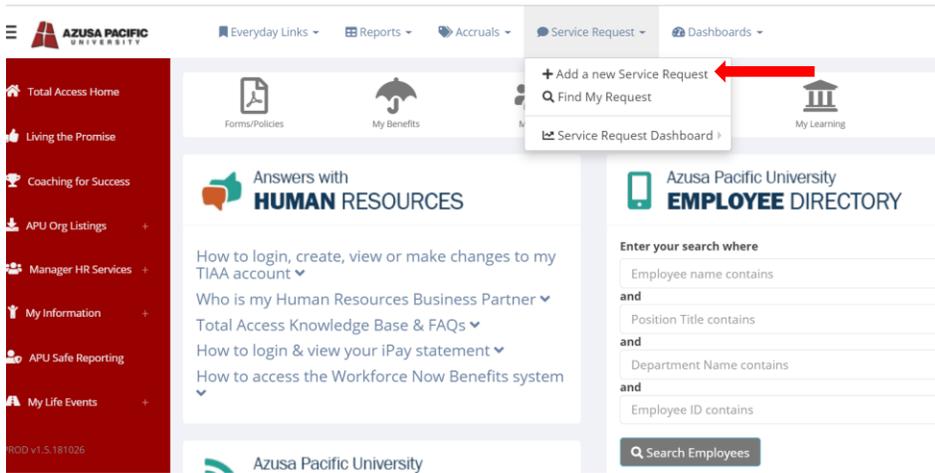




# NEW STUDENT EMPLOYEE REQUISITION INSTRUCTIONS

**Step 1:** Go to [hrtotalaccess.apu.edu](http://hrtotalaccess.apu.edu)

**Step 2:** Select the “Service Request” link at the top of the page and select “Add New Service Request.”



**Step 3:** Select the “Student Employment Requisition” from the “service request type” drop down menu. Select “Non-APU Employee” from the “who this is for” drop down menu. Click the bottom bar to begin the requisition form.

## Service Request System - Office of Human Resources

This page is to be used to process a service request or view an update on any open request you have submitted.

**Service Request System**

**About:** The Total Access Service Request system is suited to handle all your service requests from one interface. This section brings in all requests into one common system using workflows, prioritize and categorize based on the requirement for our HR agents to manage them. You can begin by selecting options #1 and #2 below.

(1) Select Service Request Type: Student Employment Requisition

(2) Select who this is for: NON-APU EMPLOYEE (use for Honorarium or Independent Contractor not listed here)

Approval for some requests are not automatic. If the request requires HR approval. For any staff and faculty changes, a Dean or VP within your organization structure will need to approve online using the Total Access workflow. For student employee changes, their supervisor must electronically sign for all requests.

## Student Employment Requisition

This process is available to a supervisor who has the authority to submit a Student Requisition.

[Click here for next step →](#)

Page 1 of 3



**Step 4:** Complete all required fields of the requisition form. Please be sure you include a link to the job posting in which the student applied. Once complete, please click the link at the bottom (red arrow) to move to the next step.

Student Employment Requisition

Student Name (required):

Start typing to autocomplete

Preferred Legal Name:

Position Title (required)

Position Title

Department (required)

Start typing to autocomplete

Project Number (optional)

xxxxxx (6 alphanumeric only)

Anticipated Start Date (required)

Student APU ID (required):

Job Posting Link :

Level-Step (required) [Play Scale Assistance](#)

None

Department's Budget Account Number (required)

xx-xxxxx-513100 (13 digits required)

xx-xxxxx-513100 (13 digits)(use for split budget)

Anticipated Graduation Date (required)

Click here for next step →

Page 2 of 3

**Step 5:** Please include supervisor of student employee information and how you wish the student to access their Kronos account. Once complete, please click to submit the form with an electronic signature and submit your request at the bottom (red arrow) to “Submit Your Action.”

Student Employment Requisition

Supervisor of Student Employee (required)

Start typing to autocomplete

Supervisor's APU ID

Start typing to autocomplete

Supervisor's extension

Start typing to autocomplete

This a requisition for Dining Services.

How will this student employee record work time in Kronos?

