

## HOW TO:

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### HOW TO:

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# How to Find your Student Position Number

① [www.gvsu.edu/budgets/foaphome.htm](http://www.gvsu.edu/budgets/foaphome.htm)

The screenshot shows the Grand Valley State University website. The header includes the university logo and navigation links: News & Events, Quick Links, Majors & Programs, People Finder, and a search bar. A left sidebar contains links to Home, Enrollment and Tuition Information, Position Numbers by FOAP, General Fund Budget, Fringe Rates, Budget Transfer Request Information, Appointment/Position Information, Forms, Contact Us, and Helpful Links. The main content area features a banner image of the university's archway with the text 'University Budgets'. Below the banner is a form titled 'Budget Positions by FOAP' with input fields for 'Fund:' and 'Organization:', a 'Submit' button, and a 'Notes:' section. A red circle with the number '2' highlights the 'Organization:' input field. The 'Notes' section contains two bullet points: 'The Fund Code should be a 6 digit number and the Organization Code should be a 5 digit number.' and 'If you do not see a position number that you need for your FOAP for any temporary or student assignment, contact the Budget Office at ext. 2831.'

Grand Valley State University

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Home Enrollment and Tuition Information Position Numbers by FOAP General Fund Budget Fringe Rates Budget Transfer Request Information Appointment/Position Information Forms Contact Us Helpful Links

University Budgets

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**Budget Positions by FOAP**

Fund:  Organization:  Submit

Notes:

- The Fund Code should be a 6 digit number and the Organization Code should be a 5 digit number.
- If you do not see a position number that you need for your FOAP for any temporary or student assignment, contact the Budget Office at ext. 2831.

Kay Klosowski  
[klosowsk@gvsu.edu](mailto:klosowsk@gvsu.edu)  
Phone: 616-331-2831  
Fax: 616-331-3287  
1 Campus Drive  
201 Lake Michigan Hall  
Allendale, MI 49401

## University Budgets


① Go to [www.gvsu.edu/budgets/foaphome.htm](http://www.gvsu.edu/budgets/foaphome.htm)

② Enter your **Fund** and **Organization** number.

# Departmental FOAP

3 Student position numbers will start with an “S” or a “W”.

- The “S” position number is used when a student does NOT have work study.
  - The “W” position number is used for work study students.
    - **ALWAYS enter the “W” position number on the Job Board.**
- We will convert the position number to an “S” when necessary.**



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Home

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Helpful Links

Kay Klosowski

klosowsk@gvsu.edu

Phone: 616-331-2831


Fax: 616-331-3267

1 Campus Drive

201 Lake Michigan Hall

Allendale, MI 49401

Search



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Budget Positions by FOAP

Fund 110000

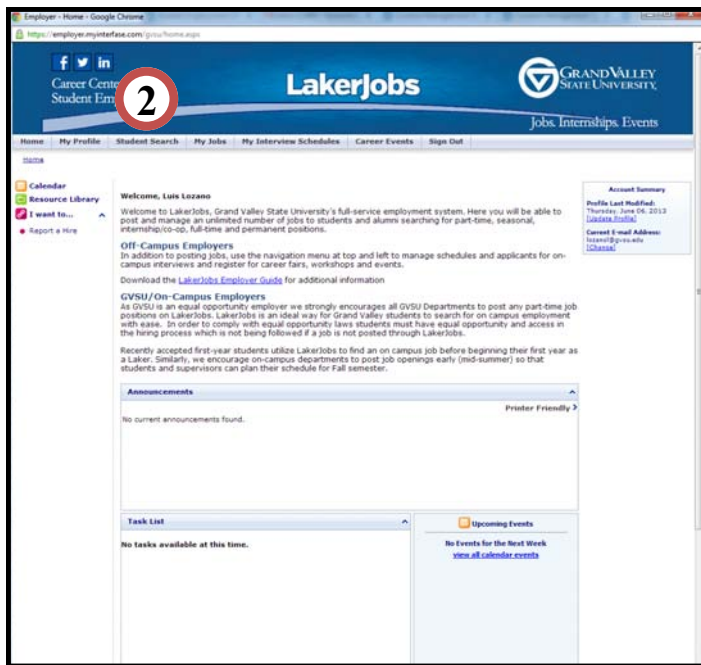
Organization 32200

Return to FOAP Entry

S10055	Fin Aid Ofc Stu	110000	32200	6803	555	100.00%	Academic & Student Affairs Division	Academic Services Information Tech	Academic Services Office	Financial Aid Office
W10055	Financial Aid Office- WS	110000	32200	6804	555	30.00%	Academic & Student Affairs Division	Academic Services Information Tech	Academic Services Office	Financial Aid Office

- If you do not find an “S” or a “W” position number, you will need to contact the **budget** office to have a student position number created.

# How to Determine if Student has an I9

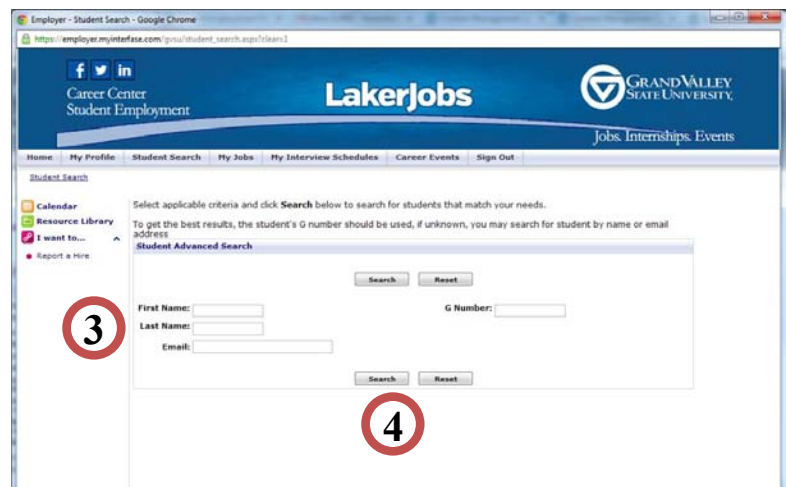


## LakerJobs

- 1 Log into LakerJobs
- 2 Click on **STUDENT SEARCH**.

