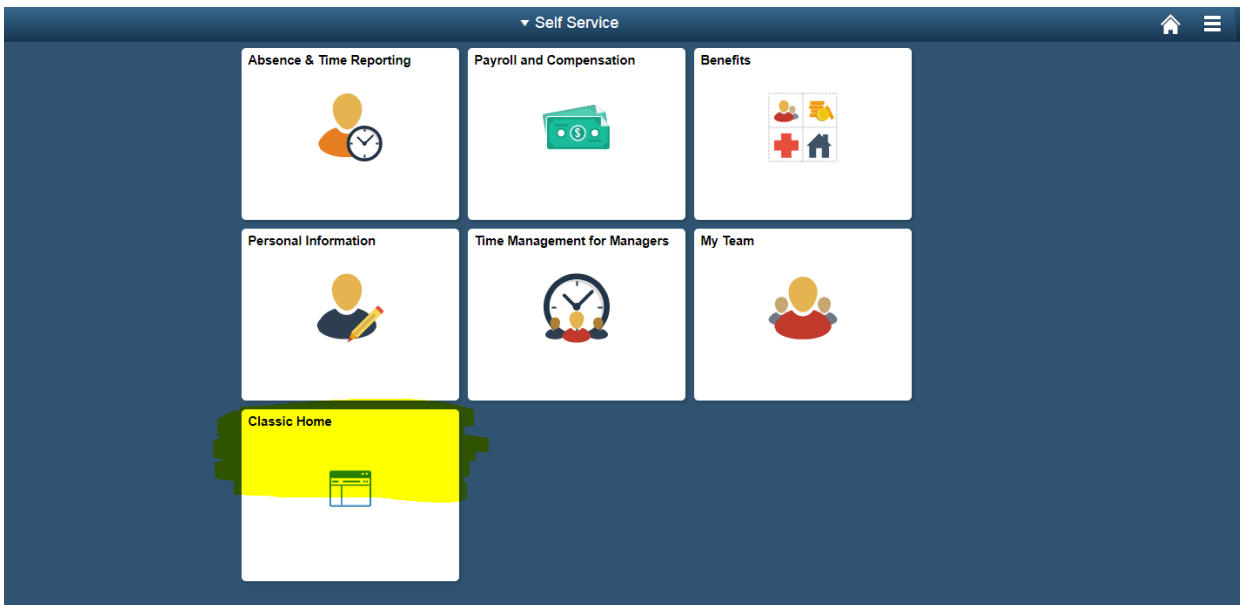
Welcome to My.Butler

If you are being directed to an Oracle login page, please clear your web browser cache. For instructions, go to google.com, type the name of your web browser followed by "clear browser cache." Hit Enter and follow the instructions provided. Then, try accessing my.butler.edu again.

By clicking on any link below you agree to the [Terms and Conditions](#) of use. If you do not agree to these terms and conditions you should immediately log out of the Butler portal.

Academic Tools	Employee Tools	Financial Tools	Quick Links
 PeopleSoft Campus Solutions This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 PeopleSoft HR / Payroll This set of tools provides access to the PeopleSoft Human Resources and Payroll tools needed by employees of the University. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 PeopleSoft Financials For those who work in the University's financial system, this set of tools facilitates vouchers, requisitions, and more. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 Popular Butler Sites These quick links will help you easily navigate to popular Butler websites, systems and informational pages. Those most often visited are provided below for even faster access.
 Self Service Student Homepage	 Timesheet	 Financials Worklist	 Butler University

