Learning Aligned Employment Program (LAEP)

Information Session 2.0
Hiring

Career Success

Heidi Rogers
LAEP/ Work-Study Coordinator

Welcome!

If this is the first time you are joining us, please watch our first Info Session!

We covered:
What is LAEP?
Who are eligible students?
Which on-campus jobs qualify?
Who is a research mentor?
How do staff/faculty get involved?

Today, we will cover the following:

- Recap: Job Posting Request
- Student actions and timeline
- Handshake
- HIRES
- Agreement forms
- Onboarding and the blue card
- Tracking student award use
- Supervision tips

LAEP Hiring Overview

Employer Action

*Student Action

Job Posting Request
Completed by employer to post in HS

***Accept Work-Study Offer**
Allows student to see jobs

Handshake
Recruit eligible students

***Request LAEP eForm**
Changes work-study award to LAEP

HIRES
Submit Create Hire Form

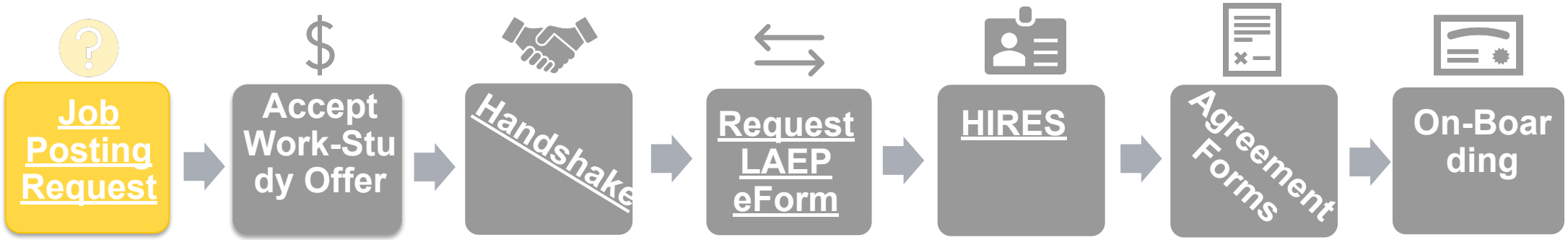
Updates!

Agreement Forms
Mentor and Student must complete

On-Boarding
Obtain Blue Card

Once a blue card is obtained, a student can begin working **September 23rd**

How do faculty and staff get involved?



Job Posting Request Form for 2023-2024 AY is open!

Complete a separate request form for each unique research role. However one form can be completed for hiring up to 2 students for the same job.

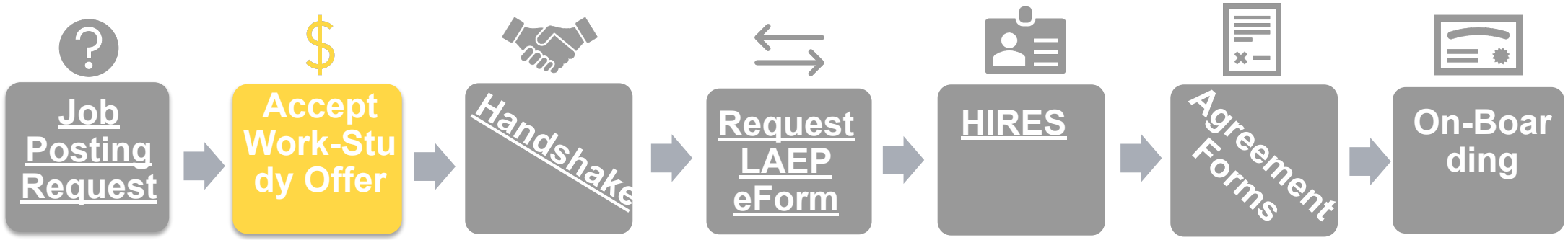
Include in your request:

- Descriptive job title
- Detailed job description
- Research justification

Once approved, you will receive specific posting instructions to begin recruiting in Handshake!

- All LAEP jobs must be posted in Handshake (no exceptions)

Student Actions and Timelines



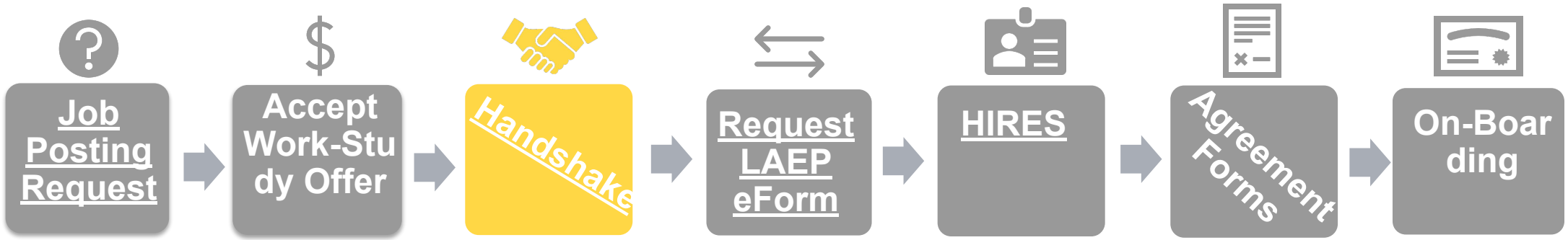
Students must accept their Work-Study award before seeing Work-Study and LAEP Jobs in Handshake

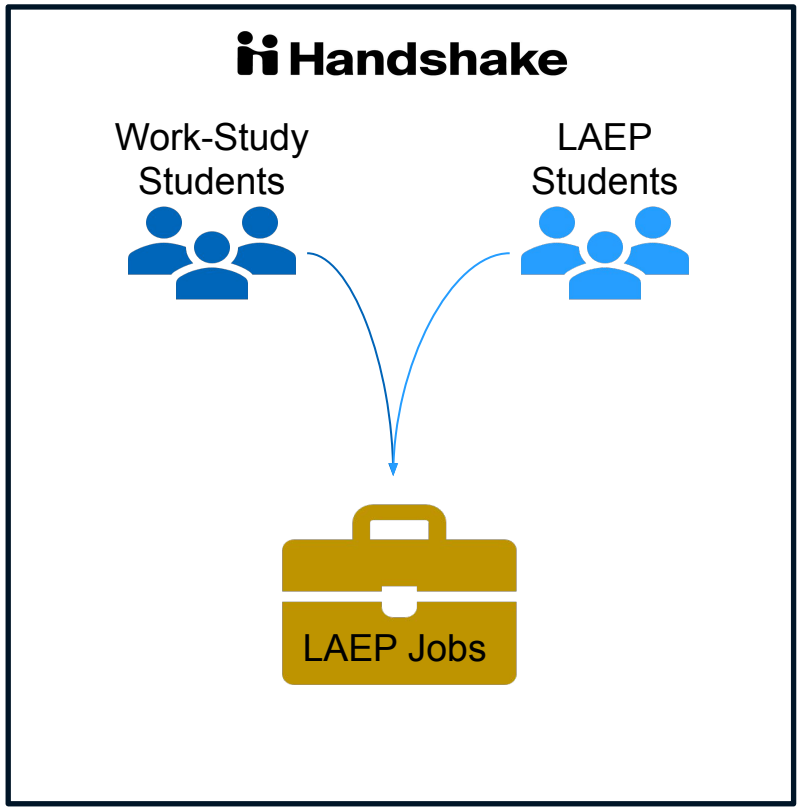
- Accepting their original Work-Study award will allow the quickest pathway to apply to LAEP and Work-study jobs

If students have not been awarded work-study, they can fill out a "Request Work-Study or LAEP eForm"

- Students should request the award type based on the type of job they wish to obtain
- Students cannot have a work-study award and a LAEP award at the same time
- Processing of this award request can take several weeks

