

Hiring Student Employees for Teaching Grants

As the manager/supervisor, you are responsible for hiring, approving time worked, and monitoring the funds we have allocated for hiring part-time staff in support of your teaching project.

The entire process for advertising, interviewing/selecting, and onboarding your student employee(s) can take some time. We recommend that you start the process as soon as possible to ensure that your project receives the full benefit of having this part-time support. Funds are only available for the fiscal year for which this grant was awarded; the fiscal year end on June 30.

Below is information to help you through this process. Your local HR representative will also be able to assist you.

Advertising & Hiring

1. To advertise your vacancy on the Penn State vacancies site:
 - a. Log in to WorkLion, <https://worklion.psu.edu>.
 - b. Under “Manager Tools” (highlighted below in yellow), select “Request to Post – Part Time” from the dropdown list.



- c. Complete the form with information that applies to you and your work unit
 - d. Contact us at 814-865-8681 to obtain the pay account information
2. To review your applicants, under the “HR Tools” (highlighted), select the “Electronic Job Management System (EJMS)” item.



3. Interview and select your candidate
4. To hire, under “HR Tools” (highlighted), select “Initiate a Hire – Part Time” from the dropdown list
5. Once you have submitted the Initiate Hire information, you will be contacted by HR Services about when your employee may start working

Timekeeping & Approving Time

1. Your employee will record their work hours in Workday (select the Workday icon in WorkLion):



2. Deadlines for submitting/approving payroll can be found at, <https://controller.psu.edu/2018-2019-payroll-schedule1>
3. You are responsible for monitoring the number of hours and the total amount of monies expended (including fringe) to not exceed the amount of money allocated for your project.