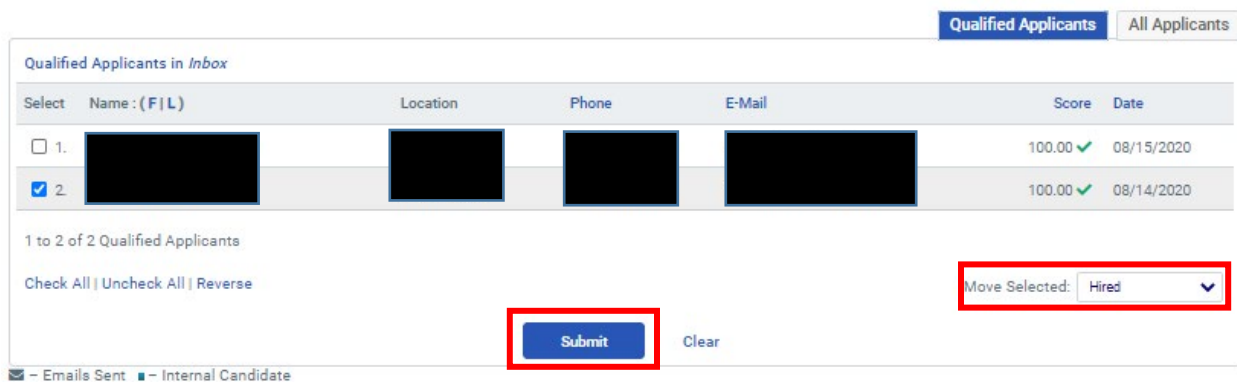


## Hiring New Students in Interview Exchange - Job Aid for Managers

Open positions are posted in Interview Exchange (applicant tracking software). Once a hiring manager decides whom to hire, they move the applicant(s) to the *Hired* folder in Interview Exchange, (to move applicants to the *Hired* folder click the box beside the applicants name, select *Hired* from the dropdown menu then click *Submit*).

Email HR (Kelli Lundgren, [klundgren@fitchburgstate.edu](mailto:klundgren@fitchburgstate.edu)), that the search is closed and that you will be launching the onboarding packet.



Qualified Applicants | All Applicants

Qualified Applicants in *Inbox*

Select	Name : (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00 ✓	08/15/2020
<input checked="" type="checkbox"/>	2. [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	100.00 ✓	08/14/2020

1 to 2 of 2 Qualified Applicants

Check All | Uncheck All | Reverse

Move Selected: **Hired** ▼

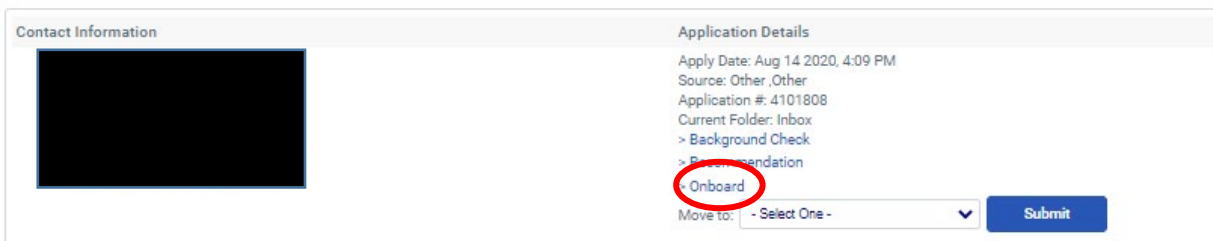
**Submit** Clear

✉ - Emails Sent   ■ - Internal Candidate

Open the applicant's profile by clicking on their name, click *Onboard*

FSU Undergraduate Student Employment-Resea... (124247)

2 of 2  
Return to ShortList



Contact Information

Application Details

Apply Date: Aug 14 2020, 4:09 PM  
 Source: Other ,Other  
 Application #: 4101808  
 Current Folder: Inbox  
 > Background Check  
 > Recommendation  
**Onboard**

Move to: - Select One -   **Submit**

The following screen will be prepopulated with the title, name & department. Under *template* select the appropriate packet (either “Students” or “Students - Multiple Contracts”) from the drop down, then click *Create*.

**\*\*If you need to hire a student over two fiscal years (summer), select the template Students – Multiple Contracts.**

Hirezon Exchange

Start New Packet ?