Handshake





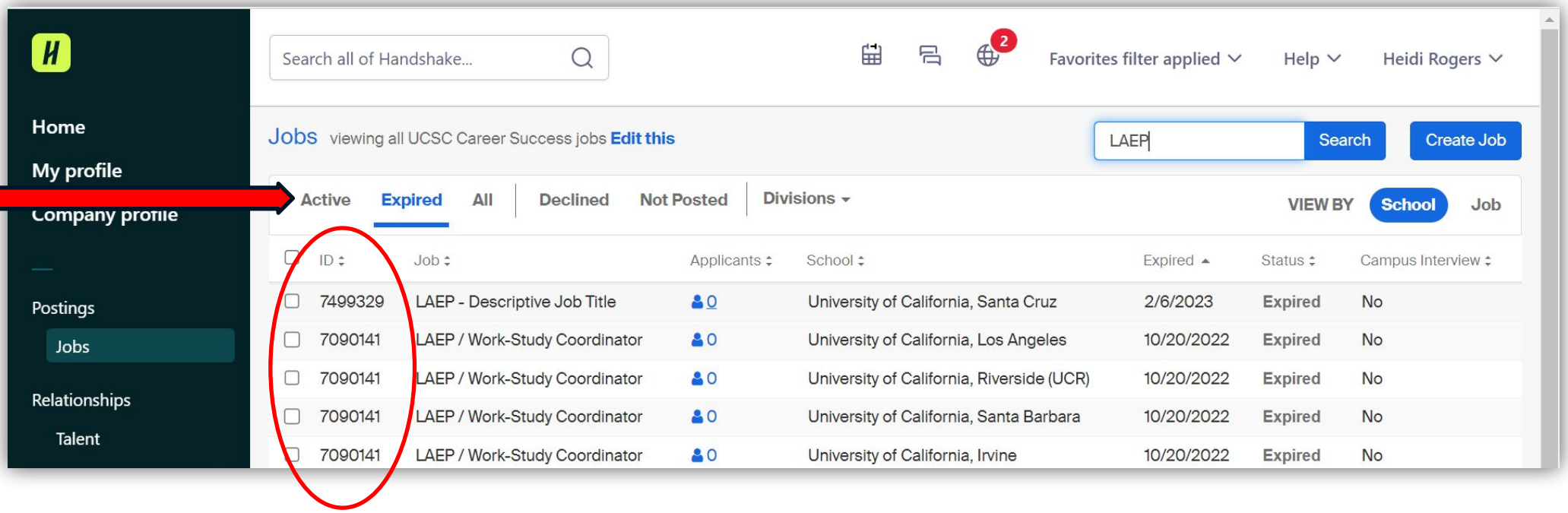
The LAEP Coordinator will share Handshake posting guidelines <u>once the employer is approved.</u>

Caution!

- Work-study students will be applying (many are eligible)
- Encourage student hires to submit a Request LAEP eForm

Handshake

Search for your job posting by toggling between active, expired or declined jobs

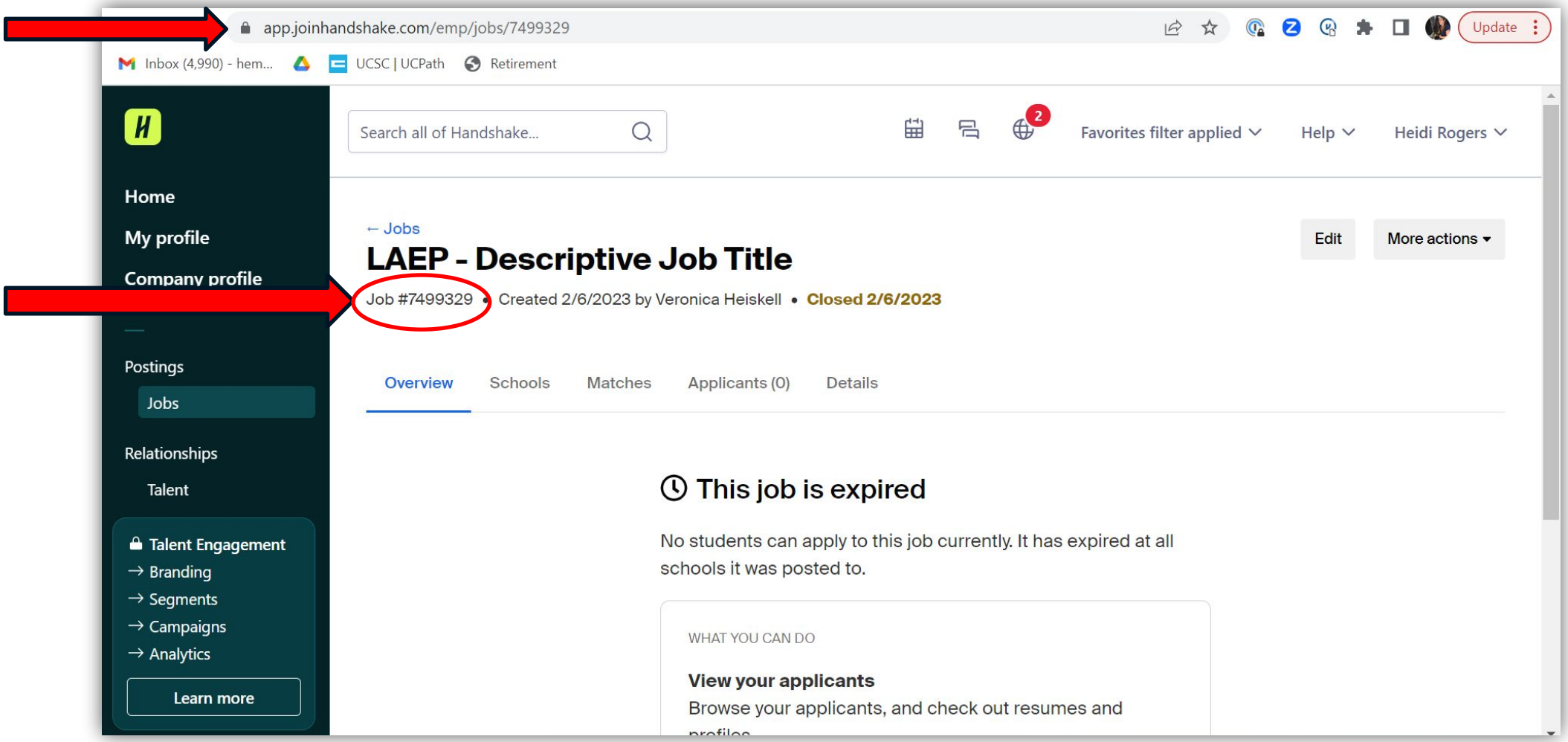


Note: The Handshake JobID can be viewed in the left column for each job

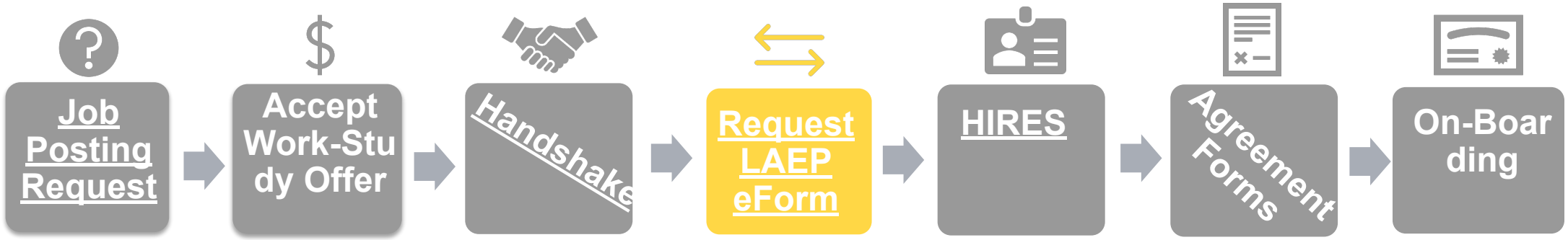
Handshake

Employers can share their job posting by sharing the job url

The JobID can be located here or within the job url



Student Actions and Timelines



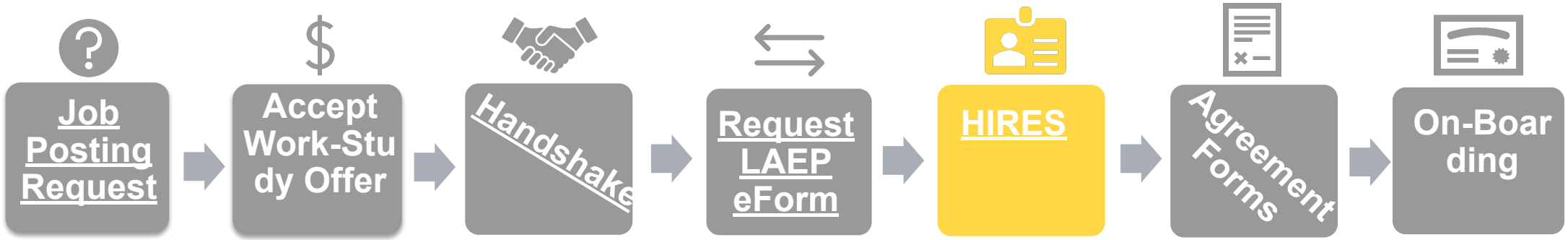
Students should submit a Request LAEP eForm to see if they are eligible

- Students will know immediately if they are ineligible. You may offer a work-study option at the point
- If student's do not receive a ineligible notice immediately, consider them eligible. it may take up to two weeks for a students request to be awarded (at that point the student will know the amount)

Students should be encouraged to accept the award if being selected for hire

- This must be done before they are an option to hire in the HIRES platform
- Once an award is accepted, allow up to 5 days before HIRES updates
- HIRES will update with the student's award amount

