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.

<table>
<thead>
<tr>
<th>Template</th>
<th>Student Paid Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Student ID (1st 9 Numbers)</em></td>
<td><strong>400102</strong></td>
</tr>
</tbody>
</table>

Aguilar, Danie

I-9 Needed: N

*Effective Date: 08/01/2017*

<table>
<thead>
<tr>
<th>Action</th>
<th>Hire</th>
</tr>
</thead>
</table>

- 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.
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 view the status of this person.