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:

![Employee Tools](image)

Follow the Classic Home menu option:
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 STUDENT HOURLY:
Click “CREATE TRANSACTION” Button

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

- 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 will appear on the right.
- **Supervisor ID** – Click the magnifying glass to search; modify the search settings to “last name” and then type in the name. The supervisor name will appear on the right.
- **Hourly pay rate** – Enter the student’s pay rate (minimum wage is $7.25 per hour).
- **Combination Code** – This is the budget being used to pay a student. Enter your five-digit department code and click the magnifying glass to search, or begin by clicking the magnifying glass and then enter the five-digit department code.
- **Next** – You can either save the student for later, or submit.

![Student Hire Page]

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

Return to Enter Transaction Details Page

[Save and Submit]  [Save for Later]  [Cancel]
SCREEN FOUR OF THE eHire FORM

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