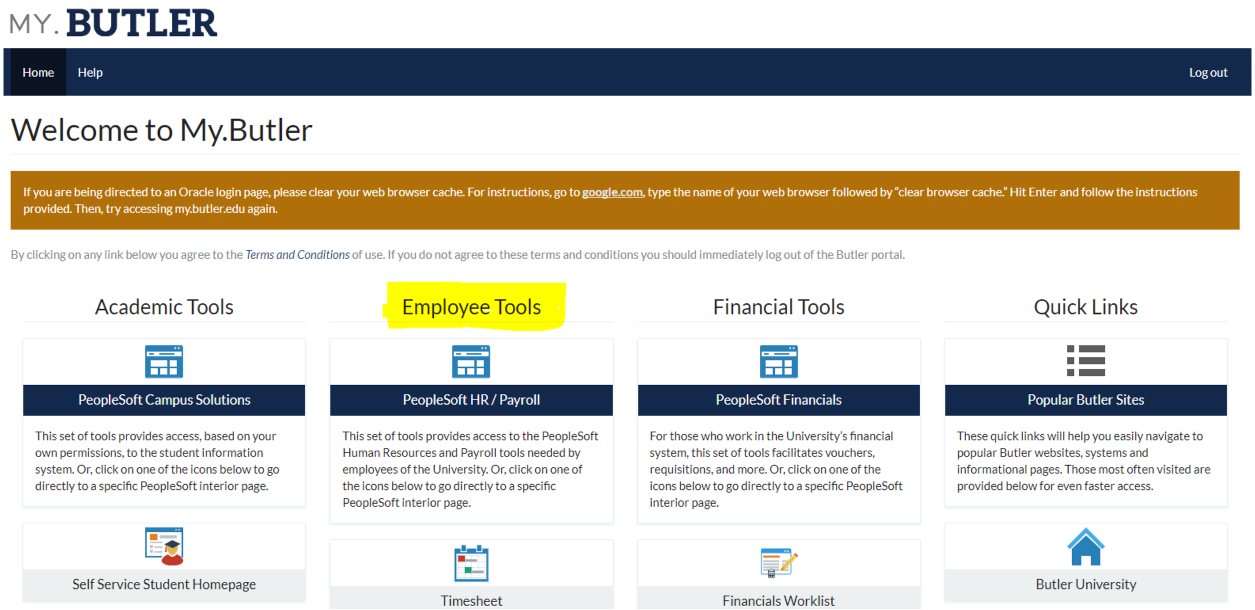
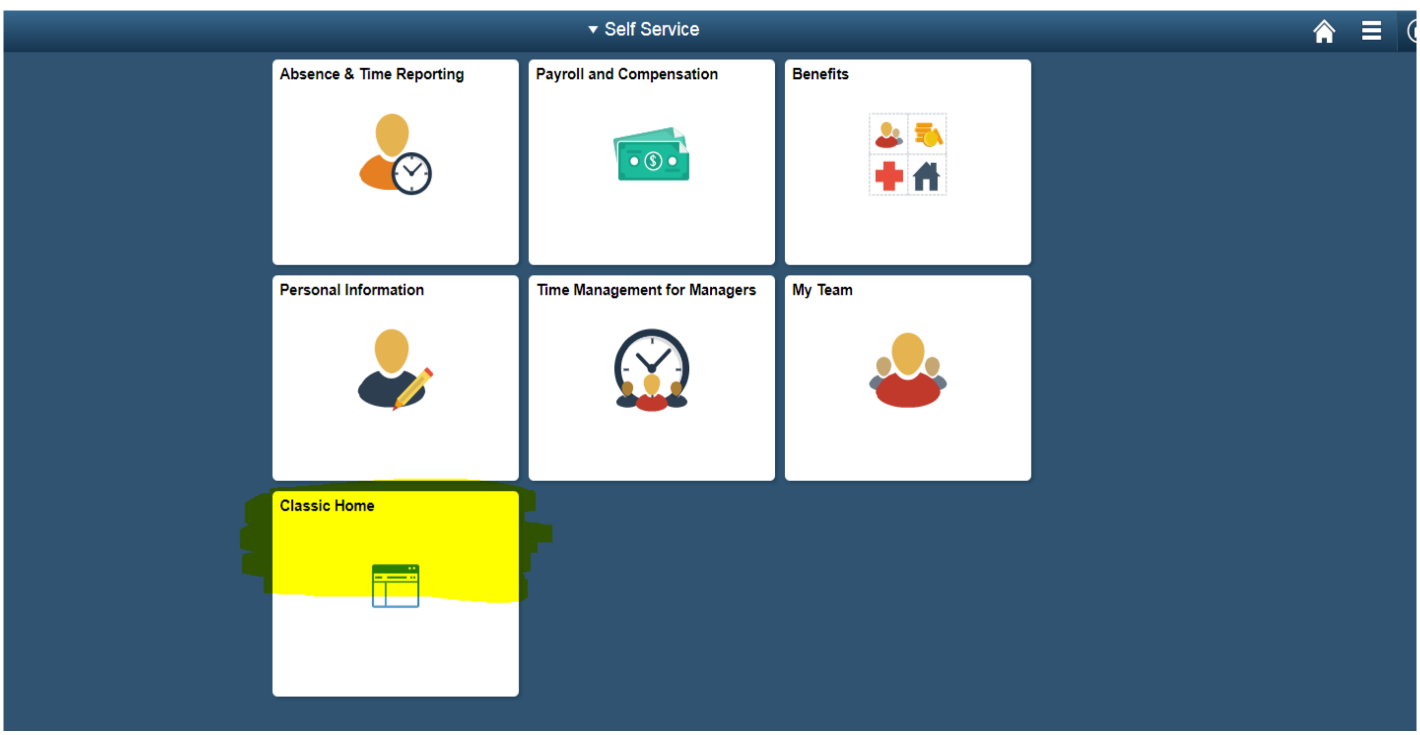
How do I know if the student is a “new hire” or “existing hire”?

