Review Position & Select Student

1. Identify the need for a student employee
2. Can a vacant position be used no attribute changes?
   - No: Use MSS – Request Add/Change Position to create or modify a position
   - Yes: Do you already know who you would like to hire?
     - Yes: Will the selected student be working inside of the US?
       - Yes: Determine the appropriate hire transaction for OneUSG Connect
       - No: Post FWS jobs on The Office of Financial Aid & Scholarships website (required)
     - No: Post Non FWS jobs on Career Buzz
3. Global HR must determine if student is eligible to work
4. Submit a ServiceNow request for an International Assignment Assessment
5. Recruit and interview candidates
6. Direct Hire:
   - Students Not Currently Receiving a Paycheck
   - Rehire
   - Affiliate Rehire
   - New Hire
7. MSS Transaction:
   - Students Receiving a Paycheck
   - Extension
   - Transfer
Use the Direct Hire Form for Students Who are Not Currently Receiving a Paycheck

**Rehire**
- Worked for Tech or USG
- Not active on payroll
- Has USG Employee ID

Use MSS – Submit Direct Hire Form to hire student → Include Employee ID # on Direct Hire Form → Hiring Department Level 1 & 2 Approvals → GTHR Level 4 & 5 Approval + Key into System → Hiring Department verifies rehire is complete & communicates status to student → Student verifies direct deposit and mailing address in Employee Self Service

**Affiliate Rehire**
- Tech Affiliate
- Has USG Employee ID
- Never received a Tech paycheck

Use MSS – Submit Direct Hire Form to hire student → Include Employee ID # on Direct Hire Form → Hiring Department Level 1 & 2 Approvals → GTHR Level 4 & 5 Approval + Key into System → Onboarding Required: 1. Complete online Student Hire Packet 2. In-person I-9 and Security Questionnaire → Hiring Department verifies rehire is complete & communicates status to student → Student verifies direct deposit and mailing address in Employee Self Service

**New Hire**
- Never worked for Tech or USG
- Previous employee with no USG Employee ID

Use MSS – Submit Direct Hire Form to hire student → Hiring Department Level 1 & 2 Approvals → GTHR Level 4 & 5 Approval + Key into System → Onboarding Required: 1. Complete online Student Hire Packet 2. In-person I-9 and Security Questionnaire → Hiring Department verifies new hire is complete & communicates status to student → Student verifies direct deposit and mailing address in Employee Self Service
Use an MSS Transfer or Extension for Students Who are Currently Receiving a Paycheck

**Extension**
Student is staying in current position and needs new term date

Use MSS - Submit Terminate Transaction to extend term date → GTHR Position Management Approval → Department communicates extension is complete to student → Student verifies direct deposit and mailing address in Employee Self Service

**Transfer**
Transferring from one position number into another

Use MSS - Submit Transfer to move student into new position → New Department contacts Current Department and provides position details → Current Department submits Transfer transaction to move student in new position → New Department Level 1 & 2 Approvals → GTHR Position Management Approval → New Department communicates transfer is complete to student → Student verifies direct deposit and mailing address in Employee Self Service

**Additional Resources:**
- How Do I Submit a Hire through a Direct Hire Form?
- How Do I Extend an Assignment?
- How to Submit a Transfer
- Student Hiring Process Guide
- Glossary of Student Hiring Terms