## Rapid Student Hire – Non Work-study

1. **Student Hire module** allows the hiring of most work study and non-work study students in departments. These pages can be used under the following conditions:

   - The student is an undergraduate student. An error message will appear if you attempt to hire a graduate student.
   - The hourly rate does not exceed $13.00/hour. An error message will appear if you exceed $13.00/hour as the hourly rate.
   - The student is not on an F-1 or J-1 visa.

   **NOTE**: Student Hire is not available on Monday and Tuesday the week of Paycheck Friday.

2. **Begin by navigating:**
   UMass Custom → Workforce Administration → Rapid Student Hire Data

![UMass Custom Workforce Administration](image)
3. Enter your search criteria in the search box and click **Search**.

   **Rapid Student Hire Data**
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   - **Business Unit:** begins with UIAMH
   - **SA EmpId:** begins with 
   - **National ID:** begins with 
   - **Date of Birth:** = B
   - **Name:** begins with Smithson
   - **EmpId:** begins with 

   - **Case Sensitive**

   Search Results
   - **SA EmpId**: Smithson, Emma P. 10988888

   Select the student you want to hire.

4. If the student has been hired through Rapid Student Hire in the past, there will be existing rows on the student record.

5. To begin a new hire, insert a row by clicking the **+**.
6. Enter the following information onto the first page, RSH Data 1:

- **Template** - You will see only the active templates at the time of hire. Typical templates are:
  - ANWS = Academic Non work study
  - AWS3 = Academic work study
  - SNWS = Summer Non work study
  - SWS3 = Summer work study

- **Begin Date** and **Stop Date** default in

- **Deptid**

- **Location** - tab to the location field and hit enter, the location will populate for you or if you had used the lookup to find the Deptid, the location will default in after you select the Deptid.

7. ![Image of RSH Data 1](image)

8. If this is a new student hire, you will need to enter the Federal and State Tax Data.

9. Click on tab RSH Data 2 and enter the following information:

- **Comp rate** – hourly rate of pay
- Department earnings 100% - optional field for non work-study
- **Mail Drop** - If there is a Mail Drop populated, do not change it. The system generates one check now and therefore only one Mail Drop is required. You could only change the Mail Drop if this is student's only job or the student requests a change.
- **Account** – [also called combo code elsewhere in the system]
10. You can click on tab RSH Data 3 to review more information.

12. Click **Save** when finished.

13. You may receive the following error message:

   ![Error Message]

   Click OK
14. **When complete, the page grays out**

![Image of a web interface showing HRSA Student ID with fields for SSN, EmplID, Seq Nbr, and Work Study details]

15. **End of Procedure.**