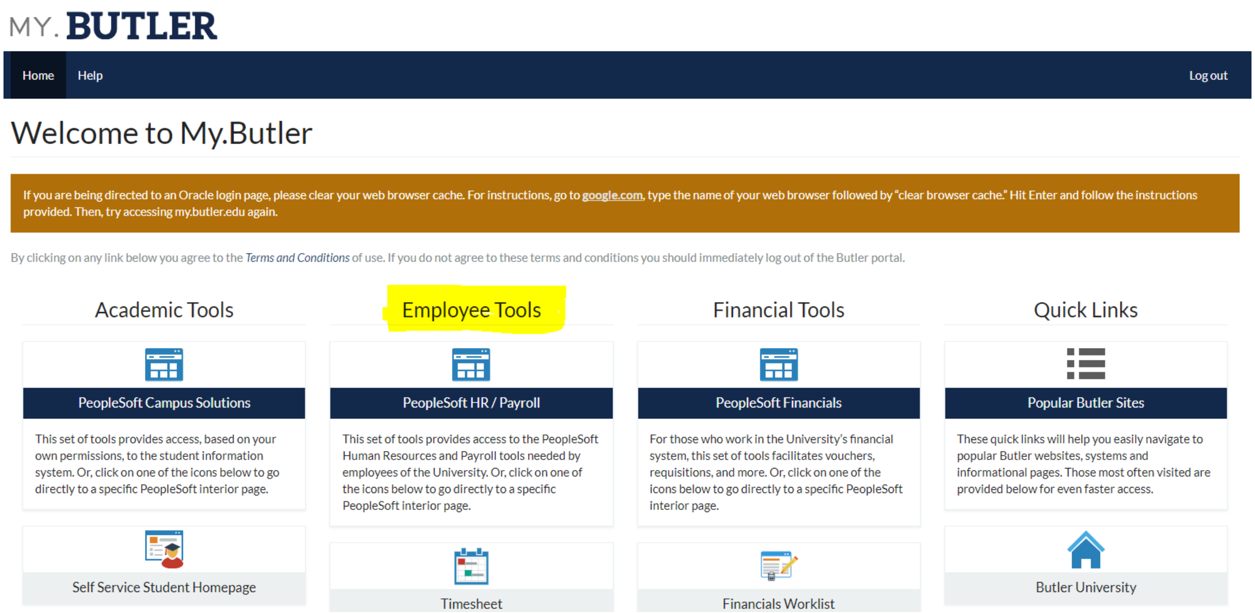
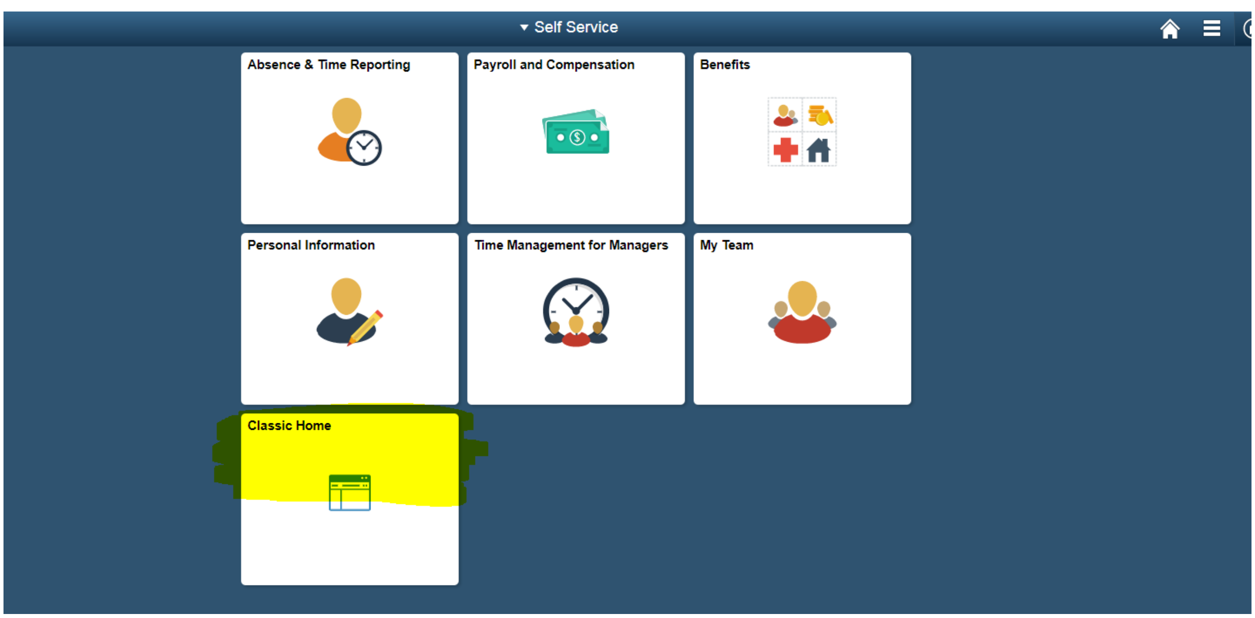
How do I check the status of students submitted via eHire?

