

How do I check the status of students submitted via eHire?

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

MY. **BUTLER**

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.

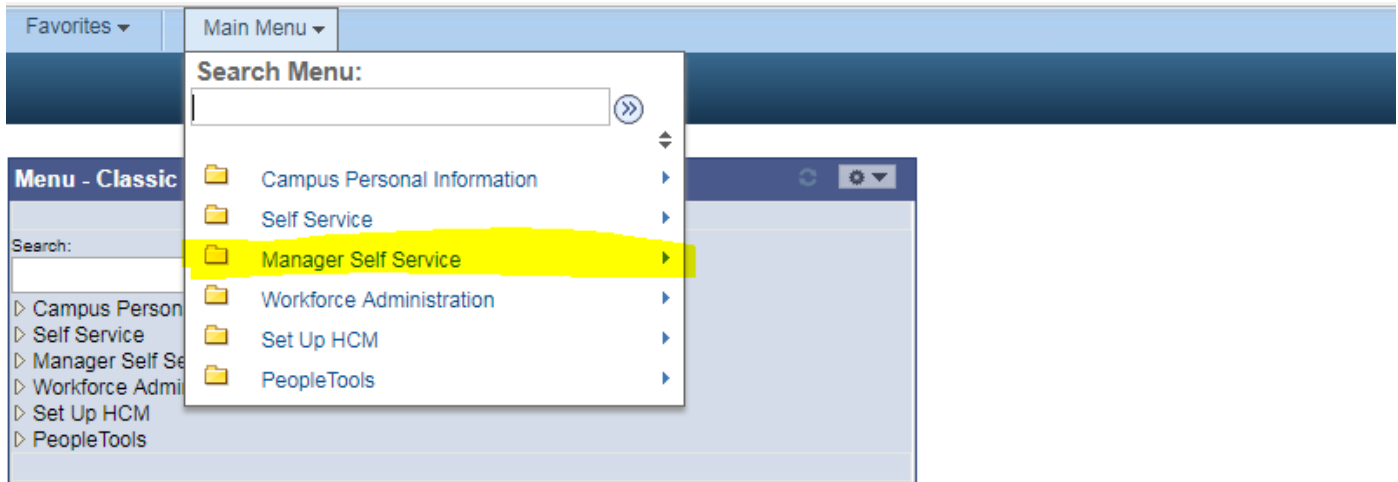
| Academic Tools | Employee Tools | Financial Tools | Quick Links |
|---|---|---|---|
| PeopleSoft Campus Solutions This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft interior 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 the following options:

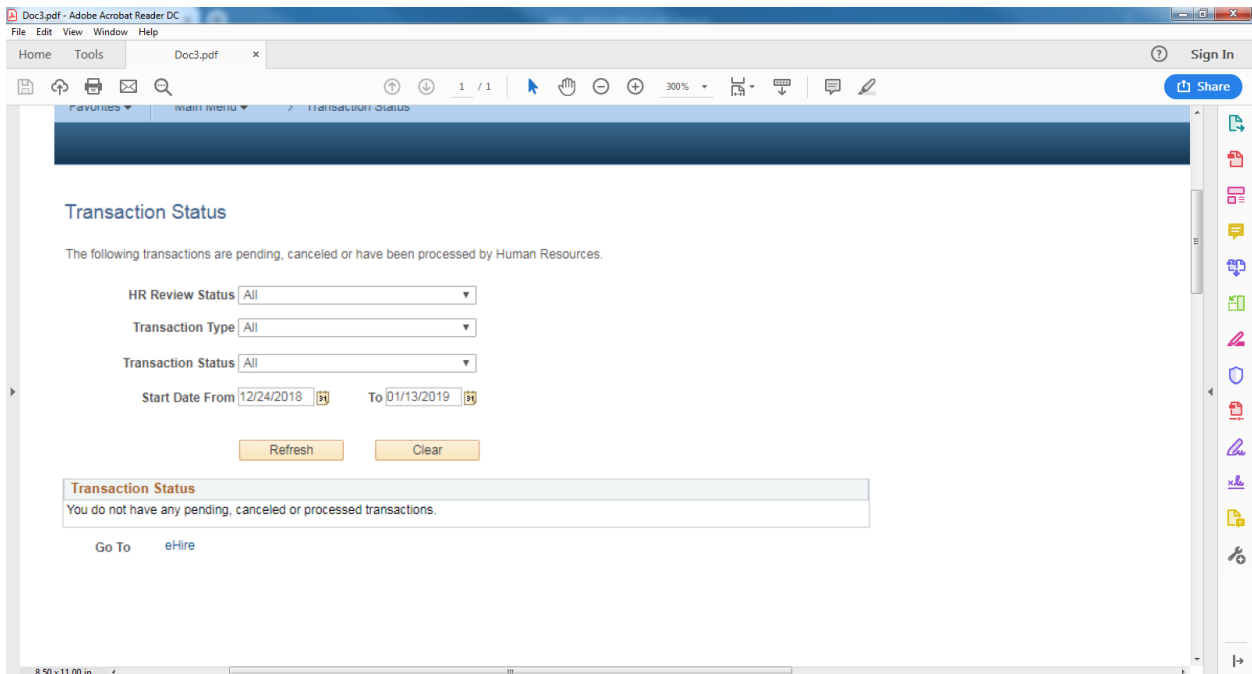
- Absence & Time Reporting
- Payroll and Compensation
- Benefits
- Personal Information
- Time Management for Managers
- My Team
- Classic Home** (highlighted in yellow)

Navigate to Manager Self Service:



Verify you have access to eHire: You will see folders for Time Management, Job and Personal Information, and Compensation.

Under Job and Personal Information, select the eHire folder and then the Transaction Status form:



Here, you can search by HR Review Status which is made of pending hires, cancelled hires, and processed hires. You can also change the start date range, as well as adjust the Transaction Type and Status:

Pending: The request will appear here if you have just recently submitted an ehire request, if an I-9 is needed, or there may be another issue preventing the student employment request from being processed by HR.

Cancelled: The request will appear here if you accidentally submit a student in the same position more than once.

Processed: When the submission is here, the student has been approved to begin working.