HIRES



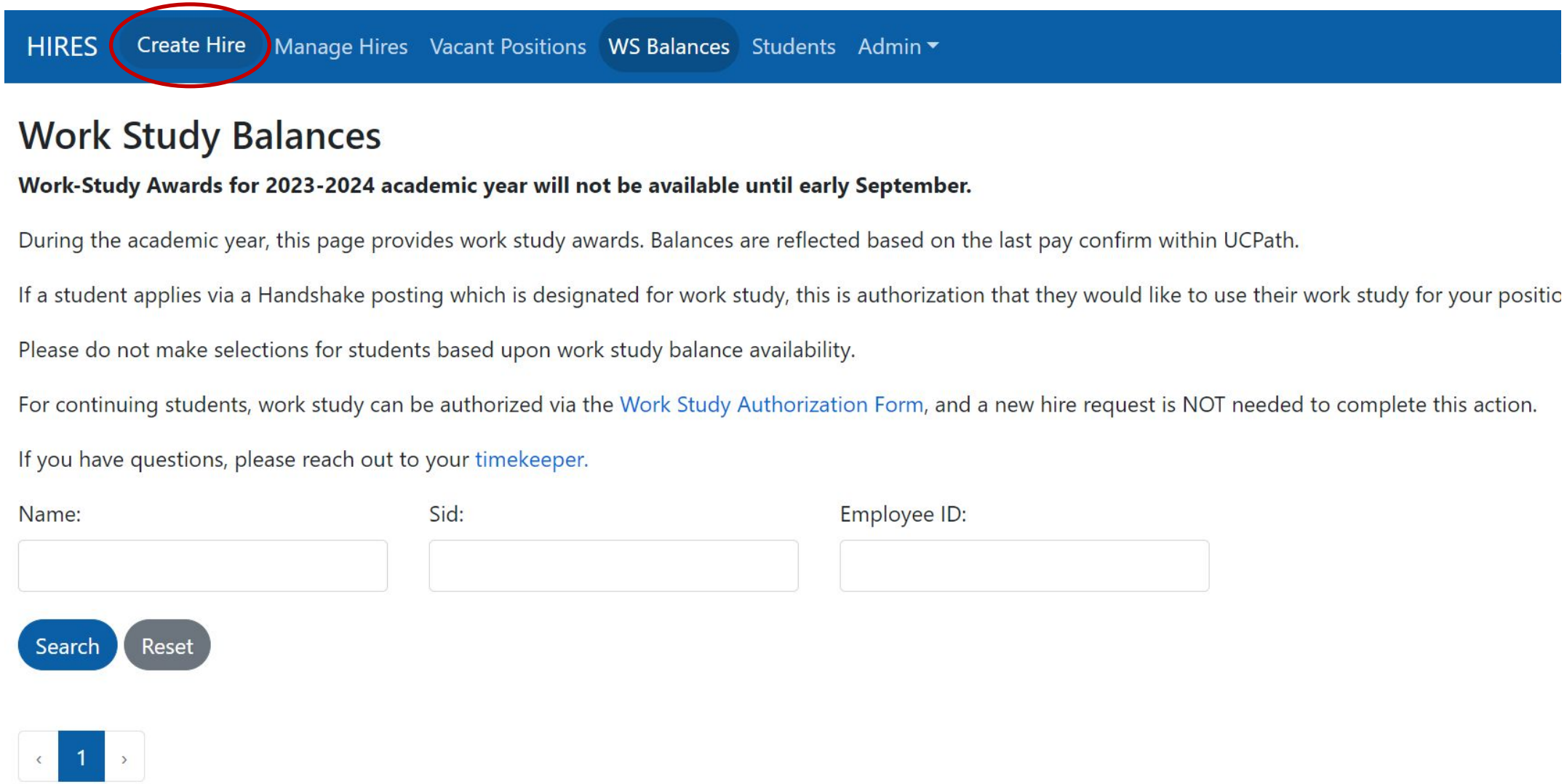
https://hires.ucsc.edu/login

User Access
A user can have more than one role within the system and be associated with more than one UCPath department. For the roles of Hiring Managers (HM) and Unit Approvers (UA), this will drive what positions are available to them to view and submit via the hire request form.

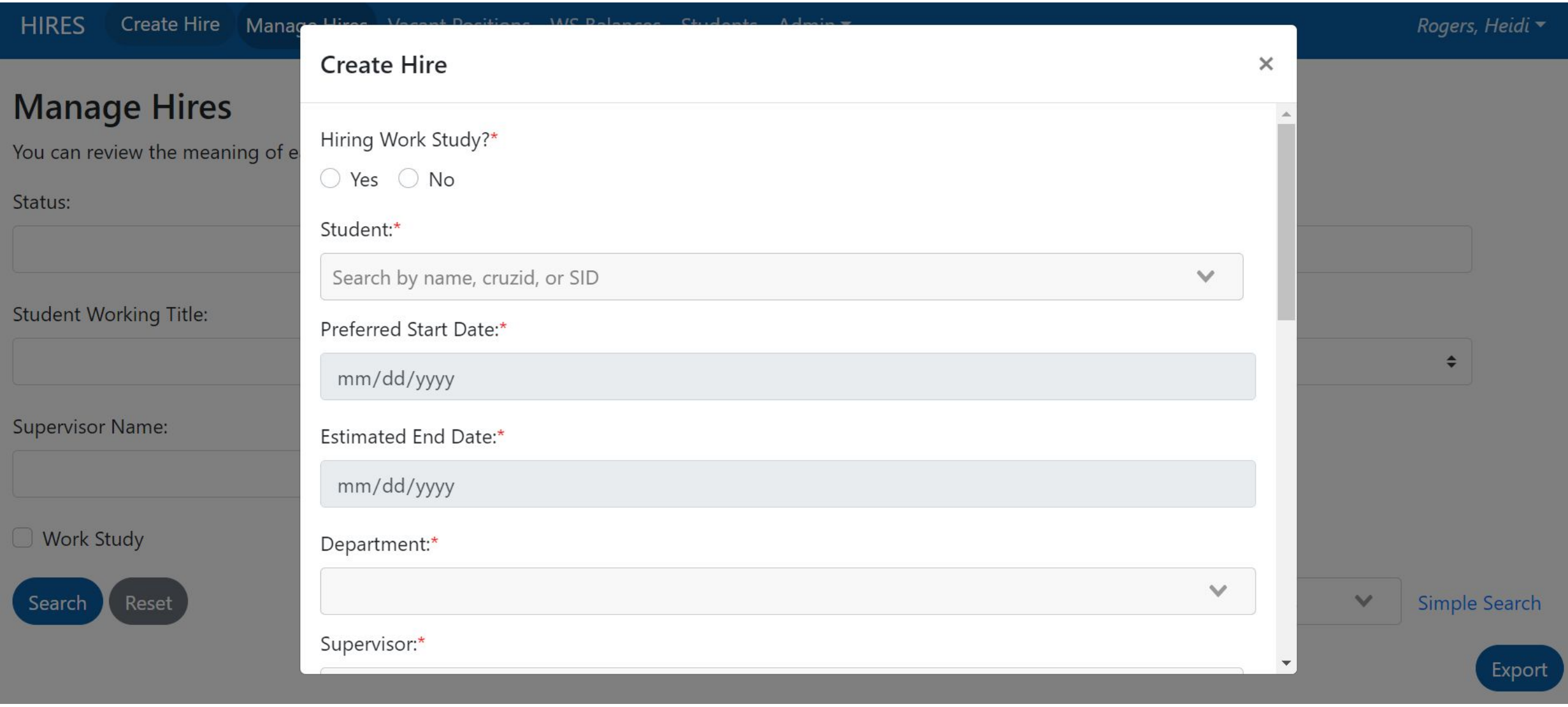
Please contact your Timekeeper if you wish to Add a New User, Inactivate a User, or Modify a User. Your request will be reviewed and access provided as appropriate.