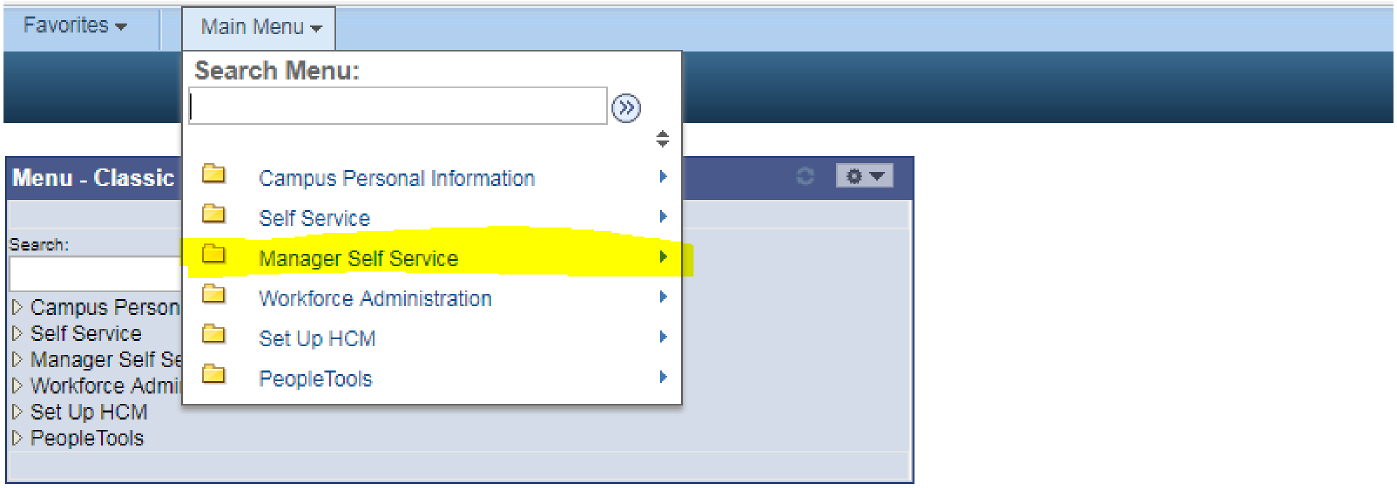
You will need to use eHire! First login to My.Butler and click on Employee Tools:



Follow the Classic Home menu option:

