

Question:

Q. This is going to take too long, and I don't know all my student(s) information, how do I know who to rehire?

A. The online tool will make rehiring simple. We have included a best practices process to follow:

1. Run a department personnel report in Oracle. This will list all current employees and their UID numbers and other information.
 - a. While on campus or connected by VPN, sign into mybiz.rit.edu
 - b. Select the second option – 'Oracle Applications'
 - c. <Select> 'RIT On-line Payroll Change Request'*
 - d. <Open> 'Run Reports'
 - e. <Select> Single Request – O.K.
 - f. <Select> 'Department Personnel Payroll Data Report'
 - g. <Enter> Parameters
 - h. Submit
2. Determine which students will be working during the summer session, and which will be returning for the fall semester.
 - a. Students that will not be returning or are graduating, should not be rehired.
 - b. If you are unsure if they will return in the fall, do not rehire until it has been confirmed.
3. Rehire the students through online hire tool at studenthire.rit.edu*. To make this easier, create templates you can reuse for each hire.
 - a. Students working summer session – create a template with hire date of May 31st
 - i. These students will not be affected in Kronos if rehired on same account, and will keep same badge numbers.
 - b. Students returning in fall – create a template with a blank start date or with a specific date if you know they'll return on/after a specific date. Ex. August 9th.
 - i. These students will drop out of Kronos for the summer session, meaning you will not have to sign off on their zero hour timecards. They will return to Kronos on their rehire date you entered.
 - ii. They should also receive the same badge number they had before if hired on the same account, but it will not be valid until they reappear.

*Access to 'RIT On-line Payroll Change Request' and/or to studenthire.rit.edu can be self requested through Oracle. Instructions to self request can be found here:

<https://www.rit.edu/controller/TrainingVideos/Oracle/SelfRequestingOracleAccess/Self-Requesting%20Oracle%20Access.mp4>

Q. Why is SEO/Payroll doing this?

A. There is currently a very large number of inactive student employees and blank timecards being signed off on each pay period. To bring RIT into compliance with timecard reporting, SEO/Payroll is ending the jobs and removing the timecards from Kronos to ensure only active student employees are being signed off on each pay period.

Q. What is the benefit to me as the supervisor?

A. Once the inactive time cards are removed from your Kronos list, you will no longer have to review/sign off on those empty time cards. This will decrease the time spent during the summer months on reviewing and signing of Kronos each pay period.

Q. What if I don't know which students will return in the fall?

A. You don't need to rehire your fall students right away. Once you have determined who will be returning and they have provided you their eligibility to work for the fall, you can process their rehire by logging in to studenthire.rit.edu.