**Note: If you do not see changes made to HIRES, you may need to clear your cache.

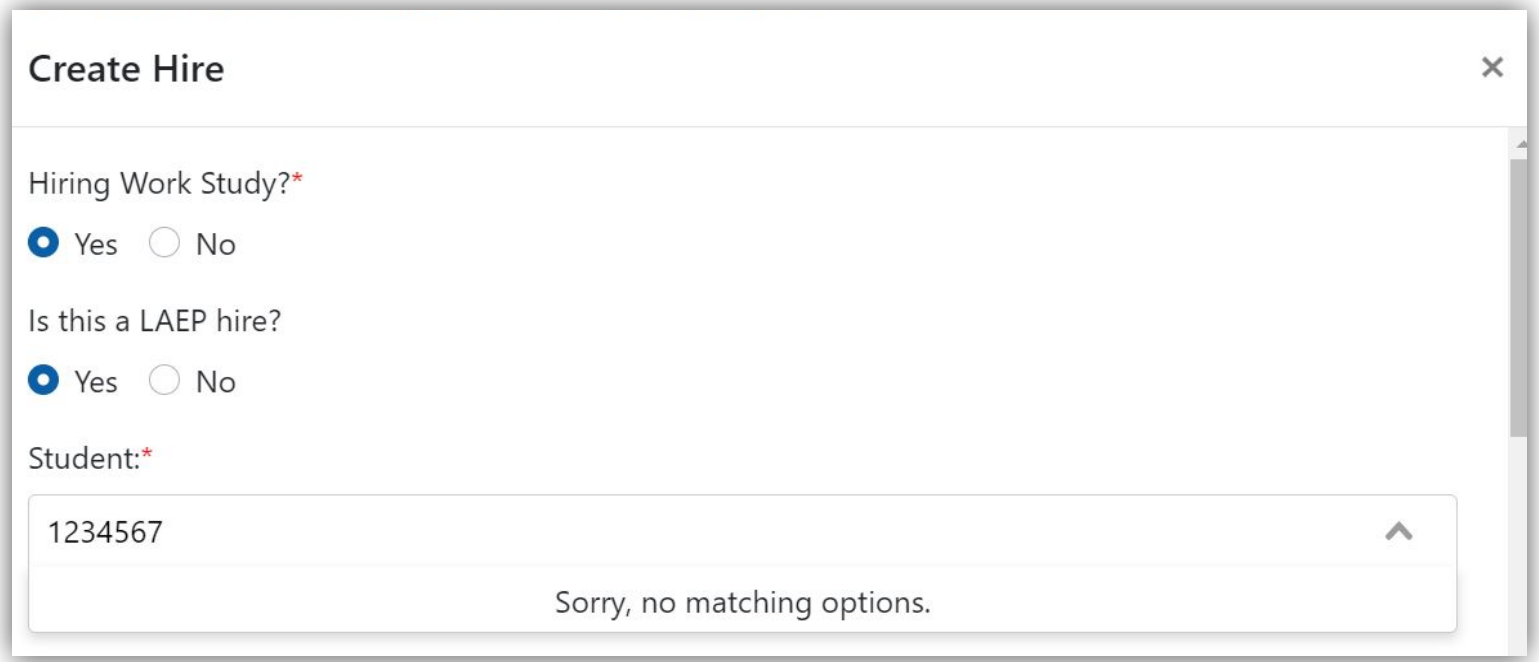
HIRES


HIRES
Create Hire
Manage Hires
Vacant Positions
WS Balances
Students
Admin
Work Study Balances
Work-Study Awards for 2023-2024 academic year will not be available until early September.
During the academic year, this page provides work study awards. Balances are reflected based on the last pay confirm within UCPath.
If a student applies via a Handshake posting which is designated for work study, this is authorization that they would like to use their work study for your positic
Please do not make selections for students based upon work study balance availability.
For continuing students, work study can be authorized via the Work Study Authorization Form, and a new hire request is NOT needed to complete this action.
If you have questions, please reach out to your timekeeper.
Name:
Sid:
Employee ID:
Search
Reset
‹
1
›

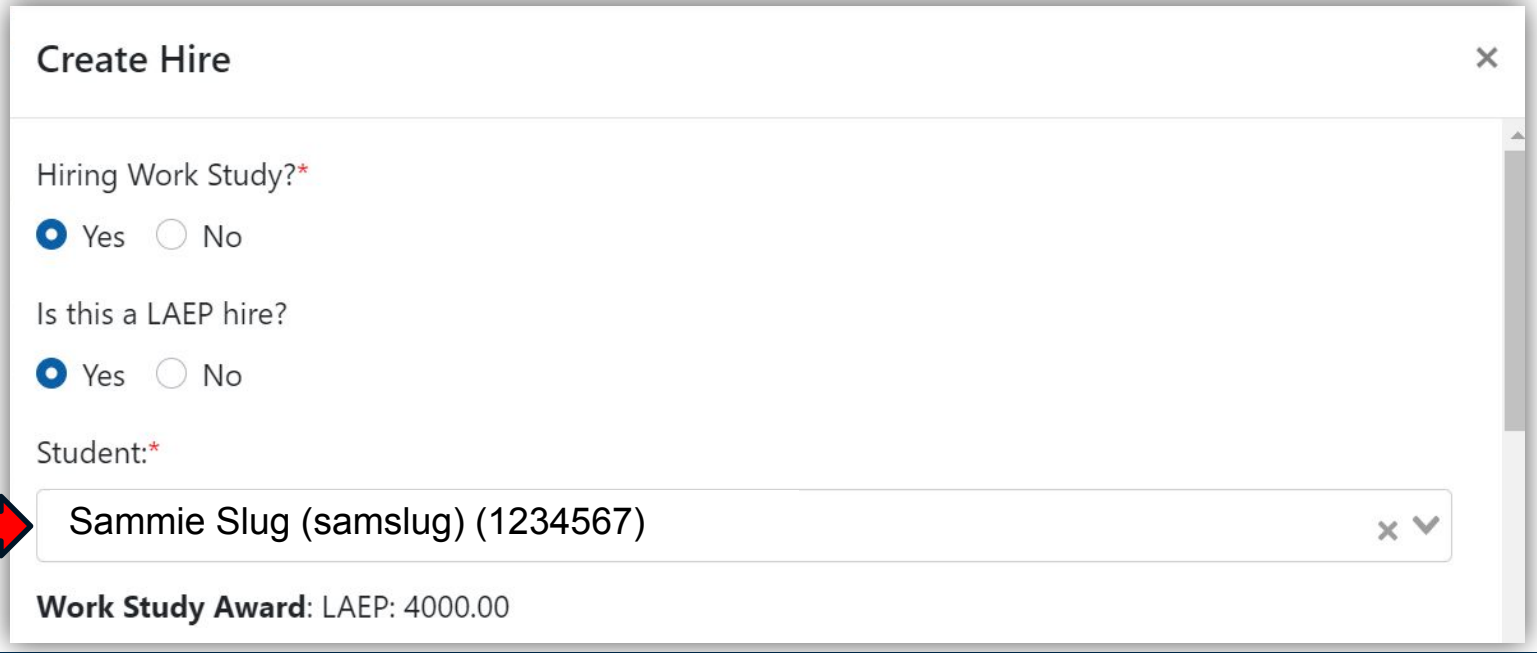
HIRES


HIRES
Create Hire
Rogers, Heidi
Manage Hires
You can review the meaning of e
Status:
Student Working Title:
Supervisor Name:
Work Study
Search
Reset
Simple Search
Export
Create Hire
Hiring Work Study?*
Yes
No
Student:*
Search by name, cruzid, or SID
Preferred Start Date:*
mm/dd/yyyy
Estimated End Date:*
mm/dd/yyyy
Department:*
Supervisor:*

If no matches appear, the student either does not have an award or the student's LAEP award acceptance has not yet been updated (3-5 days).