Title: FSU Undergraduate Student Employn

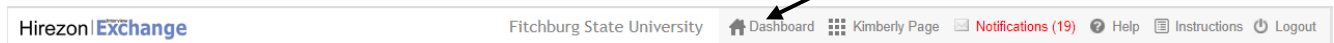
Name: [REDACTED]

Department: Behavioral Sciences

Template: Students

Create

Click on *dashboard* to return to the packet you are creating.



Fill in Start Date (minimally use seven (7) business days from the date the packet is created to allow student and supervisor enough time to complete the Form I-9 and payroll to hire the student); Click on Unassigned Supervisor Form Completion/Verification add your email to assign this task to yourself; Click Publish

*\*\*\*Students cannot start working until the entire process is complete and you receive an email that the student can start work.*

The screenshot displays the Hirezon Exchange interface for a new hire. At the top, the user is logged in as Kimberly Page, with 17 notifications. The page title is 'Research Assistant'. A red circle highlights the '[ Start Date ]' field in the top navigation bar. Below this, there is a section titled 'Instructions to New Hire' with a text editor containing a welcome message. A 'Save Message' button is located below the text editor. The main content area shows a list of tasks:

- Phase I (Assigned to: Kimberly Page)
- Supervisor Form Completion/Verification (Assigned to: [Redacted]) - A red arrow points to this task.
- Phase II (Assigned to: [Redacted])
- Student Employment Authorization Form - Financial Aid to Complete (Assigned to: [Redacted])
- Final Verification (Assigned to: [Redacted])

At the bottom left, a red box highlights the 'Publish' button.

Students receive an email instructing them to start the hiring paperwork through the onboarding system. (This is the same system where students applied for the position). Sample email below.

Your Onboarding Process at - Fitchburg State University [Students] Inbox x

**Fitchburg State University** [fitchburg@interviewexchange.com](mailto:fitchburg@interviewexchange.com) via [mandrillapp.com](#)  
to me ▾



08/14/2020

Dear Kimberly,

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

[Click here](#) for a welcome message from President Lapidus.

Sincerely,

Ms. Jessica Murdoch

Associate Vice President, Human Resources & Payroll Services

**Task(s):**

- Phase I

Please login to the Fitchburg State University [onboarding system](#) to review the instructions and complete the process.

To reset your account password, please [click here](#).

For any further assistance, please contact us via the online [Help Desk](#).

Fitchburg State University

When students log into the onboarding system, they click on the blue arrow in Phase I

- Human Resources & Payroll Services**
- EEO/Diversity/Affirmative Action/Title IX
- Benefits
- Collective Bargaining
- Employee Assistance Program
- Equity and Diversity Committee
- Forms
- Helpful Publications
- Hiring Guidelines
- MSCA Appendices
- MSCA (Faculty/Librarian) Candidate Information
- New England HERC
- New to Fitchburg
- Organizational Charts
- PayInfo
- Payroll
- Policies
- Professional Candidate Information
- Human Resources - Staff
- Staff Discounts
- Time and Attendance
- Training
- Committees

▼ Careers

[Profile](#) | [Applications](#) | [Notifications \(13\)](#) | [Help Desk](#) | [FAQ's](#) | [Sign Out](#)

## Research Assistant

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

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[Click here](#) for a welcome message from President Lapidus.

Sincerely,

Ms. Jessica Murdoch

Associate Vice President, Human Resources & Payroll Services

### Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at [978-665-3172](tel:978-665-3172).



Save & Submit

Students click on the forms name (green link) to complete the Electronic Communication form and the Form I-9. Once each form is completed, click *save and continue*.

→ Phase I

\* Electronic Communication and Signature Consent Form

Electronic Communication and Signature Consent Form

\* Form I-9

Form I-9

Save & Submit

When the forms are completed students will see a check in the box beside the forms name, then they click *Save & Submit*. **Students must contact their hiring manager to schedule an appointment to present acceptable documents for the Form I-9. If students do not contact the supervisor, you should reach out to set up an appointment to keep the process moving. Documents must be originals and not expired.**

→ Phase I

\* Electronic Communication and Signature Consent Form

Electronic Communication and Signature Consent Form

\* Form I-9

Form I-9

Save & Submit



Students receive the following message when they *save & submit* the forms, a green check will appear next to Phase I.

