eHire SUBJECT:
Attn: Supervisors of Student Employees

To: Supervisors of Butler Student Employees and Administrative Personnel Assisting with Student Employment

Historically at Butler, the process of hiring student employees relied entirely on paper forms. Human Management Resources recently collaborated with Information Technology to transition this process to eHire, an automated system housed within my.butler. eHire is now available to on-campus employment supervisors via the my.butler portal. Butler hopes to transition from paper to online forms by the middle of September.

On eHire you will provide the same information as you did with the paper forms. eHire offers the benefits of letting you search for account codes, verify if a student needs an I-9, terminate student workers without added Human Resources assistance, and confirm if a student has been approved to begin working. The entire hiring process will be easier and more efficient.

When logged in to my.butler, you will find the eHire pages by navigating to “Manager Self Service.” Here, you will see two new folders that make up the eHire system: “Job and Personal Information,” and “Compensation.” If you supervise or will be supervising students and cannot view these folders under “Manager Self Service,” please submit a request to the Information Technology Help Desk: http://itrequest.butler.edu

You are now welcome to view the screenshot and Panopto guides for eHire processes on the Internship and Career Services website. These guides explain how you can accomplish the following tasks in eHire:
- Hire students into a specific position
- Terminate student employees
- View existing student employees, pay rates, start dates, and account codes

Group training sessions demonstrating the eHire system will take place on August 12 and 21, 1:00–2:30 p.m. in the Pharmacy and Health Sciences Building, room 103.

Additionally, supervisors will be able to request status changes for the following information via a single Formstack form. You may access the form here.
- Primary supervisor
- Student pay rates
- Account code
- Student job title
- Back-up time approver

Supervisors will also have the opportunity to request the creation of a new position via a separate Formstack form located here.

When using the Formstack forms, an email will confirm when your request has been submitted providing you a record of the request. Formstack will lessen the opportunity for data error and will allow you to provide updates and status changes for student employees in a centralized location.

Hard copies of the I-9 in addition to the federal and state tax forms must still be submitted at this time. Training for the I-9 and Student Employment Best Practices will be held on August 19, 2:30–4:00 p.m. in the Pharmacy and Health Sciences Building, room 103.

All feedback and questions may be directed to Daniel Aguilar, Student Employment Coordinator. daguilar@butler.edu (317)-940-8425.