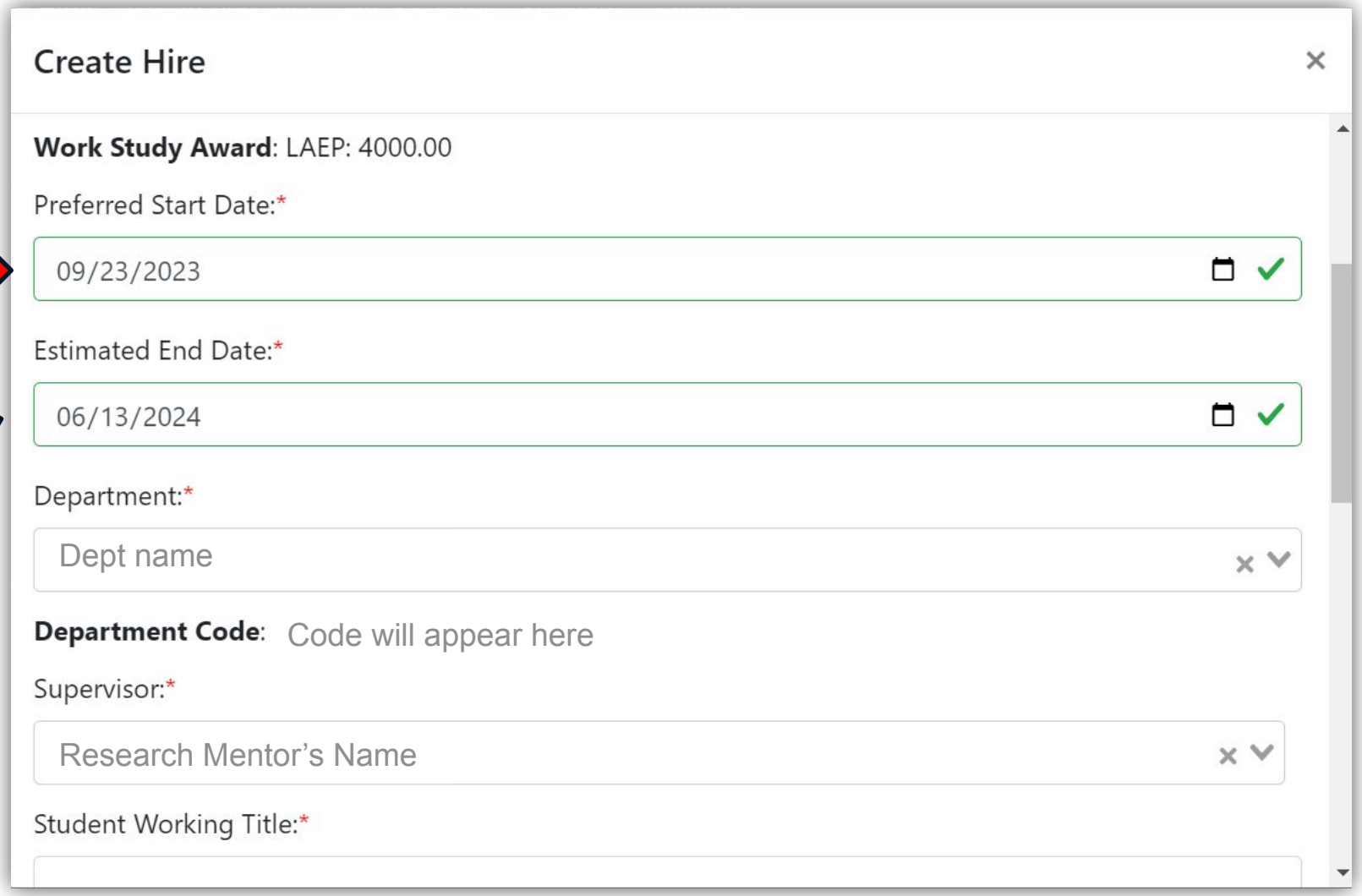


Once a student appears, the students LAEP award will be listed.



Student awards will fund wages starting September 23, 2023 (first day of Fall)

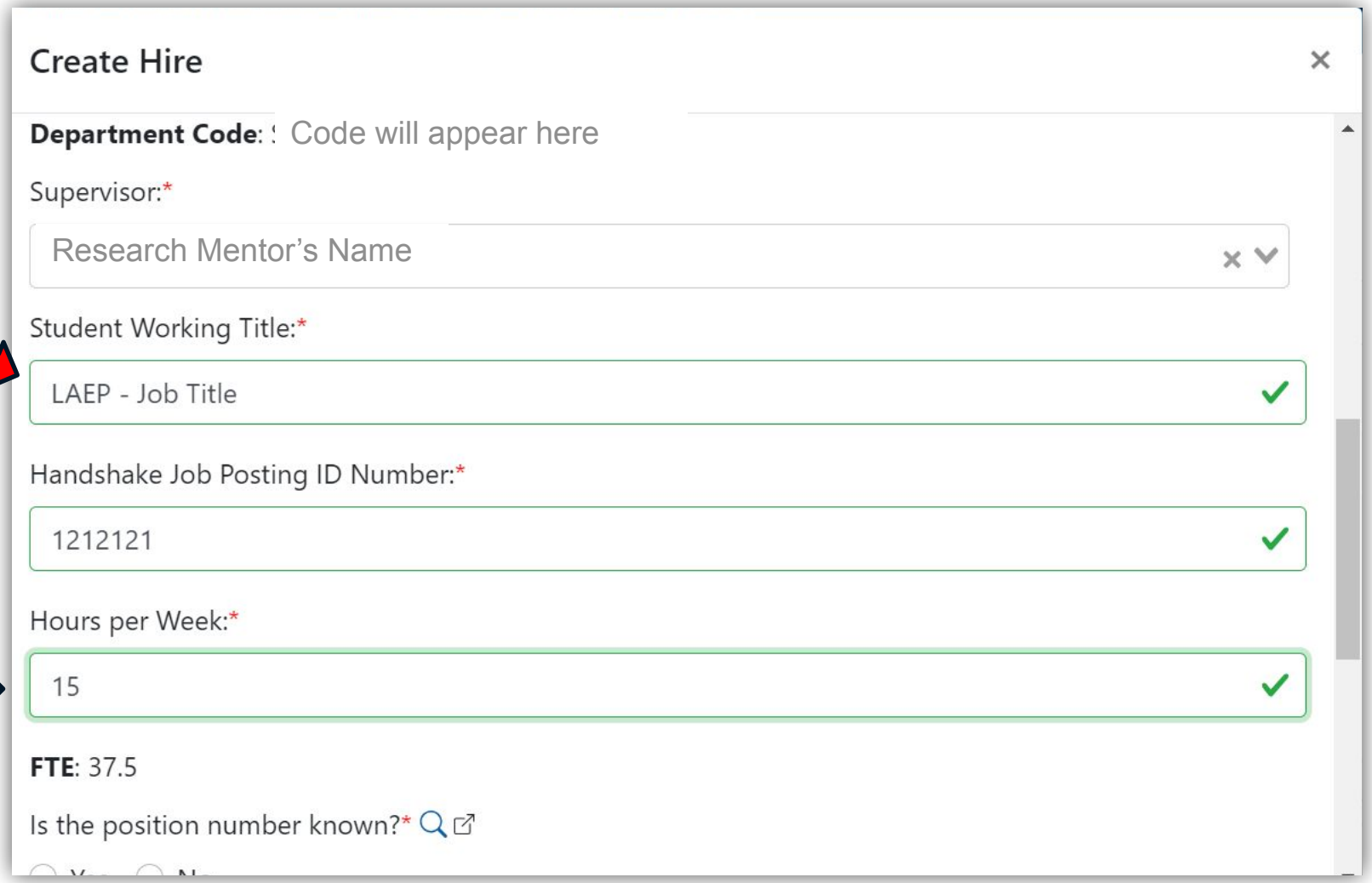
Student awards will stop funding wages after June 13th (or the last day of Spring)



The job title should match Handshake and your job posting request form. It will be sent back to the supervisor if not