- Human Resources & Payroll Services**
- EEO/Diversity/Affirmative Action/Title IX
- Benefits
- Collective Bargaining
- Employee Assistance Program
- Equity and Diversity Committee
- Forms
- Helpful Publications
- Hiring Guidelines
- MSCA Appendices
- MSCA (Faculty/Librarian) Candidate Information
- New England HERC
- New to Fitchburg
- Organizational Charts
- PayInfo
- Payroll
- Policies
- Professional Candidate Information
- Human Resources - Staff
- Staff Discounts
- Time and Attendance
- Training
- Committees

▼ Careers

[Profile](#) | [Applications](#) | [Notifications \(13\)](#) | [Help Desk](#) | [FAQ's](#) | [Sign Out](#)

## Research Assistant

 Save  Print

**Thank you for completing the information. You will be contacted if there are any questions.**

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

[Click here](#) for a welcome message from President Lapidus.

Sincerely,

Ms. Jessica Murdoch

Associate Vice President, Human Resources & Payroll Services

### Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at [978-665-3172](tel:978-665-3172).



**Phase I**

Completed: 08-14-2020 02:21 PM EDT

Supervisors receive the following email, instructing them to log in the onboarding system to complete their piece of the hiring process.

## Onboarding / Contract Information Request - [REDACTED] [Students]

Inbox x

**Interview Exchange** info@interviewexchange.com via mandrillapp.com  
to me ▾

Fri, Aug 14, 3:49 PM (2 days ago)

Hirezon | **EXCHANGE**

08/14/2020

**Fitchburg State University** - Main Campus

Dear Kimberly,

You are requested to provide information to complete the onboarding / contract process for Kimberly Page.

**Title/Name:** Research Assistant [ID: 45135]

**Template:** Students

**Initiated by:** [REDACTED]

Please login to your [account](#) to start the onboarding / contract process.

For any further assistance, please contact us via the online [Help Desk](#).

Interview Exchange Support



# Supervisors click on *Complete Task*

Hirezon Exchange Fitchburg State University Dashboard Kimberly Page Notifications (18) Help Instructions Logout

Research Assistant 09/01/2020 Instructions Close Packet Routing Guests

Packet ID: 45135

### Instructions to New Hire

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Save Message

- Phase I**  
Completed: 08-14-2020 02:21 PM EDT [Redacted] Routing Mark As Incomplete Guests
- Supervisor Form Completion/Verification**  
Assigned to: [Redacted] [Complete Task] Routing Mark As Incomplete Guests Remind
- Phase II**  
Assigned to: [Redacted] Edit Add Item Delete Routing Guests
- Student Employment Authorization Form - Financial Aid to Complete**  
Assigned to: [Redacted] Edit Add Item Delete Routing Guests
- Final Verification**  
Assigned to: [Redacted] Routing Guests

Supervisors click on the name of each form to open, complete, save and continue. Supervisors complete Section 2 of the Form I-9. Students must schedule a meeting with their supervisor and present original unexpired documents (one document from list A – establishing both identity and employment authorization, **or** one document from List B – establish identity, and one from List C – establish employment authorization). The document from List B must be a photo ID, due to Fitchburg State University being an E-Verify employer.

Once the supervisor completes the Form I-9, they should scan the original documents to Payroll by using the Hiring Documentation button on the copier. You are able to name your supporting document file on the copier/scanner. Please name your file the employee's last name, then first name - Example: Smith, John. Do not make copies of these documents. If you do not see the hiring documentation button on the copier, reach out to Stephanie LeBlanc, [slebla27@fitchburgstate.edu](mailto:slebla27@fitchburgstate.edu), in Payroll to be added. Please check before trying to hire employees.

**\*\*\*Remember to complete the Form I-9 before scanning the documents. Once you scan the documents, you will not be able to retrieve them. Only Payroll will be able to retrieve scanned documents. Do not make copies of these documents.**

Remember to upload a job description.

The screenshot shows the Hirezon Exchange interface for a new hire packet. At the top, the user is logged in as Kimberly Page. The page title is "Student (Test Position)" and the date is 09/01/2020. The packet ID is 46099. Below the title, there is a redacted area. The main content area contains a message from the university, followed by a "Save Message" button. Below the message, there is a "Phase I" section with a green checkmark, indicating completion on 08-25-2020. The "Supervisor Form Completion/Verification" section is assigned to the user and contains three tasks: "Form I-9 Verification" with a checkbox for "Form I-9", "Student Employment Authorization Form" with a checkbox for "Student Employment Authorization", and "Job Description" with a "Choose File" button and "No file chosen" text. Arrows point to each of these three tasks.

