



Getting clarification of hours, funding source, pay rate etc, in writing, can be useful for zpar/workflow documentation later.

### **Fill the Position:**

Clarify the anticipated number of hours per week, funding source, and supervisor.

Review SAP transaction PPOSE to locate an appropriate position number. If a position number is not found, please submit a [Position Number Request form](#).

**Pro tip** – The PPOSE Video Tutorial is available [here](#).

Post job in IES. Instructions are available [here](#).

**Pro Tip:** Many units utilize standard student job postings. In this instance you may choose to share the saved link, instead of creating a new one.

After selecting a candidate, make offer (review budget availability and the CAFE Student Wage Scale)

Once offer is accepted, determine if the student is new to employment at UK, and, if so, initiate pre-employment screen.

Determine start date, and (if the student is new to employment at UK) schedule [I9 appointment](#). Provide the student with instructions for the appointment including documents that are needed.

### **Process Personnel Action:**

**Note:** \*If an additional assignment, remember to use the begin date of a bi-weekly payroll period.

\*Review the Personnel Action Guides on the [CAFE HR Administrator](#) page.

Review Personnel Assignment Details icon, in PA40, to determine the appropriate action.

Enter the applicable personnel action.

Email ZPAR/Submit Workflow and supporting document to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu)

\*Attach applicable backup documentation.

### **Student Communication:**

Provide student with instructions for completing the W4 and direct deposit via myUK.

If any portion of work time will be outside of Fayette County, obtain a [LCT Form](#).

If work involves operating a motor vehicle, obtain an [MVR Form](#).

Provide student with time entry instructions, payroll timeline specifics, and add to your time entry reminder email distribution list.

If applicable, process a payroll cost distribution override (CDEM).

Ensure the student is acclimated to the unit.