A Handshake JobID is required

Students in LAEP jobs cannot work more than 15 hours/week nor FTE >37.5

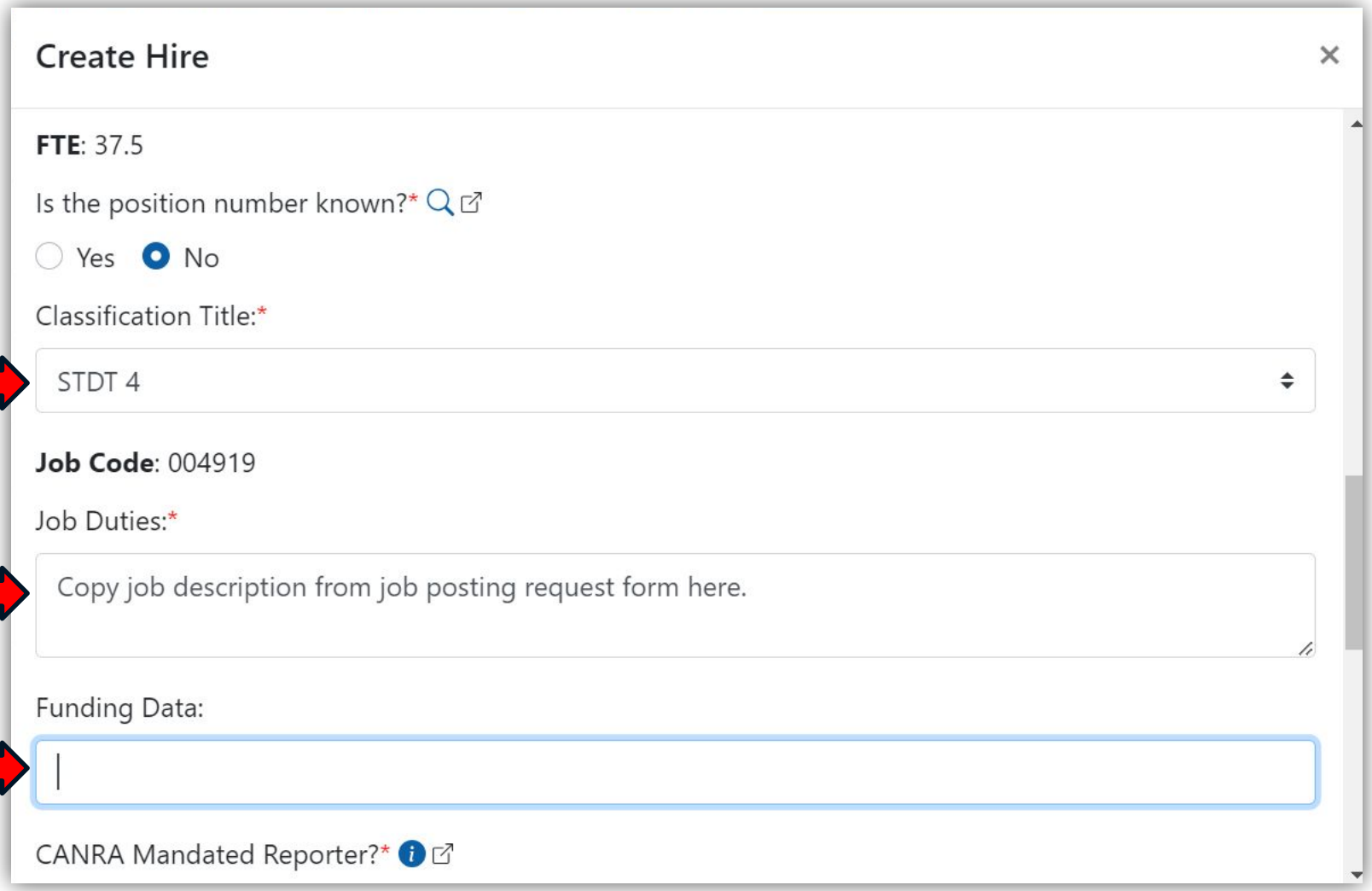


Position number unknown

All LAEP jobs are STDT 4

Paste description used in your job posting request

Funding data belongs to the supervisor/ department/unit



Create Hire

CANRA Mandated Reporter?*

- ( ) Yes
- ( ) No

E-Verify Required?*

- ( ) Yes
- ( ) No

Background Check Required?* (PDF)

- (•) Yes
- ( ) No

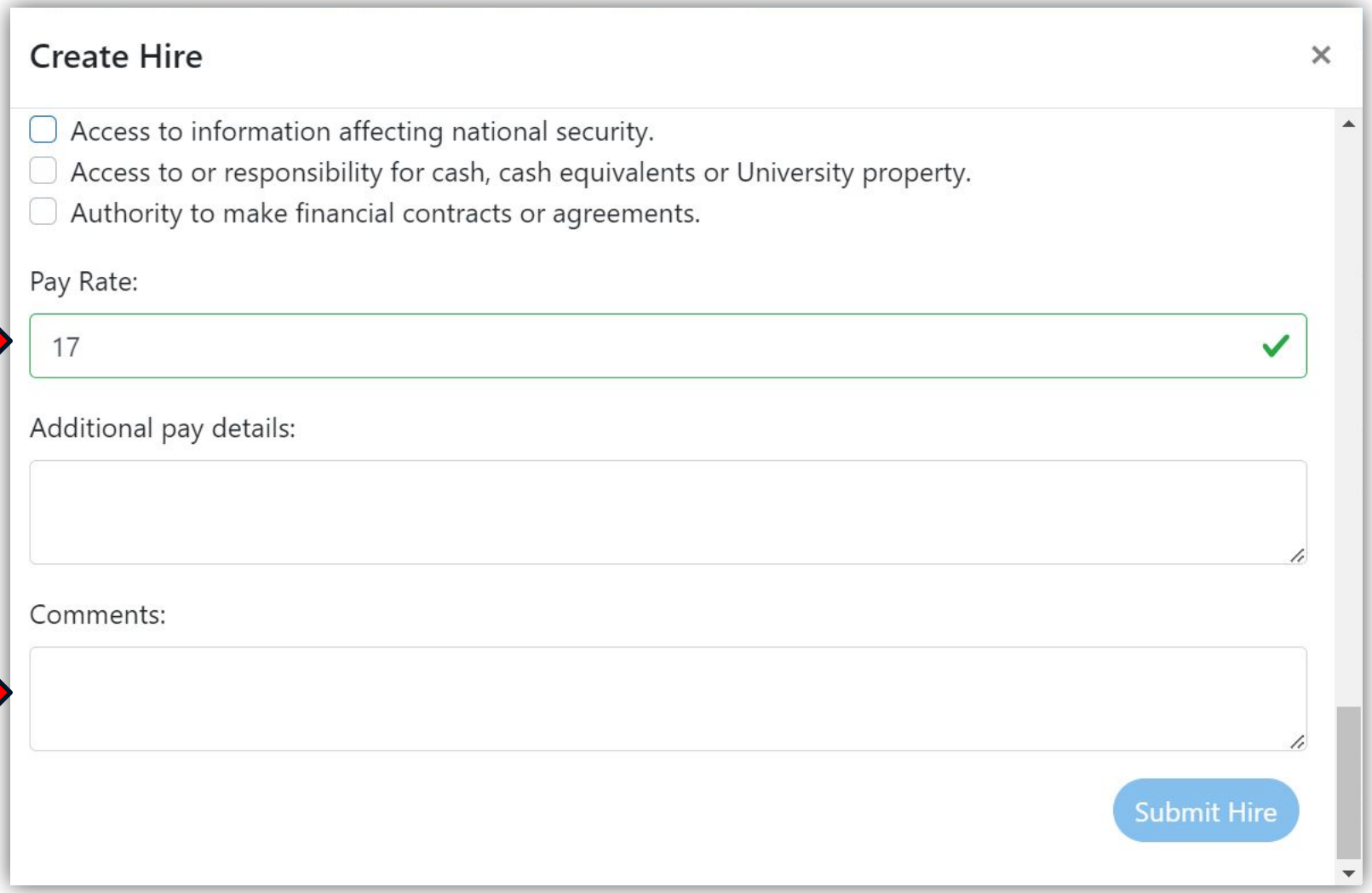
Background Check Reasons:* (PDF)

- [ ] Has master key or other access to residences, offices etc.
- [ ] Responsible for care, safety and security of people or property.
- [ ] Access to or responsibility for controlled substances.
- [ ] Access to protected, personal, or restricted information.
- [ ] Operating commercial vehicles, machinery or toxic systems.
- [ ] Requires professional license, certificate or degree.
- [ ] Access to information affecting national security.
- [ ] Access to or responsibility for cash, cash equivalents or University property.
- [ ] Authority to make financial contracts or agreements.

Pay Rate:

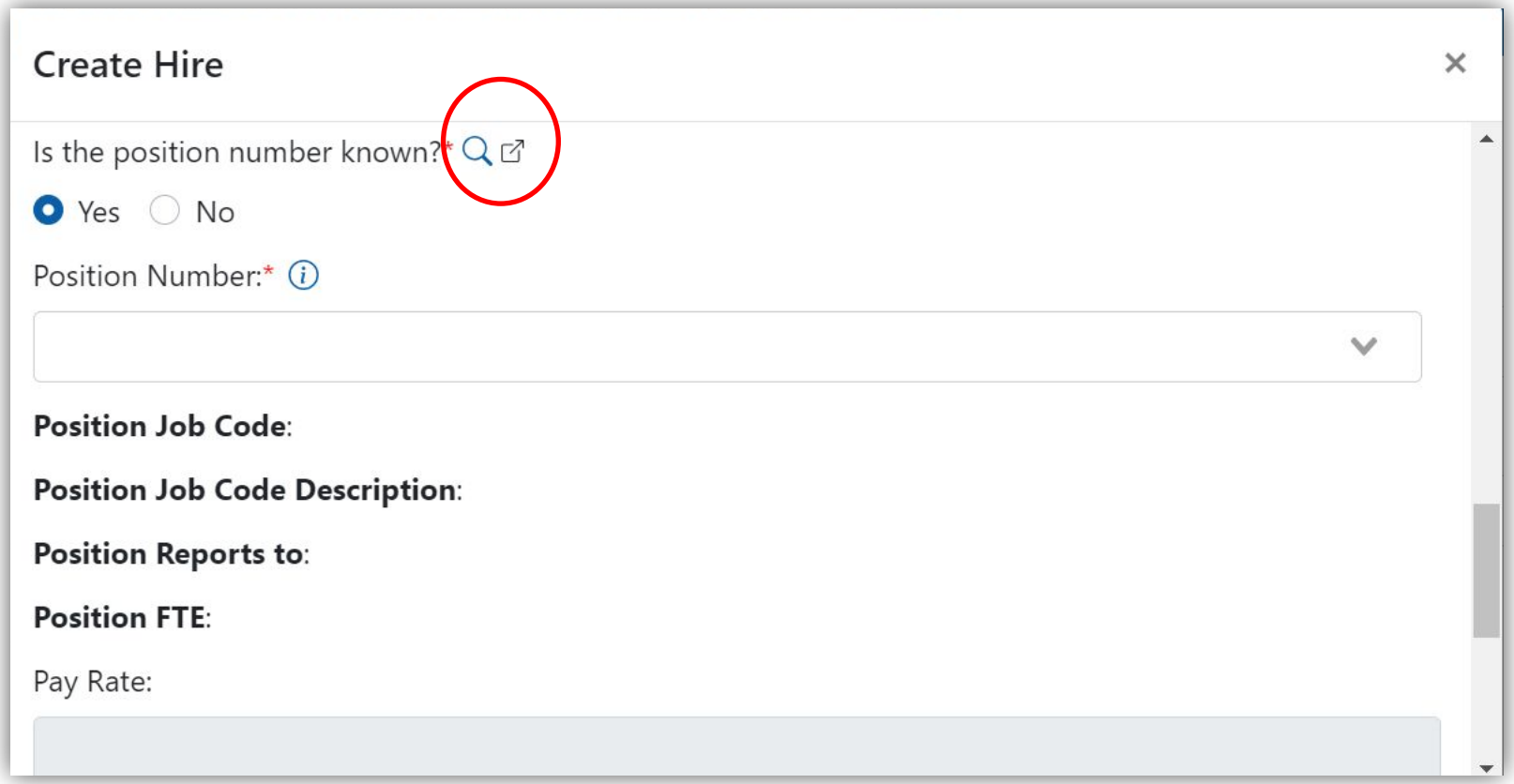
Pay rate must be 15.50 or more. This should match your Job posting request.