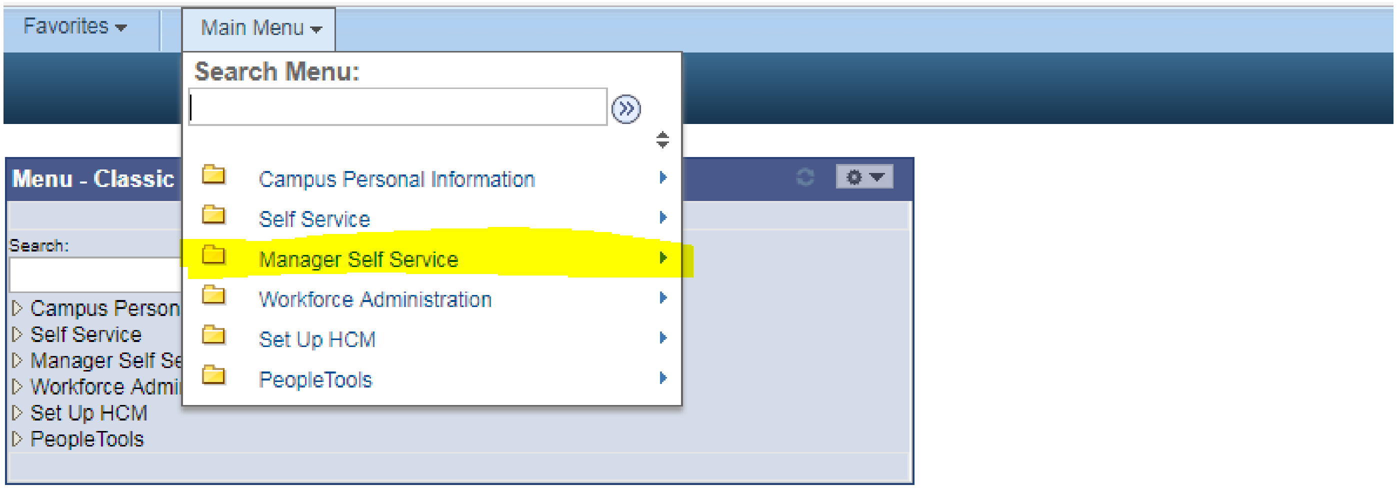
First login to My.Butler and click on Employee Tools:



Follow the Classic Home menu option:

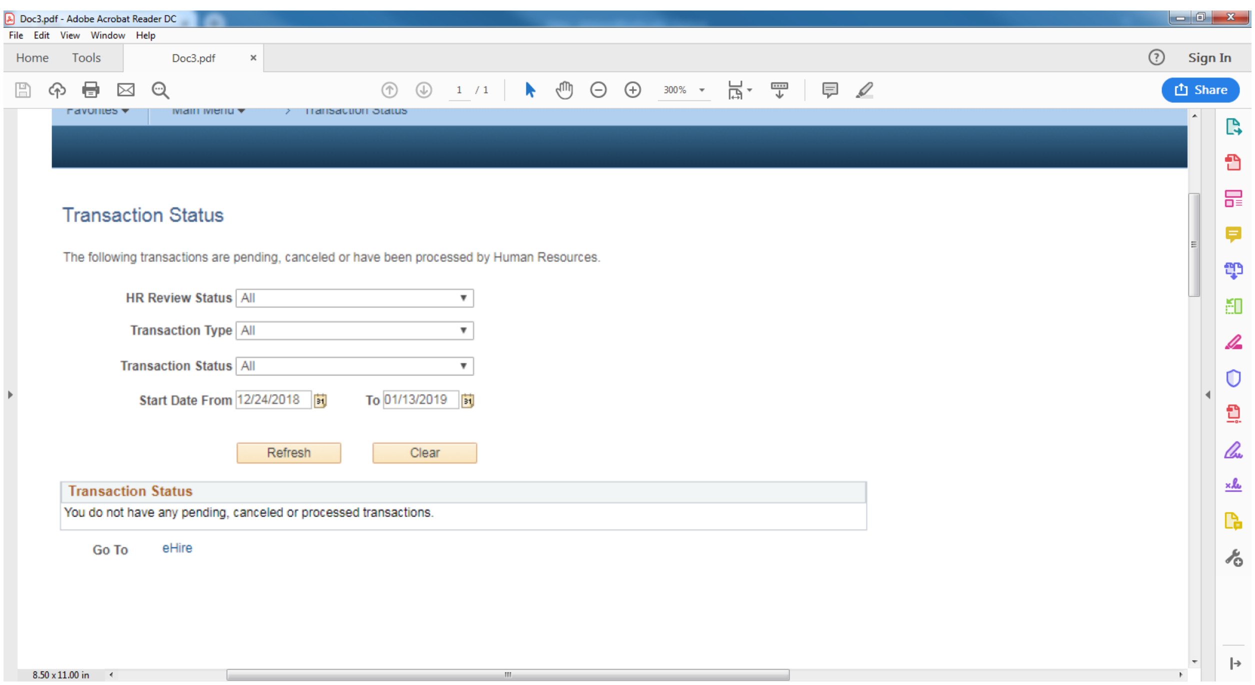


Navigate to Manager Self Service:



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

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.