## Overview of Completing the Form I-9

### Employer Responsibilities for Section 2

An employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documentation presented by the employee and sign the form.

#### The employer or authorized representative must:

- Enter the employee's last name, first name, middle initial and select the correct citizenship/immigration number in the "Employee Info from Section 1" area at the top of Section 2.
- Ensure that any document your employee presents is original and on the [Lists of Acceptable Documents](#) or is an acceptable receipt.
- Physically examine each document to determine if it reasonably appears to be genuine and to relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, allow your employee to present other documentation from the [Lists of Acceptable Documents](#).
- Enter your employee's Last Name, First Name and Middle Initial (if provided) from Section 1.
- Enter the document title, issuing authority, number(s) and expiration date (if any) from the original document(s) your employee presented.
- Enter the date your employee began or will begin work for pay.
- Enter the first and last name, signature and title of the person completing Section 2, as well as the date he or she completed Section 2.
- Enter the employer's business name and address. If your company has multiple locations, use the most appropriate address that identifies the location of the employer with respect to the employee and his or her Form I-9 completion (for example, the address where Form I-9 is completed).
- Return the documentation presented back to your employee.

## Entering Dates in Section 2

Section 2 includes two spaces that require dates. These spaces are for:

- Your employee's first day of employment ( "date of hire" which means the commencement of employment of an employee for wages or other remuneration).
- The date you examined the documentation your employee presented to show identity and employment authorization.

### The Date the Employee Began Employment

The date your employee began employment may be a current, past or future date. You should enter:

- A current date
  - If Section 2 is completed the same day your employee begins employment for wages or other remuneration.
- A past date
  - If Section 2 is completed after your employee began employment for wages or other remuneration. Enter the actual date your employee began employment for wages or other remuneration.
- A future date
  - If Section 2 is completed after the employee accepts the job offer but before he or she will begin employment for wages or other remuneration, enter the date the employee expects to begin such employment. If the employee begins employment on a different date, cross out the expected start date and write in the correct start date. Date and initial the correction.

**Federal contractors** completing Form I-9 for existing employees as a result of an award of a federal contract with the FAR E-Verify clause ([PDF](#)):

- Enter the date their employees first began employment for wages or other remuneration from Section 2 of their previously completed Form I-9.

## The Date the Employer Examined the Employee's Documents

This date is the actual date you complete Section 2 by examining the documentation your employee presents and signing the certification.

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name) <b>Doe</b>	First Name (Given Name) <b>John</b>	M.I. <b>A</b>	Citizenship/Immigration Status <b>1</b>
------------------------------	---------------------------------------	--	------------------	--

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <b>U.S. Passport</b>		Document Title		Document Title
Issuing Authority <b>Department of State</b>		Issuing Authority		Issuing Authority
Document Number <b>123456789</b>		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy) <b>01/01/2023</b>		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): [REDACTED] (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Jane Doe</i>		Today's Date (mm/dd/yyyy) <span style="background-color: black; color: black;">[REDACTED]</span>	Title of Employer or Authorized Representative <b>Manager</b>	
Last Name of Employer or Authorized Representative <b>Doe</b>	First Name of Employer or Authorized Representative <b>Jane</b>	Employer's Business or Organization Name <b>America's Business</b>		
Employer's Business or Organization Address (Street Number and Name) <b>123 Star Spangled Way</b>		City or Town <b>Washington</b>	State <b>DC</b>	ZIP Code <b>00000</b>

