DePaul

Academic Progress

Academic Records

Student Resources

Student Accounts

Financial Aid

Manage Classes

Profile

Tasks

Hiring - Student Employee

Hiring System for Student Employees

Note: The hiring system for Student Employees will be outside of BlueSky. This walkthrough will show you the navigation for that process in Campus Connect

DePaul

Academic Progress

Academic Records

Student Resources

Student Accounts

1/17

Click Navigator Icon.

Financial Aid

1 New Message

Manage Classes

Profile

JBAER4

Tasks

1 To Do's

DePaul

▼ Student Homepage

Academic Progress

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Manage Classes

Profile

JBAER4

Tasks

1 To Do's

NavBar

Recent Places

My Favorites

Navigator

Click **'Navigator'**.

DePaul

▼ Student Homepage

Academic Progress

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Financial Aid

1 New Message

Manage Classes

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JBAER4

Tasks

1 To Do's

My Favorites

Navigator

Navigator

DePaul Reports and Interfaces	>
Self Service	>
Campus Community	>
Set Up SACR	>
Worklist	>
Reporting Tools	>
University News	
University Events	
ePAY / eBILL	
Flywire International Payments	
DePaul Help Desk	
DePaul Financial System	
Change My Password	

DEPAUL

▼ Student Homepage

Academic Progress	Academic Records	Student Resources	Student Accounts

Financial Aid	Manage Classes		

1 New Message

JBAER4

1 To Do's

✕

Click **'Hiring Center'**

NavBar: Navigator

← DePaul Reports and Int...

College Scheduler   ›

Hiring Center   ›

DePaul Academic Integrity   ›

DePaul Financial Aid   ›

DePaul IS Administration   ›

DePaul Self Service   ›

DePaul Student Accounts   ›

Navigator

DePaul

▼ Student Homepage

Academic Progress

Academic Records

Student Resources

Student Accounts

Click 'Student New Hires'

Financial Aid

1 New Message

Manage Classes

Profile

JBAER4

Tasks

1 To Do's

NavBar: Navigator

Hiring Center

Student New Hires

My Favorites

Navigator

Create New Request

Create Date between [ ] 📅 **and** [ ]

✕

Click 'Create New Request'

New Window

Person ID

7/17   ✕

Click **Magnifying Glass**

Note: Give the search box a moment to populate.

Select person number you would like to hire.

Du Int Stdt Rqsts

New Window

Person ID

Cancel Request   Save Request

Look Up   Cancel   Advanced Lookup

Search Results

Only the first 300 results of a possible 687 can be displayed.

| View 100 | | First | 1-300 of 300 | Last |

Person ID	Name	Academic Program
0189557	Rogers,Keturah Lynn	UNCLA
0240668	Barker,Amanda Mary	EDUC
0828015	Saenz,Maria Del Carmen	PHDCI
0870870	Roy,Kimberly J	CSH
1142633	Schanette,Michael Elliott	COMMU
1159647	Huerta,Raina D	COMP
1202110	Calalang,Karla Erika	CSH
1232463	Otocka,Aleksandra	COMP
1262911	Idris,Kayode R	COMP
1270649	Combs,Mark W	CSH
1338405	Perez,Sandra Yaneth	COMP
1384043	Orona,Nancy	SNL1
1410749	Hairston,Lyric Alexandra	CLASS
1424178	Bamba,Aminata Preferre	COMMU
1425357	Chau,Tuyetmai	CSH
1436471	Lee,Jumi	CSH
1444713	Halilic,Ernad	COMM
1446250	Rodriguez,Joseph Moses	COMP
1485756	Saulog,Christian Louis	COMMU
1493487	Doyle,Michael Donald	CLASS
1496026	Grazier,Nicholas	COMM
1499275	Patel,Akash J	COMM
1513330	Diaz,Daniel	COMPS
1525807	Poon,Shannon	CSH
1544950	Guziak,Martha Anna	COMM
1801594	Martinez,Arlette Stayce	COMM
1805962	Reisdorf,Matthew	MSAA
1807359	Rountree,Kelly K	CSH
1817249	Evans,Sydney	COMM
1820561	Zagal,Sheyla Jacaranday	COMM
1828544	Howard,Mariah Danielle	CLASS
1834491	Patel,Shivam	COMM
1836566	Ramos,Andrea	COMM
1839660	Chavez Flores,Ariamnis Daniela	COMM
1848482	Melendez,Javier Dagoberto	CSH
1849595	Gunia,Nicole Patricia	CSH
1850889	Humecki,Sadiq	COMP
1861533	Leversha,Patrick Douglas	COMM
1862275	Wilborn,Chante	COMP
1862377	Reschke,Taylor Nichole	COMM
1863015	Suarez,Mauricio	COMM

