Instructions for Student Employment Request Form in SmartBuy Plus

The Student Employment Request Form is now being processed through SmartBuy Plus. The hard copy form will no longer be available or accepted as of 4/23/20.

Changes to this form:

- The student and budget approver no longer need to sign this form.
- The proxy approver is no longer included on this form. Proxy approvers should be assigned by the approver in CUWeb.

Things to have on hand before you begin:

- Student’s name and Clark ID Number
- Know whether or not the student has worked on campus previously
- Know whether or not the student is an international student
- Handshake Job ID
- Position Name and Department Name
- Start Date and End Date
- Hourly Pay Rate and Total Amount Authorized
- Fund and Organization Numbers
- Approver’s Name, Clark ID Number and Phone Number

Instructions:

Log into CUWeb.

From the Welcome tab on the top left, scroll down and select SmartBuy Plus.
From Purchasing Forms, select **Student Employee Hiring Form for Hiring Undergraduates**.

You will be brought to the Student Employment Request Form.

Enter the required information.
- For the Handshake ID, enter the ID or enter “N/A” if the job was not recently posted to Handshake.
- The approver is the staff member who will approve the student’s timesheet.

Click the blue Go button in upper right corner to add the form to your cart. Please only submit one hire form per cart!
On the next screen, the total will reflect the hourly pay rate and the total amount authorized. Please disregard this.

Review the information you have submitted. If you need to make changes, click on the title Student Employee Hire Form.

Next to Shopping Cart in the upper left hand corner of the screen, you will see your cart name. You MUST rename this cart!

Rename the cart using the following nomenclature:

- Dept name (acronym is fine), hyphen, student’s first and last name
- Example: SOM – Dylan Doe
- Renaming the cart is important so you and the staff in the Office of Financial Assistance can easily locate and process the hiring form. If a student has multiple jobs, feel free to add more identifying information at the end of the cart name. The Financial Assistance Office processes hundreds of these forms, so this step is essential.

Whether you are a shopper or a requestor, select Proceed to Checkout.
Scroll down to Accounting Codes, click on the pencil and enter the Fund, Organization and Account numbers, then save your changes. Your Fund number will likely be 10OPER, your Organization number can be obtained from your budget manager or Accounts Payable, and your Account number is always 9999.

If you are a shopper and need to assign your cart to a requestor, select **Assign Cart**, use the search tool to select the assignee, click the + button and then click **Assign**.

The requisition will then enter the requestor’s SmartBuy Plus queue for approval. Once the requisition is approved by the requestor, it will be made available to the Office of Financial Assistance for processing.

If you are the requestor, select **Submit Requisition**.
When the requisition is submitted, it is routed to the Office of Financial Assistance, who will enter the information into Banner. Financial Assistance may add comments to the requisition which can be viewed at any time by logging into SmartBuy Plus. When the requisition is completed, Financial Assistance will mark the requisition as approved and generate an email to you through SmartBuy Plus. The student cannot begin working until the supervisor receives the email through SmartBuy Plus indicating that the requisition has been approved.

Helpful Reminders:

- You must rename your cart! Failure to rename your cart will result in a delay in processing.
- Please submit one requisition (Student Employment Request Form) per cart as the cart name is associated with the specific requisition.
- The student cannot begin working until the requisition is approved! Working prior to the requisition being processed and approved is a violation of employment law.
- Due to the volume of Student Employment Request Forms received by the Office of Financial Assistance prior to the start of the fall semester, the office kindly requests that you submit this form for students returning to work in your office by July 1.
- The proxy approver has been removed from this form. Approvers must establish a proxy approver in CUWeb. Instructions for this are here.
- An approver and a budget manager may not be the same person. Please be sure to enter the approver on the form (the person who will be approving the student’s timesheet).
- Students will not see comments in the SmartBuy platform. If any information or documentation is required from the student, the Office of Financial Assistance will email the student and add a comment to the SmartBuy Plus requisition. You can view these comments at any time.
- Add a default shipping address (Default User Settings, Default Addresses) to your SmartBuy Plus profile so that you do not need to manually add it to each requisition.

What happens after the requisition is submitted:

If a student has held an on-campus job previously, the student does not need to visit the Office of Financial Assistance.

If a student has not previously held an on-campus job, the student must visit the Office of Financial Assistance, located on the third floor of ASEC, to complete the following documentation:

- I-9 – The student must present original form(s) of identification
- W-4 – Federal Tax Withholding Form
- M-4 – State Tax Withholding Form
• Direct Deposit Authorization Form – The student must provide a voided check or bank statement confirming the routing and account number.

These forms may be obtained at the Office of Financial Assistance or online. The student must submit the documentation in person to the Office of Financial Assistance. The student cannot complete this process remotely (online, email, fax). International students require additional documentation.

The timeframe for processing the Student Employment Request Form once all documentation is submitted is five business days. The Office of Financial Assistance may not always have the ability to contact undergraduate students to request the above hiring documents. Rather, the onus is on the hiring manager to instruct the student to submit the necessary paperwork in a timely manner. Please remind your students of this important step as they cannot begin working without it.

Please direct any questions regarding the submission of the SmartBuy Plus Student Employment Request Form to the Office of Financial Assistance at 508.793.7478 or finaid@clarku.edu.