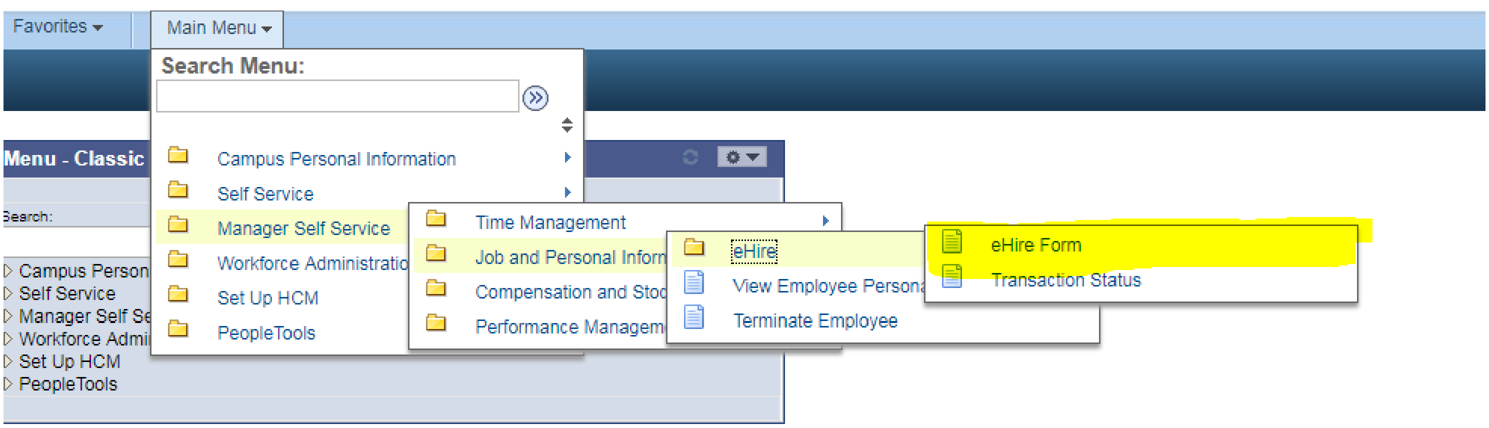


Navigate to Manager Self Service:



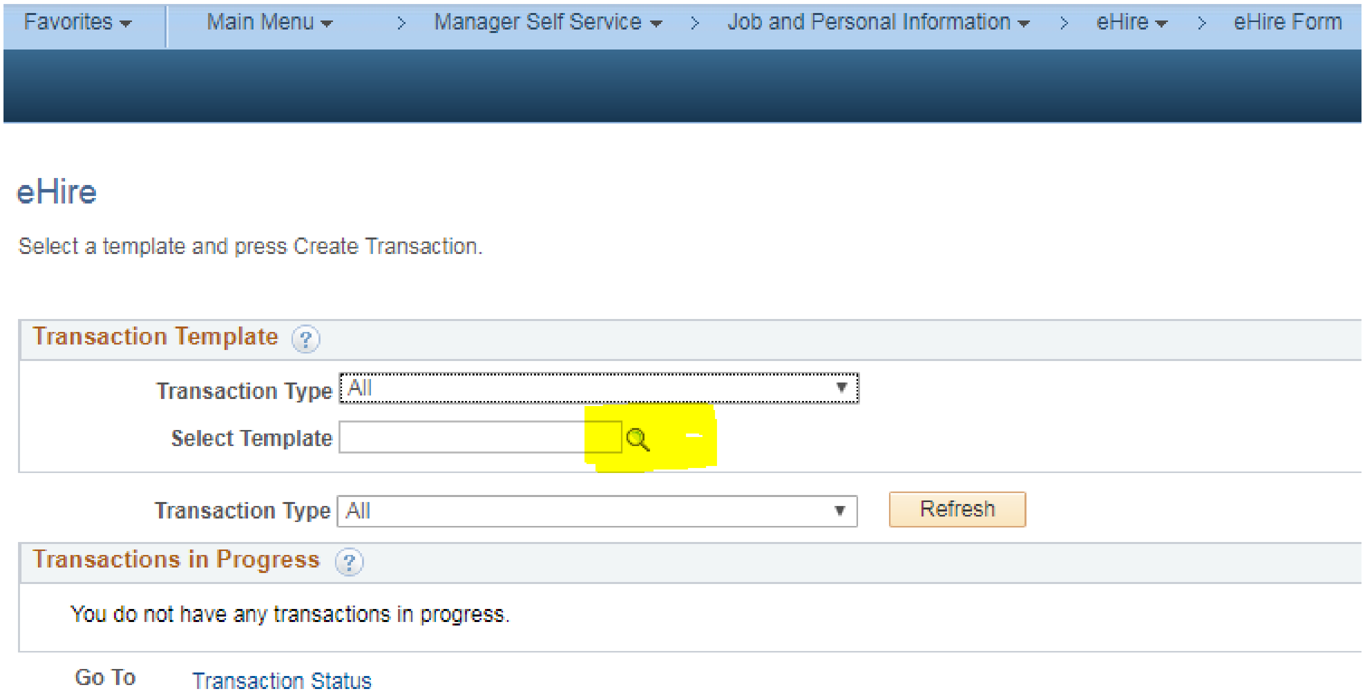
Verify you have access to eHire: You will see folders for Time Management, Job and Personal Information, and Compensation. If not, please submit a request for eHire access to the IT help desk request website: https://itrequest.butler.edu