Click 'Save Request'

New Window

| Cancel Request | Save Request |

Existing Requests							
	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager Assignment	Mgr Name
1	New Rqst	Start					
2	New Rqst	Start					

Student New Hires

Requestor 1549642

Requestor Assignm...

Cloud Position N...
1 Training & Dev. Sp...

Click **'Select Position'**

Person ID

Email Address IsTestNotification@depaul.edu

Cloud Position Code   [Select Position]

Business Title * [   ]

First Day of Work * [   ] 📅 ⓘ

Ln Mgr Assignment Nbr * [   ] 🔍 ⓘ

ⓘ

Hiring Phase New Request

Phase Status Start

Existing Requests

	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

[Add Comment]

[Return] [Save] [Submit to OSE]

Search Dept Code or Position Code [_____]

[Find]   [Return]

11/17   ✕

Enter either the department code or position code and click **'Find'** to search for that position.

Search Dept Code or Position Code

[Find] [Return]

Personalize | Find | View 100 | 🔲 | 🌐   First ◀ 1-15 of 747 ▶ Last

	Select	Department	Cloud Department Name	Parent Department	Parent Dept Name	Cloud Position Code	Cloud Position Name	Cloud Position Type	Cloud Full-Part Time	Cloud Job Code	Cloud Jobcode Name
1	Select	227100	Career Center	XX4227	XX4227 - Career Center	01011002	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
2	Select	296100	Legal Clinic	XX4296	XX4296 - Legal Clinic	01011210	Student Service Participant	SINGLE	PART_TIME	7100	Student Service Participant
3	Select	370100	College of Business - Dean	XX4370	XX4370 - Dean - Business - Und	01011093	Grad Assistant Stipend	SINGLE	PART_TIME	7000	Graduate Assistant
4	Select	443100	Psychology	XX4443	XX4443 - Psychology	01011215	Student Service Participant	SINGLE	PART_TIME	7100	Student Service Participant
5	Select	443100	Psychology	XX4443	XX4443 - Psychology	01011038	Research Assistant	SINGLE	PART_TIME	7100	Student Service Participant
6	Select	650100	Facility Operations Administration	XX4650	XX4650 - Operations & Capital	01005401	Student Asst. - Entrance	SHARED	PART_TIME	7100	Student Service Participant
7	Select	443310	Facilities and Administrative - Community Research	XX4459	XX4459 - Community Research	01008787	Graduate Assistant	SHARED	PART_TIME	7000	Graduate Assistant
8	Select	657103	Housing Services	XX4652	XX4652 - Student Centers & Hou	01009135	Facilities Assistant	SHARED	PART_TIME	7142	Resident Assistant
9	Select	416100	History	XX4416	XX4416 - History	01000325	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
10	Select	447100	School of Public Service	XX4447	XX4447 - School of Public Serv	01000374	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
11	Select	448101	Master of Public Health	XX4448	XX4448 - Masters of Public Hea	01005033	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
12	Select	466100	Women's & Gender Studies	XX4466	XX4466 - Women's & Gender Stud	01003618	Student Service Participant	SHARED	PART_TIME	7100	Student Service Participant
13	Select	650100	Facility Operations Administration	XX4650	XX4650 - Operations & Capital	01005395	Student Asst.- Membership	SHARED	PART_TIME	7100	Student Service Participant
14	Select	350100	College of Computing Digital Media	XX4350	XX4350 - Dean - CDM	01008589	Lab Assistant - LAN	SHARED	PART_TIME	7100	Student Service Participant
15	Select	413100	College of Communication	XX4413	XX4413 - Dean - Communication	01009379	Student Intern	SHARED	PART_TIME	7140	Student Intern

