

# How to Start a Contract

## Position Information

1. In PeopleSoft, select "eForms" and "Start a Hire."
2. Set the employee classification as "SE Student Contract" or "SE International Student Contract."
3. Enter the correct combination code
4. Select the appropriate job code
5. The effective date must be the start of a pay period.
6. Enter the supervisor ID or search for it with the supervisor first and last names

## Past Employment Information

1. Per church policy no person may be employed by multiple church entities concurrently.  
Please ensure that your student is not working with another church business.
2. Mark if the student has worked at a church entity, including BYU, within the last year.  
Indicate which church entities if applicable.

## Contract Data

1. Input the desired contract duration. This is typically the length of the semester or term.  
The contract end date will automatically update after the contract duration is added.
2. The goal amount should fall within the Academic Salary Pay Scale found [here](#).
3. The Assignment should give a brief description of what the contract entails. For example, if the contract is for a student to be a Student Instructor, the assignment would be the specific class the student will be teaching.

## Other Job Actions

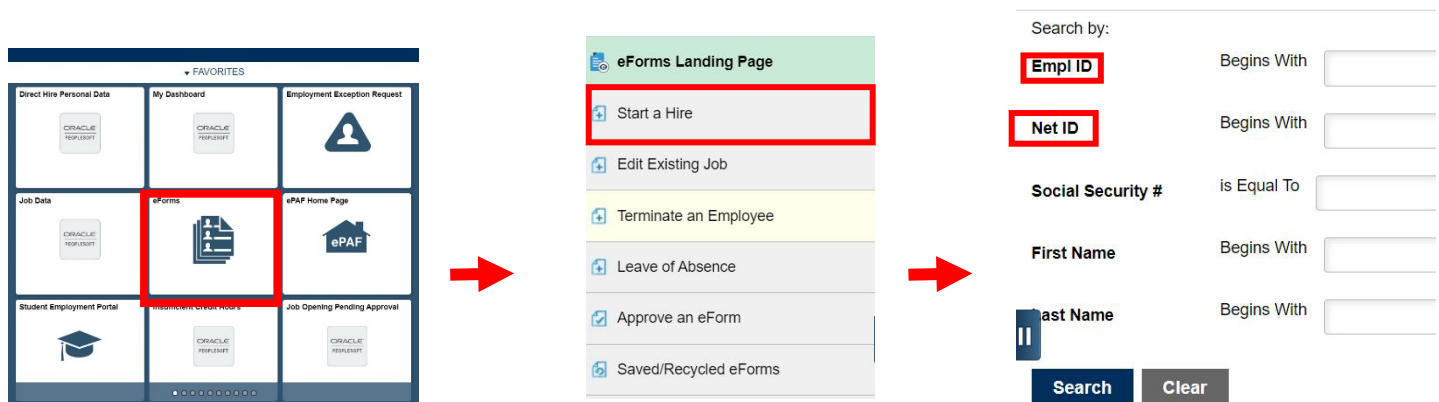
1. If the student will be transferring from an hourly position to a contract position, **do not** mark the "Leaving Another Job?" box. Instead, put in a termination for the student's

hourly job that is effective the date that the contract will begin. Ensure that the student will not continue to clock hours for the hourly position.

## Action Items

1. Ensure that the acknowledge section is answered correctly
2. Submit the hire form

## Start a Hire



On your favorites page, select “eForms.” Once on the eForms Landing Page, select “Start a Hire.” Search for the student with either their Employee ID or their Net ID. This will generate a link that will take you into the hire form.

## Position Information

Effective date should be the 1st day of pay period

\*Employee Classification **SE Student Contract** ▼

\*Combination Code **11331000-5510-00000**

\*Effective Date **10/31/2020**

Public Health

Select the **Employee Classification** “SE Student Contract” or “SE International Student Contract.” Input the **combination code**. Combination codes will be different depending on whether they are for a contract or hourly hire form. The **effective date** must be the beginning of the pay period in which the student will begin working.

\*Job Code   Student Instructor

Select Supervisor

Supervisor ID 790494500 Annaleesa Rowley

There are only a few jobs that qualify as a contract rather than hourly. Ensure that a contract is the most appropriate method of hiring the student. Please select a staff member as a **supervisor** rather than a student employee.

## Past Employment Information

It is church policy that no individual may be employed by multiple church entities at once. If a student has worked with another church entity, search their DMBA record to ensure they are not still active on another church entity payroll.

2. Has this employee worked for any Church affiliate or BYU within the last year?

\*Previously Employed

[View Church Affiliates](#)

In accordance with the Affordable Care Act, student employees must maintain an ACA average of less than 28 hours per measurement period. Be mindful of the other jobs that the student employee may have at BYU, or previous jobs with other church entities, that the average ACA hours do not exceed 28 hours.

## Contract Data

Contract Begin Date 11/14/2020

\*Contract Duration in Weeks

16

\*Contract End Date 03/05/2021 

Earnings End Date 03/05/2021

\*Goal Amount

0.00

\*Amount per Pay Period

0.00

X 8

Contract Number 10531171

\*Assignment

\*Average Hours Per Week

0.00

[Check Committed Hours](#)

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## Other Job Actions

This employee has at least one active job with the university already. Is he/she leaving a job at the university for this one?

Leaving  
Another Job? ☐ No

Students cannot be active on an hourly job and a contract simultaneously. If the student is leaving an hourly position for a contract with your department, **do not** check the “transfer” box. Instead, submit a termination for the student effective the date that the contract begins.

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## Action Items

Acknowledgement	
1	<input type="radio"/> No I have determined that this applicant is not related to anyone within the administrative scope of control of this position. Scope of control begins at the vice-president level and continues from level to level.
2	<input type="radio"/> No I understand BYU Policy does not allow employees to work part-time for both BYU and another Church employer. I have confirmed with the applicant for a part-time position that they do not currently work part-time for another Church employer. The Employment Office will make the final confirmation that the applicant is not working part-time for another Church Employer. If the applicant is found to be working part-time for another Church Employer, he/she will need to terminate with the other employer before beginning work at BYU.
3	<input type="radio"/> No I have advised the employee of the University policy requiring all employees to use direct deposit for their paychecks and that the employee will automatically be 'consented in' to receive both their W-2 and 1095-C electronically. The employee has agreed to set up direct deposit before their second payroll payment.

Ensure that all action items are completed to the best of your knowledge. Once these have been completed, review the hire form to ensure that all sections have been accurately filled out.

### ▼ Comments

Previous

Save

Submit

If there are any additional notes that need to be stated, add them to the comment section. These comments can be viewed by anyone who has access to view the hire form. If the hire

form is ready to be submitted for approval, select "Submit." If you wish to leave the form and return later without losing your information, select "save." You can view your saved form in the "Saved/Recycled" tab.

\*Do not allow the student to begin working until you have received an email notification from the student employment office that the hire form has been approved. Any student that begins working before the pay period in which the form is submitted will result in a \$100 dollar fine for the department. **If a hire form is late, please add a comment confirming the student's start date.** Doing so will ensure that the hire is processed as quickly as possible. **The student must have a valid I-9 to begin work.** Do not specify which documents the student should bring if they must complete their I-9. Students must bring original, physical documents to the Student Employment Office in order to complete their I-9. Please be aware that International Students must also complete a brief training at the Student Employment Office after completion of their I-9 detailing the 20-hour work limit.

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