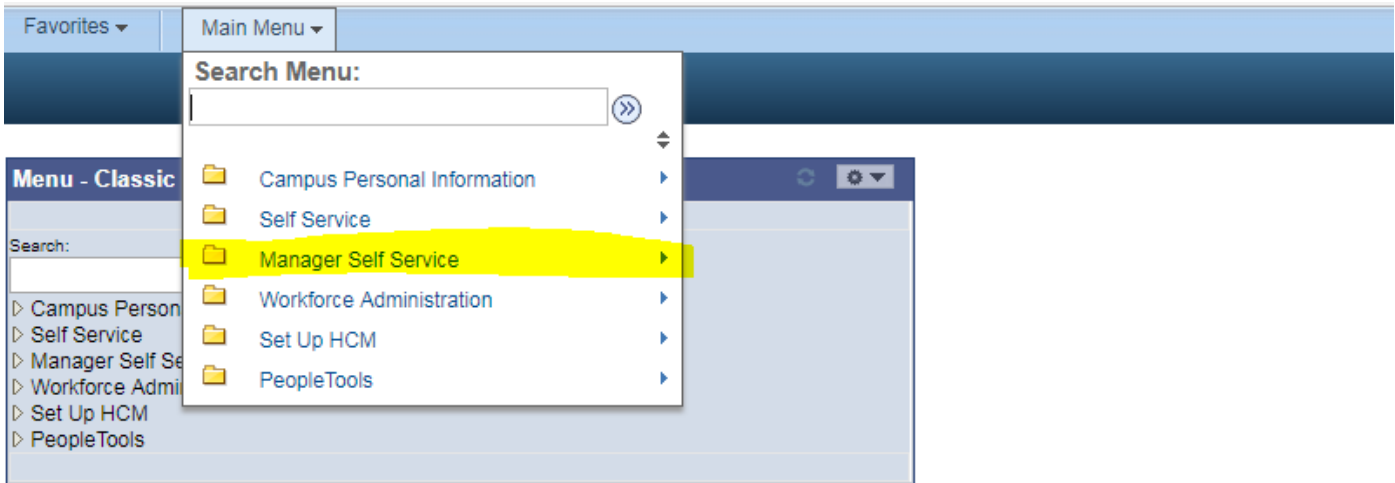
Follow the Classic Home menu option:



The screenshot shows the 'Self Service' menu with several options. The 'Classic Home' option is highlighted with a yellow box. The menu items are:

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

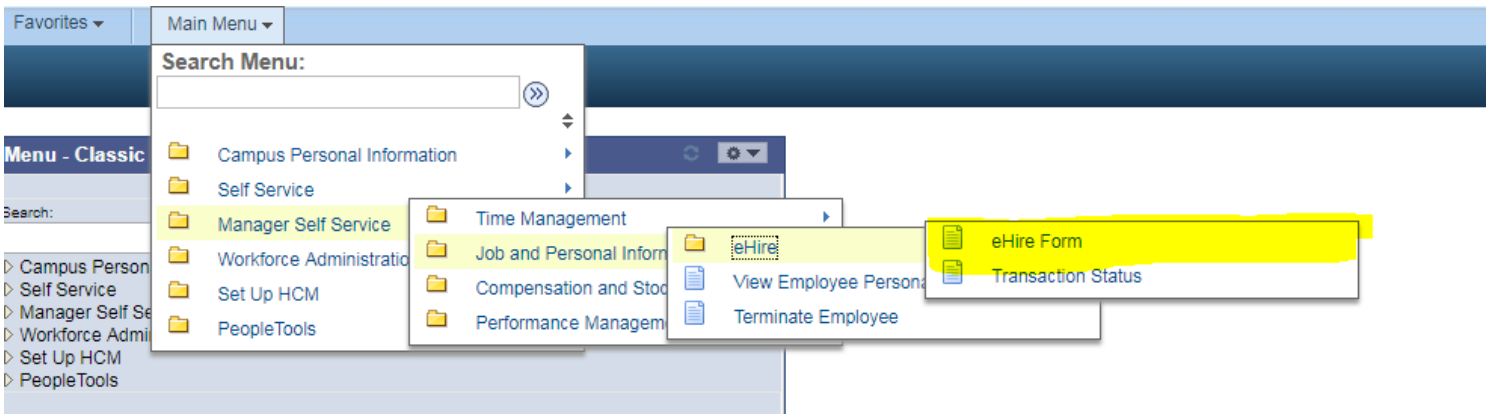
Navigate to Manager Self Service:



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:




eHire

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: All

Select Template: 

Transaction Type: All

Transactions in Progress ?

You do not have any transactions in progress.