Include any pertinent information in this section that was not covered elsewhere in the form

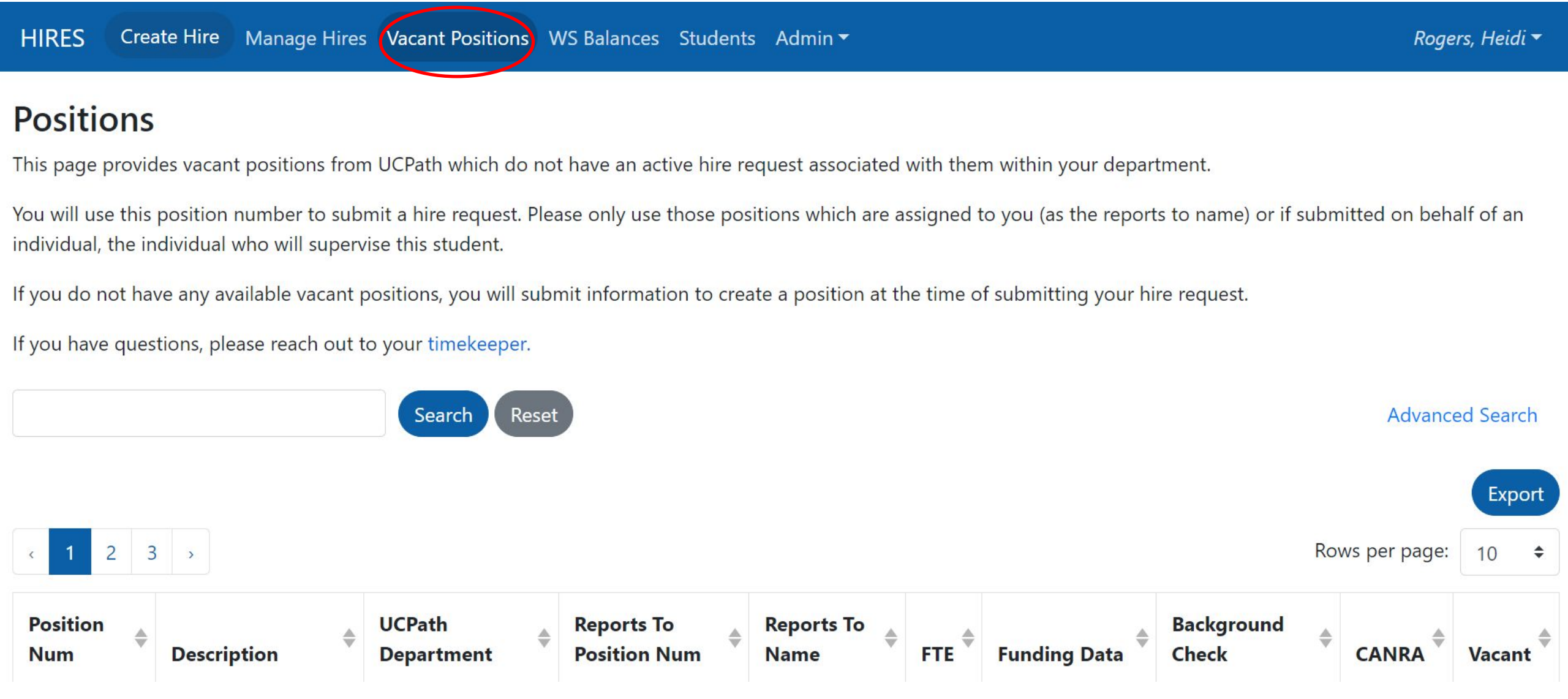


Position number known

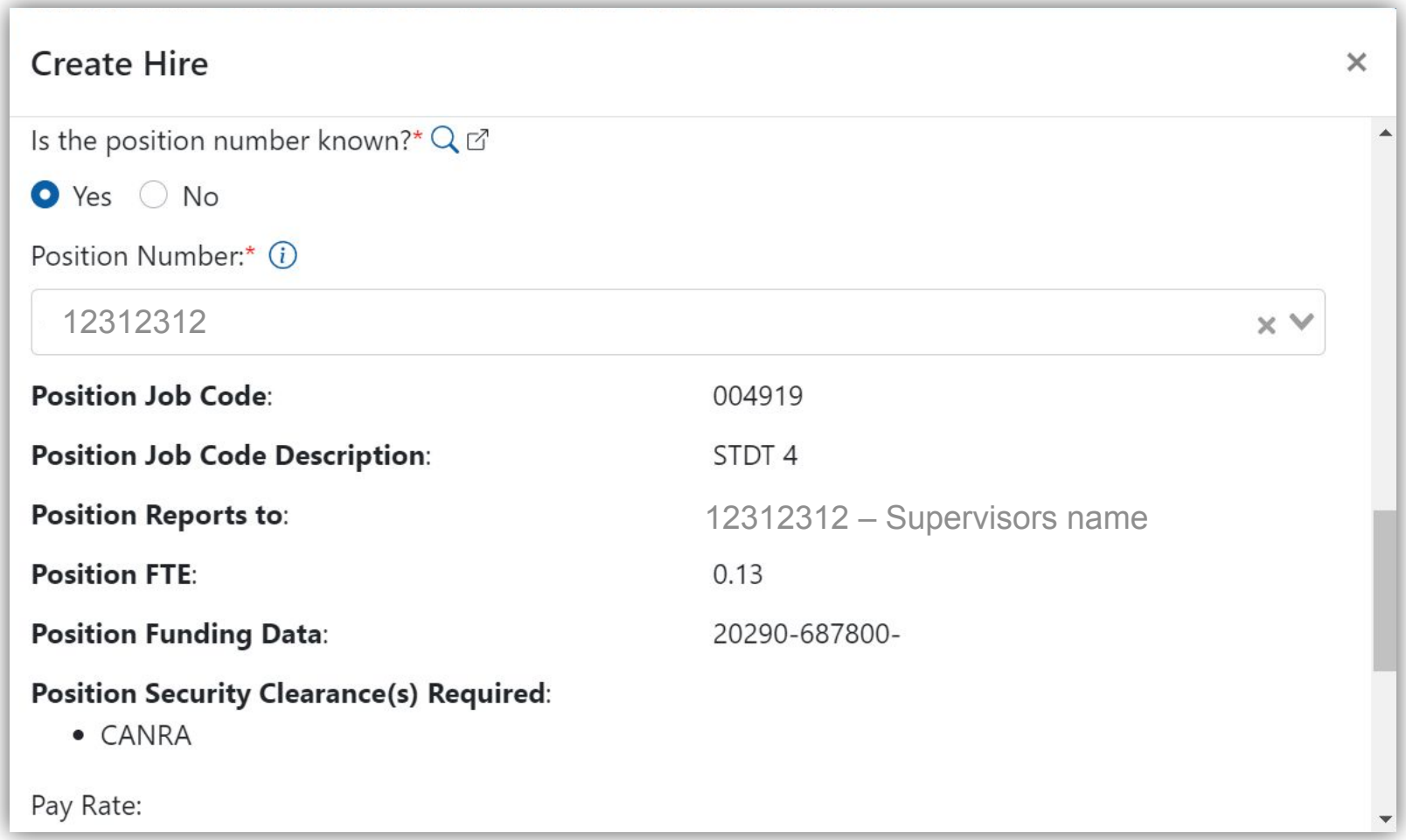
Select “yes” and click the magnifying glass to look up position numbers associated with the supervisor.