**\*\*\*Employee's first day of employment is the first day they are being paid a wage for working.**

**\*\*\*Today's date is the day the hiring manager is completing the form and verifying the documents.**

**LISTS OF ACCEPTABLE DOCUMENTS**

**All documents must be UNEXPIRED**

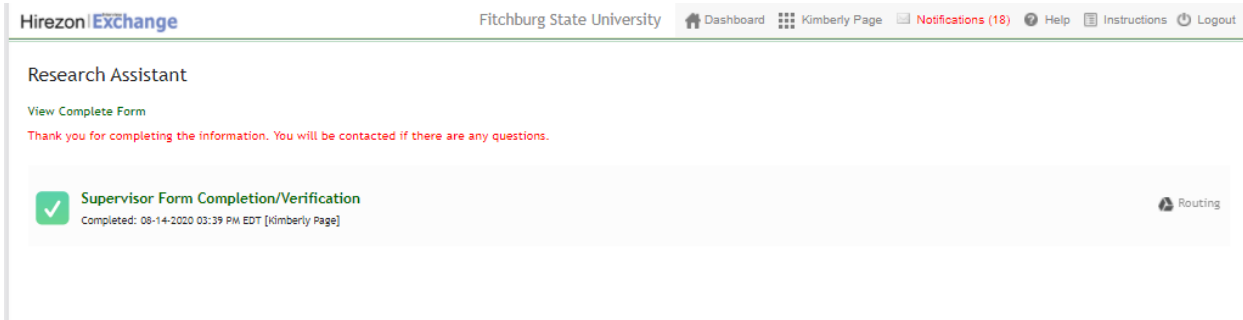
Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Supervisors will see the following message once they have completed the verification/student employment authorization and uploaded a job description; a check mark will appear in the box.



The screenshot shows the Hirezon Exchange interface for Fitchburg State University. At the top, there is a navigation bar with 'Dashboard', 'Kimberly Page', 'Notifications (18)', 'Help', 'Instructions', and 'Logout'. Below this, the user is identified as 'Research Assistant' with a link to 'View Complete Form'. A red message states: 'Thank you for completing the information. You will be contacted if there are any questions.' A task card is displayed with a green checkmark icon, the title 'Supervisor Form Completion/Verification', and the completion details: 'Completed: 08-14-2020 03:39 PM EDT [kimberly Page]'. A 'Routing' icon is visible on the right side of the task card.

Once the supervisor completes their section, students receive the following email to log back into the onboarding system to complete the Phase II of the hiring process.

Fitchburg State University fitchburg@interviewexchange.com via mandrillapp.com  
to me ▾



08/14/2020

Dear Kimberly,

You are requested to complete the next phase of your onboarding process and associated paperwork online.

**Task(s):**  
- Phase II

Please login to the Fitchburg State University [onboarding system](#) to review the instructions and complete the process.

To reset your account password, please [click here](#).

For any further assistance, please contact us via the online [Help Desk](#).

Fitchburg State University

## Students click on the blue arrow Phase II

### Research Assistant

---

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We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.


[Click here](#) for a welcome message from President Lapidus.


Sincerely,  
Ms. Jessica Murdoch  
Associate Vice President, Human Resources & Payroll Services

#### Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at [978-665-3172](tel:978-665-3172).

 **Phase I**  
Completed: 08-14-2020 02:21 PM EDT

 **Phase II**

**Save & Submit**



Students click on the forms name (green) next to the box to open and complete.

Phase II

- \* Student Employment Authorization Form  
 Student Employment Authorization
- \* SSA-1945 Form  
 Statement Concerning your Employment in a Job not covered by Social Security
- \* Form W4  
 Form W-4 [2020]
- \* Form M4  
 Form M-4 [2020]
- \* Direct Deposit Form  
Instructions:  
Submit a voided check or bank documentation directly to Human Resources during your Benefits Orientation.  
 Payroll Authorization for Direct Deposit into Employee's Account(s)

Save & Submit

When the forms are completed, you will see a check in the box beside the form name. Once all forms are completed click *Save & Submit*.

Phase II

- \* Student Employment Authorization Form  
 Student Employment Authorization
- \* SSA-1945 Form  
 Statement Concerning your Employment in a Job not covered by Social Security
- \* Form W4  
 Form W-4 [2020]
- \* Form M4  
 Form M-4 [2020]
- \* Direct Deposit Form  
Instructions:  
Submit a voided check or bank documentation directly to Human Resources during your Benefits Orientation.  
 Payroll Authorization for Direct Deposit into Employee's Account(s)

Save & Submit

When check marks appear next to both Phase I and Phase II, students have completed their part of the hiring process.

## Research Assistant

 Save  Print

**Thank you for completing the information. You will be contacted if there are any questions.**

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

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Sincerely,

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Associate Vice President, Human Resources & Payroll Services

### Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at [978-665-3172](tel:978-665-3172).

