

## **NOTICE OF HIRES HIRING STUDENTS VIA THE WEB**

Log onto the secured area of Pipeline

Click on Employees Services

Click on Supervisor Menu

Choose the appropriate org

Choose the correct fiscal year

All the employees you have already hired in this org will now be listed

Click on Hire an Employee

Choose a position from the drop down box. You may have more than one position to choose from. Choose the position that corresponds to the budget number you are hiring for. If there is an S or P after the position, you may use them to mean whatever you choose.

Enter the *actual* date the employee was hired. Today's date will default so it is very important that you change it!

Enter the Hamline ID# for the employee – the name will not work

Hit enter. The employee's name will now appear.

Enter the hourly wage amount.

You can change or add to the job title that defaults

Click on Submit New Employee

You will get a screen that tells you that the hiring was successful

Please ask the employee if they have been paid through Hamline's payroll before. If they have not, send them to the payroll office. You can hire them successfully even if they have not filled out the W4 and I9, but they will *not* be paid.

Once a student is hired, changes in rate of pay, the budget number, etc. cannot be made through Pipeline. Email Sam Wortham (swortham01@hamline.edu) with such changes.