Go To [Transaction Status](#)

Select STUDENT HOURLY:

Look Up Select Template ✕

Search by: begins with

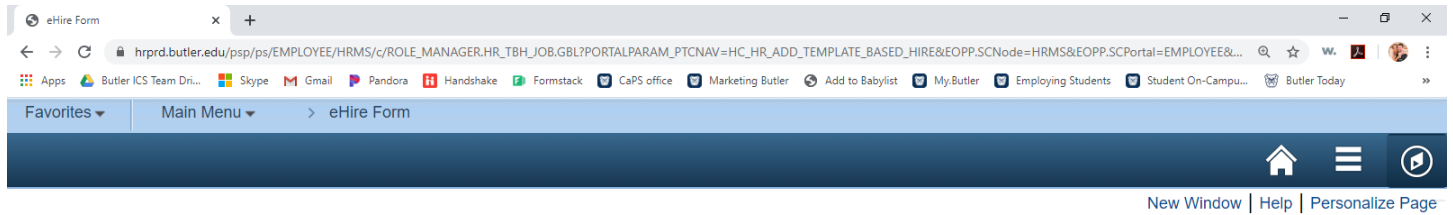
[Advanced Lookup](#) [Help](#)

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" Button



eHire

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type | All

Select Template | STUDENT_HOURLY | Student Paid Hourly Rate | **Create Transaction**

Transaction Type | All | Refresh

Transactions in Progress ?

You do not have any transactions in progress.

Go To | Transaction Status

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 CAPS website: <https://www.butler.edu/career/faculty-staff/employing-students>

eHire

Enter Transaction Details

The following transaction details are required.

Template Student Paid Hourly Rate

*Student ID (1st 9 Numbers) | 4001026 | Aguilar, Daniel

I-9 Needed | N

*Effective Date | 08/01/2017 |

Action Hire

Continue **Cancel**

- Enter students ID numbers. You can also search for the student by name by clicking the magnifying glass.
- **Effective Date:** This is the students Start Date. Please be sure to fill this in.
- **New Hires** – "I-9 NEEDED: Y" - Submit New Hire Paperwork to the CAPS office (new Lacy Building, RM 102)
- **Existing Hires** – "I-9 NEEDED: N" - No paperwork needed, supervisor will only need to complete the eHire form

SCREEN THREE OF THE eHire FORM

You will be asked to enter information for the following fields:

- **Position Number** – Enter four zeroes before the four-digit number. A brief description of the position or job title will appear. Click on the magnifying glass for the Position Nbr; Click Search by: “Department”. Then enter your departments 5 digit code, and click Look Up. This will generate a list of all positions connected to that 5 digit Department code. Click on the position you are looking for.
- **Supervisor ID** – Click the magnifying glass to search; Search By: “Last Name” and then type in the name. Click Look Up, and click the name that appears.
- **Hourly pay rate** – Enter the student’s hourly pay rate (minimum wage is \$7.25 per hour).
- **Combination Code** – This is the budget being used to pay a student. Click the magnifying glass; Click Search By: “Department”. Enter your five-digit department code. Click Look Up, and click on the combo code that appears.
- **Next** – You can either save the student for later, or submit.

[eHire](#)

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Student Hire Page	
Primary Name - English	
First Name	Daniel
Middle Name	Gutierrez
Last Name	Aguilar
Name Suffix	
Position Data	
*Position Nbr (0000+4 digits)	00002622 <input type="button" value="Q"/>
Description	<input type="text"/>
BU Job Information - Reporting Information	
*Supervisor ID	100000191 <input type="button" value="Q"/>
Name	<input type="text"/>
Job - Payroll Information	
FICA Status-Employee	Exempt <input type="button" value="v"/>
Job Compensation - Pay Components	
*Hourly Pay Rate	7.250000
Job Earnings Distribution	
*Combination Code	01010-00000-5305 <input type="button" value="Q"/>
Time Reporter Status	
Date Under Report	08/01/2017

[Return to Enter Transaction Details Page](#)

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SCREEN FOUR OF THE eHire FORM

eHire

Submit Confirmation



The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go To the [Template-Based Hire Status](#) page to review the status of this person.

OK