TO REVIEW HIRING ELIGIBILITY

1. Go to https://sarah.williams.edu. Log into PeopleSoft HRMS (not PS Financials) with your username and password. Do not share your password with anyone. This would give unauthorized individuals access to student information protected by FERPA and would be an integrity breach of the Williams PeopleSoft database, as well as your personal self-service information, such as your paychecks and direct deposit information.

2. In the main menu on the left, navigate to:
   Manager Self Service > Williams Employment > Student Employment Inquiry

3. Search for a student by Williams ID or name.
4. Review the Supervisor Summary fields for a student's eligibility for hire. (Reference the *Williams Student Employment Supervisor Guidelines*, available in hard copy or on the Student Employment website.)
TO ENTER THE HIRING INFORMATION

1. In the main menu on the left, navigate to:
   Manager Self Service > Williams Employment > Add a Hire Request

2. Select Williams Student as the Type of employee you are hiring.

3. Select Academic Year as the Hire Season.

4. Enter the letter “S” followed by your department number (no space) and then tab out of the field.
5. Enter the position number and then tab out of the field. If you do not know the position number, use the search prompt to select it from a list of your home department's student positions.

6. Enter the student's Williams ID and then tab out of the field. If you do not know the student's Williams ID, use the search prompt to find the student by name.
7. Enter the student’s first day of work and then tab out of the field. A calendar prompt is available for your convenience.

8. Enter the account combo that will be charged for the student’s labor. Your account combo should contain either a **Department** number or a **Project/Grant** number, not both.
Review your entries. If everything appears correct, click **Verify** at the bottom of the page.

10. If there are any errors with your entry (or if the student is ineligible for hire), the system will return an error message. If there are no errors, a message pops up letting you know that your entry was successfully verified. Click **OK** and review the Accounting and Compensation tables for accuracy.
11. If the Accounting and Compensation information is correct, click **Submit** at the bottom of the page. If it does not appear correct, do not continue with the hire and contact the Student Employment Coordinator.

12. A message pops up letting you know you’ve successfully hired the student and provides the student’s job number. This job number is unique to both the student and the job you’ve just created.

![Message from webpage]

You have successfully created a job record and are finished. If you need to enter hiring information for another student, click **Start Over** and return to Step 1 of **To Enter Hiring Information**.

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**TO VIEW ALL ACTIVE STUDENTS AND THEIR JOBS IN YOUR DEPARTMENT**
Go to: Manager Self Service > Williams Employment > Active Student Employees

**TO VIEW ALL ACTIVE ACADEMIC YEAR STUDENT POSITIONS IN YOUR DEPARTMENT**
Go to: Manager Self Service > Williams Employment > View Student Positions

**TO VIEW TOTAL ACADEMIC YEAR-TO-DATE EARNINGS FOR STUDENTS IN YOUR DEPARTMENT:**
Go to: Manager Self Service > Williams Employment > Student Earnings