Hiring a Casual or Smith Students Employees

The college defines a casual employee as an individual who is paid by Smith and:

- works fewer than 64 hours per month, or
- works more than 64 hours per month, up to three months, or
- works part time more than three months ongoing (fewer than 17.5 hours per week) or full time up to five months.

If you manage or supervise casual employees for your department, you will be contacted to set up a transition plan to migrate those employees onto Web Time Entry.

During the transition process, existing casual employees will have assigned to them a new position control number and the Index number will no longer be used. The accounting for these individuals will not change, and there is no need to have the positions authorized again.

This transition will occur throughout the summer, and we will be working closely with each department to ensure that the necessary training is in place for both casual employees and approvers.

*Note:* There will now be a separate process for hiring returning Smith students in the summer (see below).

### Hiring new casual employees, including Smith students working during the summer

- **Casual Employees.** All casual employees will be hired using PeopleAdmin. Hiring managers must complete a position authorization in PeopleAdmin, specifically the Budget and Casual/Temporary section, and have it approved. Each casual employee will now be hired using a new CW#### number rather than the XT9000 position number, and CW Index numbers will no longer be used.

  Once the position has been approved and the individual has completed his or her application, that person can be hired and set up on Web Time Entry. Until the hiring process is completed, the new employee should not work and will not get paid.

  To review the full PeopleAdmin hiring process, visit [http://www.smith.edu/hr/managers_peopleadmin.php](http://www.smith.edu/hr/managers_peopleadmin.php).

- **Summer Returning Smith Students.** All summer positions for returning Smith students will be advertised and hired through JobX. To review the hiring procedures for JobX, go to [http://www.smith.edu/finaid/fao/summerjobx.php](http://www.smith.edu/finaid/fao/summerjobx.php).

  Please note that employing a returning Smith student during the summer is a separate process from that of hiring a student during the academic year. Thus, all student employees must be hired into new positions.
summer positions, even those who are continuing work from the academic year. The two hiring terms will be defined by the position number being used. **Academic-year students will be hired into SP#### numbers and all summer returning Smith students will be hired into new SU#### numbers; the CW Index number will no longer be used.**

Please contact the Budget Office at budget@smith.edu with the following three items to get your SU#### position number assigned.

1. Short job title
2. Approver’s name (Banner allows for one approver)
3. Funding source: fund/grant number and/or organization number

The Controller’s Office and the Office of Human Resources would like to thank you for your support during this transition. If you have any questions, please contact Melissa Oliveira at x2244 or Susan Rice at x2267.