

How do I know if the student is a “new hire” or “existing hire”?

You will need to use eHire! First login to My.Butler and click on Employee Tools:

MY. **BUTLER**

Home Help Log out

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.

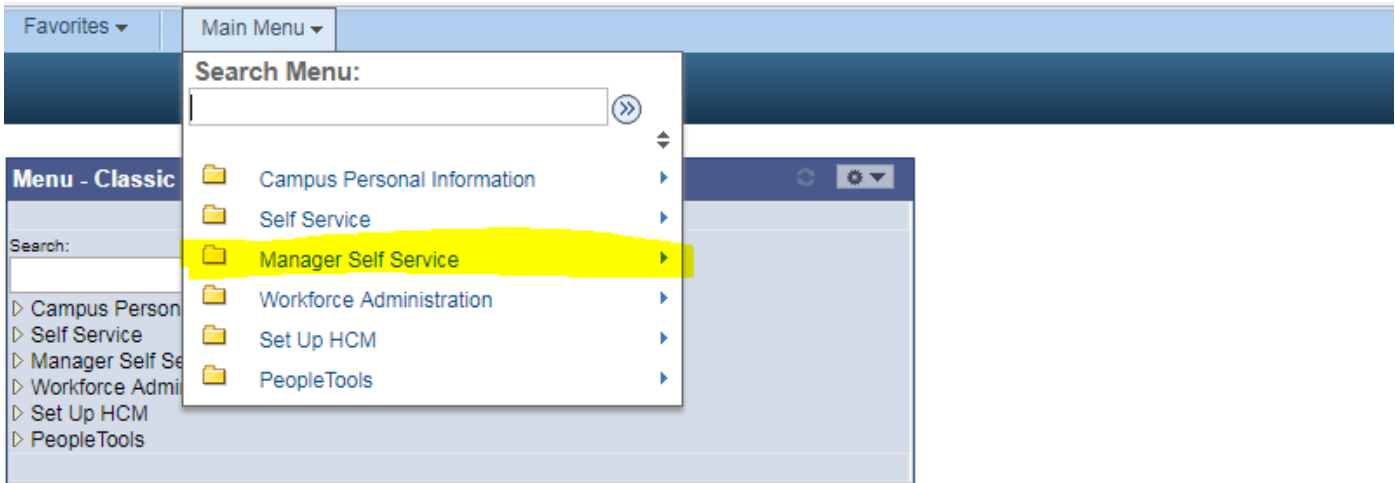
Academic Tools	Employee Tools	Financial Tools	Quick Links
 PeopleSoft Campus Solutions This set of tools provides access, based on your own permissions, to the student information system. Or, click on one of the icons below to go directly to a specific PeopleSoft interior page.	 PeopleSoft HR / Payroll 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)

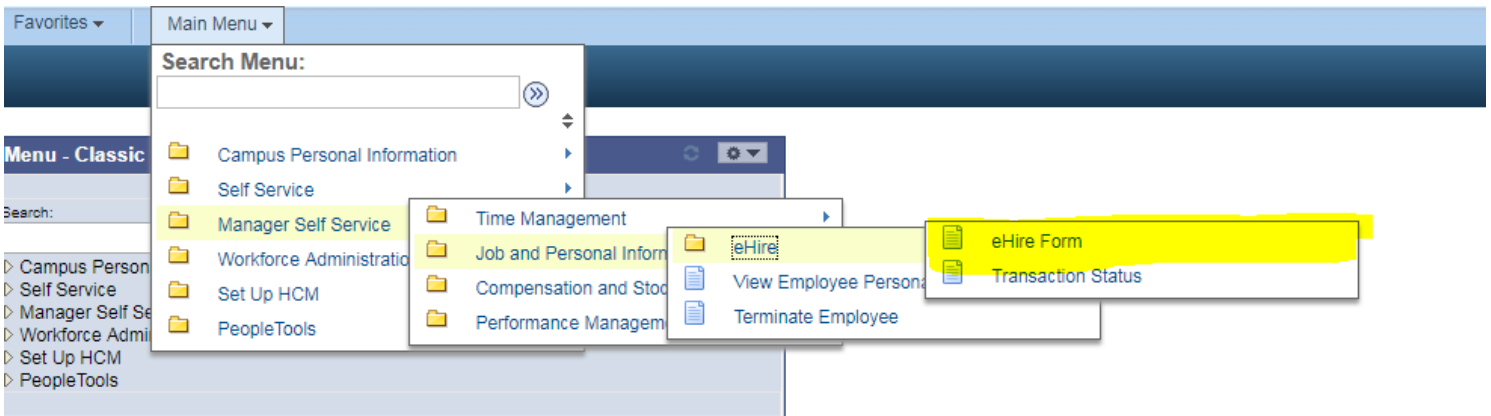
Navigate to Manager Self Service:



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




eHire

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: All

Select Template: 

Transaction Type: All

Transactions in Progress ?

You do not have any transactions in progress.

Go To [Transaction Status](#)

Select **STUDENT HOURLY**:

Look Up Select Template [x]

Search by: Template begins with

[Advanced Lookup](#) [Help](#)

Search Results

View 100 First 1-2 of 2 Last

Template	Description
STUDENT_HOURLY	Student Paid Hourly Rate
STUDENT_PEROCCUR	Student Paid Per Occurrence

Click **“CREATE TRANSACTION”**

SCREEN TWO OF THE eHire FORM

Use the eHire form to see if the student you wish to hire needs New Hire Paperwork or not. You can access the New Hire definition and guide on the ICS website: <https://www.butler.edu/ics/faculty-staff/employing-students>

eHire

Enter Transaction Details


The following transaction details are required.

Template Student Paid Hourly Rate

*Student ID (1st 9 Numbers) 400102 [redacted] 

Aguilar, Daniel

I-9 Needed N

*Effective Date 08/01/2017 

Action Hire

Continue

Cancel

- **New Hires** – If there is a 'Y': Must submit New Hire Paperwork Packet to CaPS (BB 102) by the first day of employment (HR must have it processed by the third business day of employment).
- **Existing Hires** – If there is a 'N': No tax paperwork needed, supervisor will only need to complete the eHire form.