

Next steps for Off Campus Employers

1. Advertise positions through ISU's job site – Handshake. It is helpful when a work study position is being posted that the following is put after the title--ex. Office Assistant for Financial Aid (Work Study). Also, the closing date should be 3 months or less (from the date of posting).
2. Once you have selected a student to hire, s/he will need to complete the New Hire paperwork with ISU Human Resources Department Room 312 located on the top floor of the Administration Building #10.
3. ISU Human Resources will give the new student employee an orange paper to give to his/her supervisor, indicating the New Hire paperwork has been finished and a PARTS form can be completed.
4. Complete PARTS form upon receipt of the orange slip. PARTS forms should be submitted to the Financial Aid office for position set up.
5. Timesheets will be completed and submitted to ISU's Payroll office by DocuSign. ISU payroll runs every two weeks.

RESOURCES

To [post](https://www.isu.edu/career/employment/handshake/employers/) a job on Handshake: <https://www.isu.edu/career/employment/handshake/employers/>

[New Hire](https://www.isu.edu/hr/employee-tools/new-employee-resources/) forms: <https://www.isu.edu/hr/employee-tools/new-employee-resources/>

[PARTS](https://www.isu.edu/media/human-resources/documents/training/manager/PARTS-Form.pdf) form (PDF): <https://www.isu.edu/media/human-resources/documents/training/manager/PARTS-Form.pdf>

[Payroll](https://www.isu.edu/payroll/pay-stubs-and-time-entry/) website: <https://www.isu.edu/payroll/pay-stubs-and-time-entry/>

Timesheet (DocuSign): Click on '[Student/Temporary Employee Time Sheet](#)'

Timesheet instructions: https://docs.google.com/document/d/1ocZVZ73DzGizATJpDrq_s1wDYTOGRfO9VpQk4-eR4hs/edit?pli=1

ISU Payroll Calendars: [Paydate/Payroll Calendar 2024](#) & [Paydate/Payroll Calendar 2025](#)

Off campus billing contact is Marcus Mayer in the Finance Department. He can be reached at marcusmayer@isu.edu or 208.282.6266.



Idaho State University

Employee Completed New Hire Paperwork

Employee, please give this form to your hiring department.

Employee Name: _____ Date: _____

Hiring Department, this form indicates the above employee has successfully completed their new hire paperwork in HR and they are cleared to begin work. *(This does not apply if a background check has been requested & is still pending).* Please see below for information on next steps.

For **Benefited** employees (Faculty & Staff), please ensure a PR has been prepared and signed by all department signatories. Access to ISU systems can be granted once the employee is active in the system (once new hire paperwork is processed) and the position is loaded by HR (based on information given on the PR).

For **Non-Benefited** employees (Student & Temporary), once the employee is active in the system (once new hire paperwork is processed), then you will be able to load their position in the system via an EPAF. Access to ISU systems can be granted once the EPAF is applied.

Please note: If you receive one of the following error codes while completing an EPAF, then the employee is not yet active in the system.

- Establish Employee records or A Primary job has not been defined for this employee. *ERROR* New Effective Date cannot be after employee's termination date
- *ERROR* Job Begin Date cannot be after employee's termination date
- *ERROR* Unable to complete edit execution (Oracle Error-1)
- *ERROR* Unable to complete initial execution

For **Adjunct Faculty**, once the employee is active in the system (once new hire paperwork is processed), then access to ISU systems can be granted within 90 days of the hire date.

Please allow up to 3 business days before reaching out to hr@isu.edu for a status update on the employees' new hire paperwork. EPAFs are applied multiple times throughout the day. Please refer to the EPAF Quick Guides found under 'Manager Resources' on our webpage, www.isu.edu/hr or email epaf@isu.edu for additional support.

(This is an example of the 'Orange Slip' from HR)