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

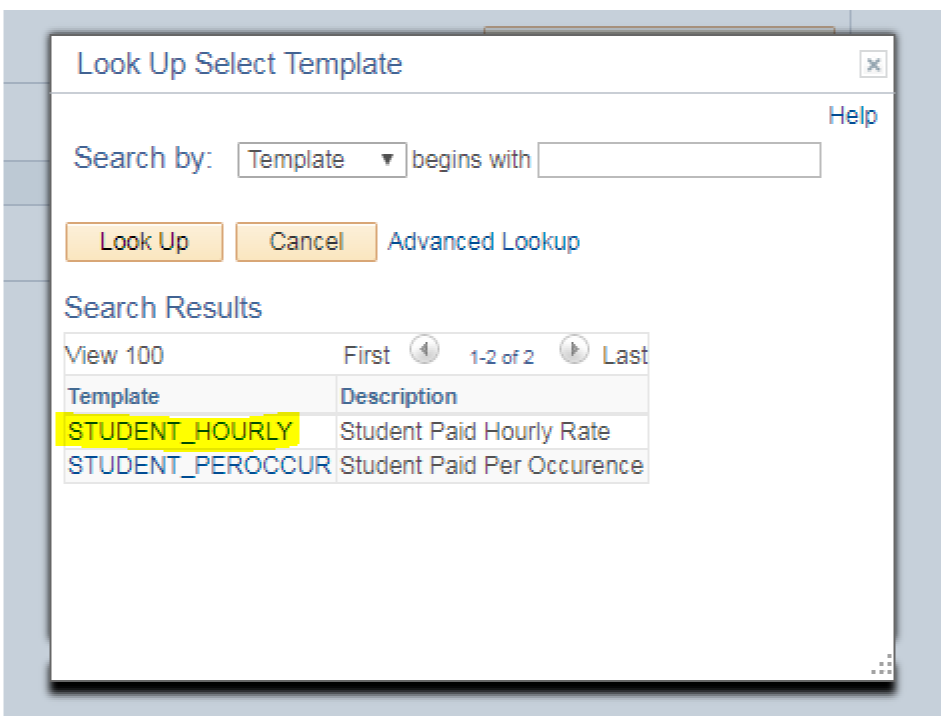


SCREEN ONE of the eHire form

Click on the magnifying glass:



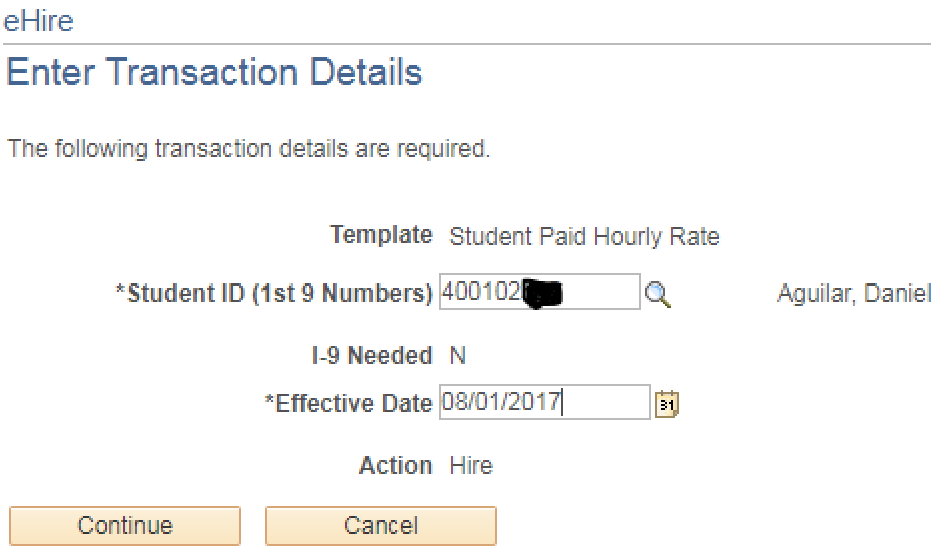
Select STUDENT HOURLY:



Click "CREATE TRANSACTION"

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.