<input checked="" type="checkbox"/>	<b>Phase I</b> Completed: 08-14-2020 02:21 PM EDT
<input checked="" type="checkbox"/>	<b>Phase II</b> Completed: 08-14-2020 03:49 PM EDT

When the student has completed Phase II an email is sent to Financial Aid ([finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu)) to verify whether the student has Federal Work Study money or not.

Research Assistant 09/01/2020 Instructions Close Packet Routing Guests

**[Redacted]**

Packet ID: 45135

**Instructions to New Hire**

**B I U**

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

**Save Message**

- Phase I**  
Completed: 08-14-2020 02:21 PM EDT **[Redacted]** Routing Mark As Incomplete Guests
- Supervisor Form Completion/Verification**  
Completed: 08-14-2020 03:39 PM EDT **[Redacted]** Routing Mark As Incomplete Guests
- Phase II**  
Completed: 08-14-2020 03:49 PM EDT **[Redacted]** Routing Mark As Incomplete Guests
- Student Employment Authorization Form - Financial Aid to Complete**  
Assigned to: **[Redacted]** [Complete Task] Routing Mark As Incomplete Guests Remind
- Final Verification**  
Assigned to: **[Redacted]** Routing Guests

**Dashboard**

Financial Aid completes the FWS Amount if there is one and signs the form, and then clicks *save and continue* then *Save & Submit*.

The screenshot shows an EForm window titled "EForm" with a tab for "Position and Funding Information". The form contains several sections:

- Student Information:** Student Name: Ricky Red; Student ID #: [blank]; Student E-mail Address: RickyRed@interviewexchange.com
- Position Information:** Title of Position: Student (Test Position); Please select: New Hire; Department: Human Resources and Payroll Services
- Dates and Rates:** Beginning Date: 09/05/2022; Ending Date: 06/30/2023; Hourly Rate of Pay: \$14.25; Maximum hours/week: 20
- Financial Aid:** FWS Amount: \$ (highlighted with a red box)
- Approval:** Fiscal Year: 2023; FOAPAL (Banner #): T85-8400-C05-0000-D07; SSTA Approver: [redacted]
- Signatures:** Electronically Signed By: [redacted]; Supervisor/Department Head Name: (Please Print) [redacted]; Date: 08/09/2022

Below this is a section for "Financial Aid Approval (FWS Students Only):" which is also highlighted with a red box:

- Funding: Trust Fund
- New FOAPAL: No
- If yes please specify here New FOAPAL Number: [blank]
- Electronically Signed By: [redacted]
- Financial Aid Approval Employee Name: (Please Print) [redacted]
- Date: 08/09/2022

Payroll does the final verification by downloading the forms for processing.

The screenshot shows the Hirezon Exchange dashboard for a "Research Assistant". The page title is "Research Assistant" and it says "View Complete Form". There are three items in a list:

- Supervisor Form Completion/Verification (Completed: 08-14-2020 03:39 PM EDT [kimberly Page]) with a "Routing" button.
- Student Employment Authorization Form - Financial Aid to Complete (Completed: 08-14-2020 03:56 PM EDT [kimberly Page]) with a "Routing" button.
- Final Verification (highlighted with a red box) with a "Routing" button.

At the bottom left, there is a "Save & Submit" button.

Hirezon | ExChange Fitchburg State University Dashboard Kimberly Page Notifications (21) Help Instructions Logout

### Research Assistant

View Complete Form  
Thank you for completing the information. You will be contacted if there are any questions.

<input checked="" type="checkbox"/> <b>Supervisor Form Completion/Verification</b> Completed: 08-14-2020 03:39 PM EDT [kimberly Page]	Routing
<input checked="" type="checkbox"/> <b>Student Employment Authorization Form - Financial Aid to Complete</b> Completed: 08-14-2020 03:58 PM EDT [kimberly Page]	Routing
<input checked="" type="checkbox"/> <b>Final Verification</b> Completed: 08-14-2020 03:59 PM EDT [kimberly Page]	Routing

When the Final Verification is done (green box with a checkmark), Payroll has hired the student and they may start working. Supervisors will receive an email letting them know the hiring process is completed.

Questions for Payroll: [payhelp@fitchburgstate.edu](mailto:payhelp@fitchburgstate.edu) or 978-665-3177

Questions for Human Resources: [humanresources@fitchburgstate.edu](mailto:humanresources@fitchburgstate.edu) or 978-665-3172