- Time Clock (employee logs in/out at a time clock)
- Free Punch (employee has option to enter time freely)
- Desktop Timestamp (when the employee logs into Kronos from a desktop computer, time is automatically stamped)



Information from previous screen

**Request Type:**  
Student Employee Requisition

**First Name:**  
[Redacted]

**Last Name:**  
[Redacted]

**APU ID:**  
[Redacted]

**Position Title:**  
HR Assistant

**Level - Step:**  
\$12-LV1-1

**Dept Assigned:**  
[Redacted]

**Budget:**  
[Redacted]

**Project Number:**  
[Redacted]

**Anticipated Start Date:**  
07-27-2019

**Anticipated**

**Graduation Date:**  
05-03-2020

**Electronic Signature Acknowledgement:** By clicking this acknowledgement box and submitting this form, I certify that the information is true and accurate and that the funds to pay this student for all hours worked have been approved by my department's budget manager.

**CLICK HERE TO  
SUBMIT YOUR ACTION**



## CHECKING THE STATUS OF YOUR REQUESTS

**Step 1:** Go to [hrtotalaccess.apu.edu](http://hrtotalaccess.apu.edu)

**Step 2:** Select the “Service Request” link at the top of the page and select “Find My Request.”

Navigation menu items: Everyday Links, Reports, Accruals, Service Request, Dashboards.

Service Request dropdown options:
 

- + Add a new Service Request
- Find My Request (highlighted)
- Service Request Dashboard

Other navigation items: Forms/Policies, My Benefits, My Learning, Handbook.

Answers with HUMAN RESOURCES:
 

- How to login, create, view or make changes to my TIAA account
- Who is my Human Resources Business Partner
- Total Access Knowledge Base & FAQs
- How to login & view your iPay statement
- How to access the Workforce Now Benefits system

Azusa Pacific University EMPLOYEE DIRECTORY search fields:
 

- Employee name contains
- and
- Position Title contains
- and
- Department Name contains
- and

**Step 3:** In the “Find My Request” dashboard you will be able to see the Open, Completed and Rejected Requisitions you have submitted. If you click on the teal “Action” button, it will open this requisition and you will be able to check the status of the requisition.

**Department Request Details**

This section summarizes all of requests where you are listed as the department contact.

**Open: 2 requests**

Days	For	Pay	By	BM	DVP	HR	BO	Action
0	EREQ	NA		NA	NA	✓	NA	Action
0	EREQ	NA		NA	NA		NA	Action



In the example below, you will be able to see (red arrow) what is pending and what has been received and processed. It will also timestamp the transaction so you will know when the action was completed. Please ensure you are providing Student Employment adequate time once the I-9 documents are received to process in PeopleSoft. Once the PeopleSoft Entry shows “Processed” your student may begin their employment. Please keep in mind, Kronos is a separate department and access to timekeeping will take several days after the students’ entry into the PeopleSoft system.

### Service Request Details

For: [redacted]  
Title: HR Assistant  
Pay: DOE  
Rate: Est  
Pay: [redacted]  
\$100.00  
LV4  
4  
StudentEmpRequisition  
[redacted] at 06/10/2019 at 02:38:28 PM  
contact is [redacted]  
[redacted]  
[redacted]  
06/18/2019  
07/06/2019

Submitted ✓ On 06/10/2019 @ 02:38:28 PM by [redacted]  
Reviewed ✓ Requisition Reviewed by [redacted] (06/10/2019 @ 02:38:28 PM)  
Launched ✓ SilkRoad Onboarding Task Launched by [redacted] (06/10/2019 @ 02:38:28 PM)  
Received ✓ I-9 Documents, Part-2 Submitted by [redacted] (06/10/2019 @ 02:38:28 PM)  
Processed ✓ PeopleSoft Entry by [redacted] (06/10/2019 @ 02:38:28 PM)  
Pending ⚠ Student Ineligibility

Level: [redacted]  
Step: [redacted]  
Request: [redacted]  
From: [redacted]  
Dept: [redacted]  
Budget: [redacted]  
Supervisor: [redacted]  
Kronos: [redacted]  
Start: [redacted]  
Date: [redacted]  
Grad: [redacted]  
Date: [redacted]  
Dining: [redacted]  
Req: [redacted]