12/17 ✕

Click **'Select'** for the position you would like to choose.

13/17   ✕

Make the business title unique to the position.

Business Title ┊ [   ]

First Day of Work * [   ] 📅 ⓘ

Ln Mgr Assignment Nbr * [   ] 🔍 ⓘ

ⓘ

Hiring Phase   New Request

Phase Status   Start

Existing Requests							
Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1 New Rqst	Start						

[Add Comment]

[Return]   [Save]   [Submit to OSE]

ct the line manager for this
on.

know the manager's
nment Number, you can
it here. If not, click the
nifying Glass and search
that list.

he Assignment Number will begin
n 'E'.

First Day of Work *
Ln Mgr Assignment Nbr

Hiring Phase New Request
Phase Status Start

	Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1	New Rqst	Start						

Existing Requests

Add Comment

Return   Save   Submit to OSE

Requestor 1549642   Joseph Baer

Requestor Assignments	
Cloud Position Name	Cloud Department Name

ct first day of work.   ✕

Business Title * [   ]
First Day of Work [   ] 📅 ⓘ
Ln Mgr Assignment Nbr * [   ] 🔍 ⓘ
                         ⓘ

Hiring Phase New Request
Phase Status Start

Existing Requests							
Hiring Phase	Phase Status	Start Date	Cloud Position Code	Cloud Position Name	Manager ID	Name	Hourly Salary
1 Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

[Add Comment]

[Return] [Save] [Submit to OSE]

Requestor 1549642   Joseph Baer

Requestor Assignments	
Cloud Position Name	**Cloud Department Name**
1 Training & Dev. Specialist	Human Resources - Operating

Hourly Rate

   ✕

Ln Mgr Assignment Nbr *

Hourly Rate

Hiring Phase   New Request

Phase Status   Start

Existing Requests							
Hiring Phase	**Phase Status**	**Start Date**	**Cloud Position Code**	**Cloud Position Name**	**Manager ID**	**Name**	**Hourly Salary**
1 Std Emp Rv	Start	11/09/2020	01000469	Student Service Participant			14.00

Add Comment

Return   Save   Submit to OSE

Student New Hires

Once you are satisfied with your selections, click **'Submit to OSE'**

You can Add a Comment by clicking the button above, if you'd like.

Note: If student needs to complete additional paperwork, you and the student will receive an email with instructions.

Manager ID	Name	Hourly Salary
		14.00

Add Comment

Return Save Submit to OSE

Requestor 1549642 Joseph Baer

Requestor Assignments	
Cloud Position Name	**Cloud Department Name**
1 Training & Dev. Specialist	Human Resources - Operating

Person ID 1384043 **Orona,Nancy**

Email Address IsTestNotification@depaul.edu

Cloud Position Code 01011002 Student Service Participant   [Select Position]
Career Center

Business Title * Test SE Hire Joe 01

First Day of Work * 11/24/2020

Ln Mgr Assignment Nbr * E1336925   Sarah Cleveland Frost
Dir, Workplace Learning & Perf

Hourly Rate * 15.00

Hiring Phase New Request

Phase Status Start

Existing Requests				
Hiring Phase	**Phase Status**	**Start Date**	**Cloud Position Code**	
1 Std Emp Rv	Start	11/09/2020	01000469	

[Add Comment]

[Return] [Save] [Submit to OSE]

You have completed this task.

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