

## Did you know?

The hiring process for Non-University Student hires and student interns is changing, effective August 26, 2019.

Beginning on August 26, 2019, the hiring process for Non-University student and student intern hires is changing. These positions will no longer require a job requisition through PageUp. They will only require a position description to be submitted for approval through PageUp.

Once the position description (PD) is approved the HCS Liaison will need to utilize **Template Based Hiring** (Smart HR Transactions) through HRIS.



### Smart HR Transactions

Select a template and press Create Transaction.

**Transaction Template** ?

Transaction Type: All

Select Template: HIRE A TEMPORARY  Hire a Temporary Employee

Transaction Type: All

**Transactions in Progress** ?

You do not have any transactions in progress.

Go To [Transaction Status](#)

Instructions on this process can be found on the HCS Website under “HCS Tools for Departmental Liaisons → Personnel Actions → Hourly Student Transactions → [Template Based Hire](#)”.

***This does not change existing processes for hiring K-State hourly students.***

For questions, please contact your [Talent Acquisition Strategic Partner](#)

### Missed the live zoom session explaining this change?

Human Capital Services' Talent Solutions and Resource Center & Operations offered a zoom session covering the process in more detail today, August 20<sup>th</sup> at 10:30 a.m.

Watch the recorded zoom session on the Human Capital Services Website under HCS Tools → Hiring Toolkit → Hiring Resources → [Hiring Process for Non-University Students & Student Interns](#).

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