Position number known



Position number known



HIRES | Create Hire | Manage Hires | Vacant Positions | WS Balances | Students | Admin | Rogers, Heidi

Manage Hires

You can review the meaning of each status via this job aid

Status:

Employee ID:

Student Name:

Student Sid:

Student Working Title:

Submitted Date: mm/dd/yyyy

Position Number:

Department:

Supervisor Name:

Work Study

Search | Reset

Saved searches | Simple Search

Export

‹ 1 2 3 4 5 ... 470 ›

Rows per page: 10

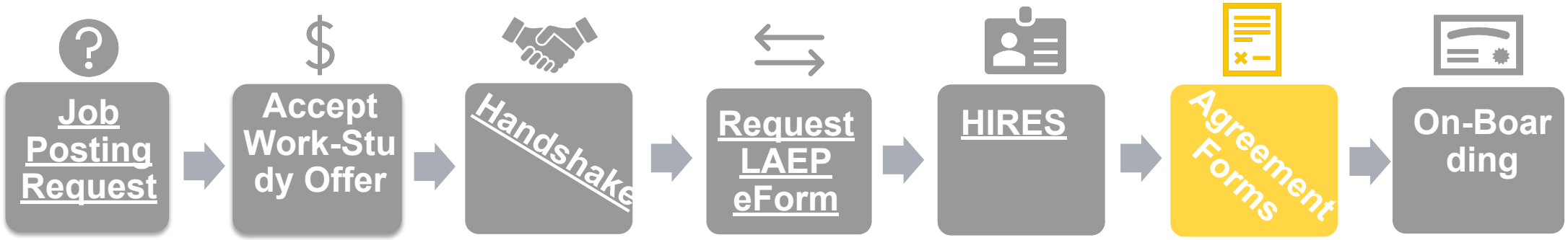
Status	Assignee	Employee ID	Student Name	Position Number	Submitted Date	Department Name	Supervisor Name	Work Study

HIRES – Hiring Statuses

See Navigating Hires on our webpage

Status	Assignee	What to Expect
Submitted	PAT	PAT will review request and based on type of request will move forward in the process
LAEP Submitted	Career Success	Career Success will review LAEP request and based on type of request will move forward in the process
Returned to Supervisor	Supervisor	Request has been returned to the supervisor for update
Position Approval	Unit	Request is ready for approval by unit position approver
Position Rejection	Supervisor	Request has been rejected by the unit position approver. Unit position approver can determine if request should be updated or if request will not move forward
Create Position	PAT	Request is in queue for PAT to create position in UCPath
Background Check Review	PAT	Review to determine if student requires a background check
Background Check	Student	Student must complete background check prior to beginning work
Onboarding	Career Success	Student must complete onboarding with Career Success prior to beginning work
UCPath Entry – CS	Career Success	Onboarding has been completed. Entry is needed by Career Success into UCPath
UCPath Entry – PAT	PAT	No onboarding is needed. Entry is needed by PAT into UCPath
Completed	N/A	Student has been entered into UCPath (no further actions are needed)
Inactive – Incomplete	N/A	Hire Request was inactivated prior to UCPath Entry into UCPath.
Inactive	N/A	Student in no longer active in this position

Agreement Forms

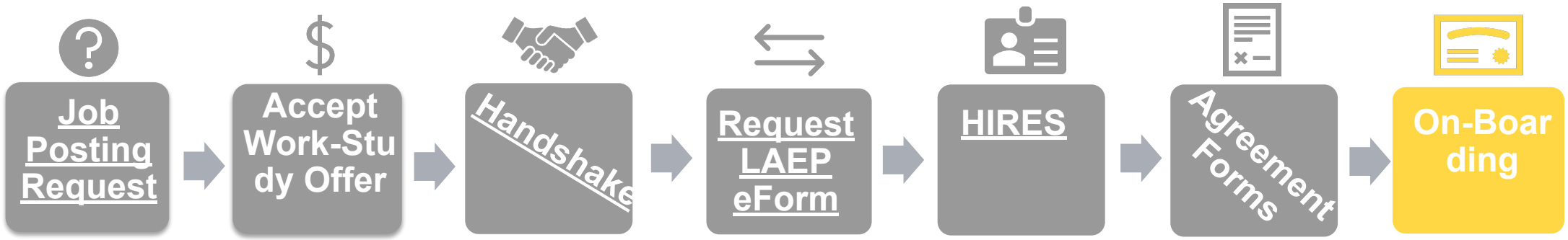


After submittal of the Hires form, an agreement form will be issued to the student and research mentor.

- Must be complete before the student receives on-boarding instructions

Employer agreement:	Student Agreement:
• Agree to terms	• Verifies job is career related for the students • Confirms student wishes to use LAEP funds

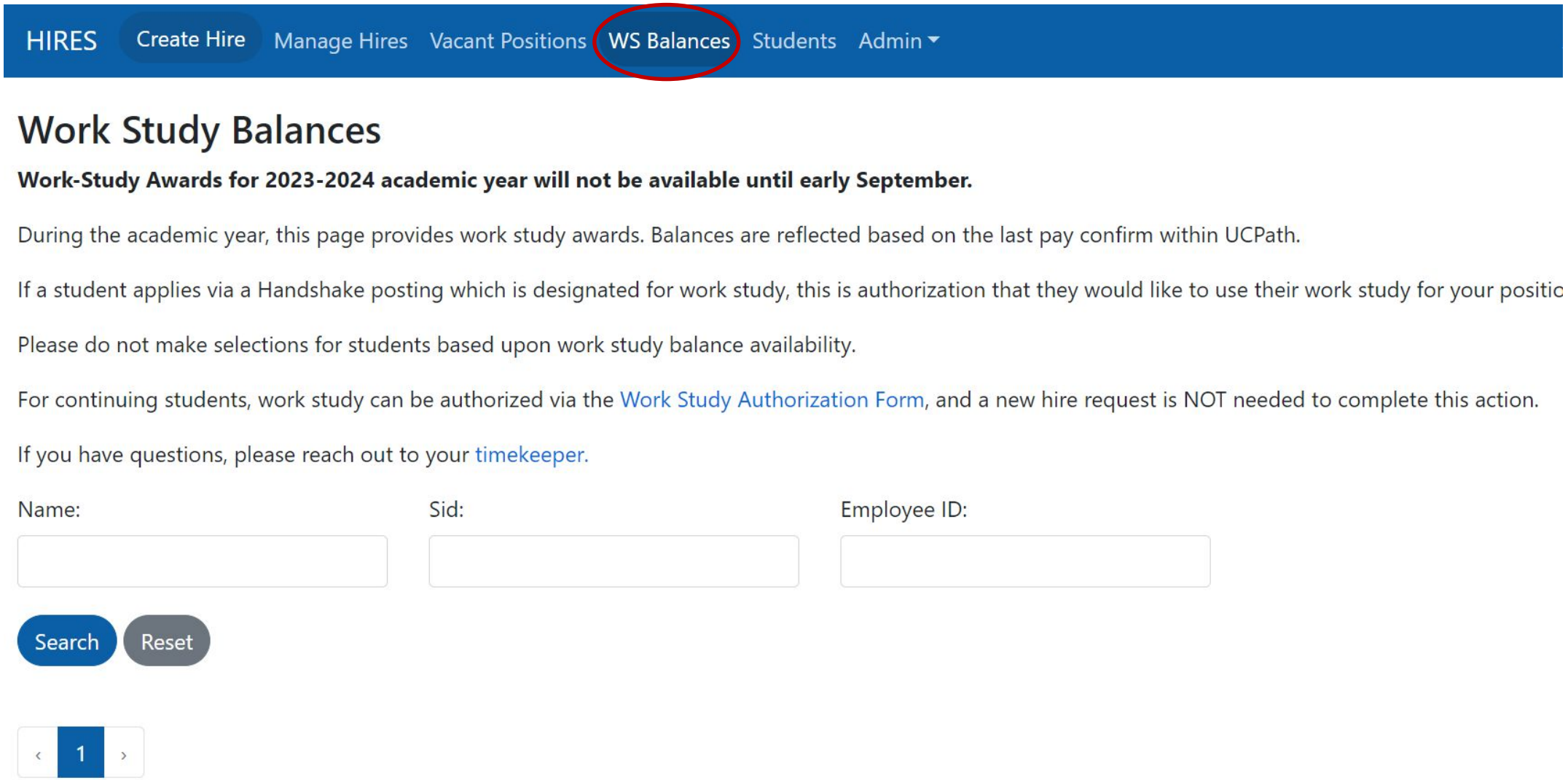
On-Boarding



Student will be emailed to start onboarding

- Once onboarding is complete, the student and advisor will be notified that student's blue card has been obtained
- Once blue card obtained, student can begin working on or after the official start date of the job

Tracking a student's award



Tips for supervision:

Consider attending:

Career Success' Supervision Toolkit Canvas Module

- We host supervision roundtable discussions monthly
- Join our listserv for pertinent updates by emailing ucscel@ucsc.edu

Learning Center:

ABCs of Supervising Others: Part A
October 5,2023, 11:00 am-12:00 pm

ABCs of Supervising Others: Part B
October 12, 2023, 11:00 am-12:00 pm