## Student Search

- 3 Search for student with one of the following:
  1. First & Last name
  2. Gnumber
  3. Email
- 4 Click **SEARCH**



## Student Search

5 Click on Students Name.

Student Search - Google Chrome

https://employer.myinterfase.com/gvsu/student\_search.aspx?clear=1

**LakerJobs** GRAND VALLEY STATE UNIVERSITY  
Jobs, Internships, Events

Home My Profile Student Search My Jobs My Interview Schedules Career Events Sign Out

Student Search

Calendar  
Resource Library  
I want to...  
Report a Hire

The following students meet your search criteria.

- View student information - click the student name for the desired student. You may then view if I-9 on file and work study award.
- Perform a different search - click [Change Criteria].

Student Search Results [Change Criteria] [Save Search]

Page 1 of 1, items 1 to 1 of 1

First Name	Last Name	Messaging
Sharalle	Richardson	

Page 1 of 1, items 1 to 1 of 1

☐ check to email packet to self

Select All Create Packets

Profile View

**Personal Information**

Below you will find if student has I-9 on file and work study award (if applicable).

NOTE: To quickly send email to this student, click the student's e-mail address.

6 I-9-Form: Yes  
First Name: Eunice  
Last Name: Ahn  
Email: [ahne@mail.gvsu.edu](mailto:ahne@mail.gvsu.edu)

**Student Awards**

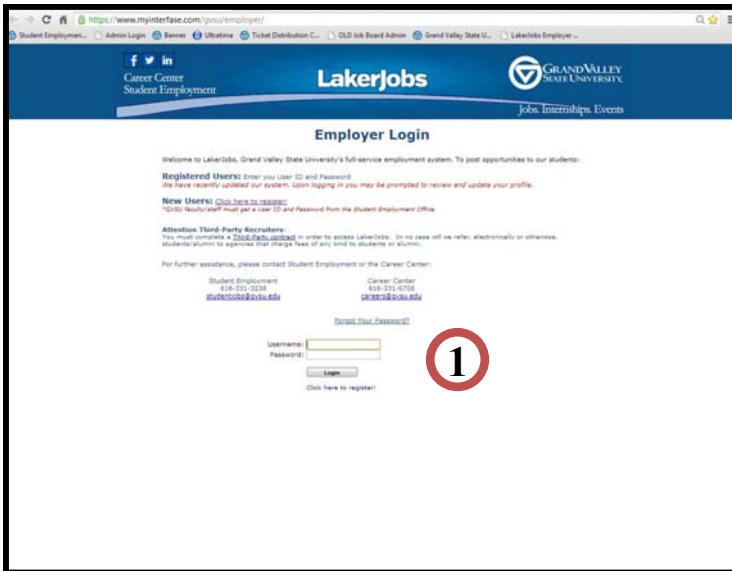
denotes current award period

Award Period	Federal Award	Federal Balance	State Award	State Balance	Work-study Eligible Start Date	Work-study Eligible End Date
07/01/2013 - 06/30/2014	\$3,000.00	\$3,000.00	\$0.00	\$0.00	7/1/2013	6/30/2014

## Student Information

6 I-9 Form Field will say "YES" then we have **RECEIVED** an I9.  
Field is **EMPTY**: we are **missing** the I9

# How to Report a Hire



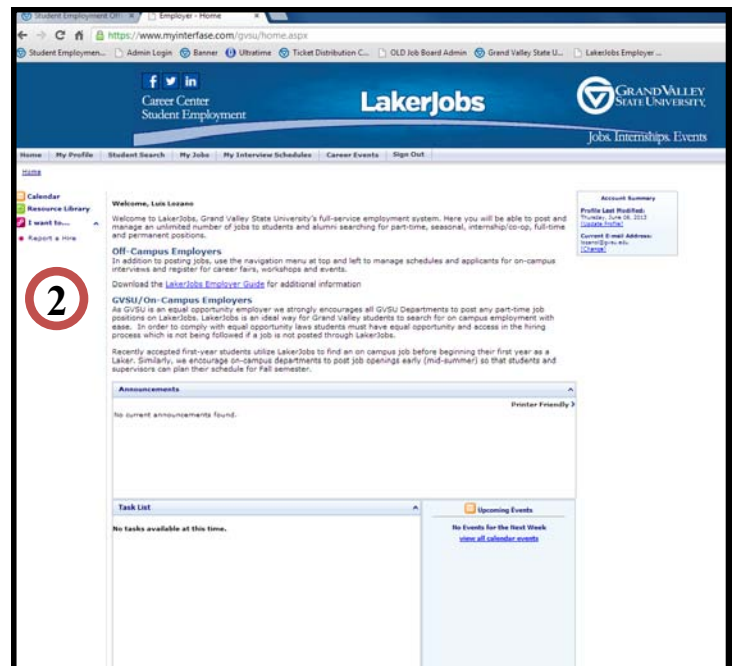
1

## LakerJobs

1 Log into LakerJobs

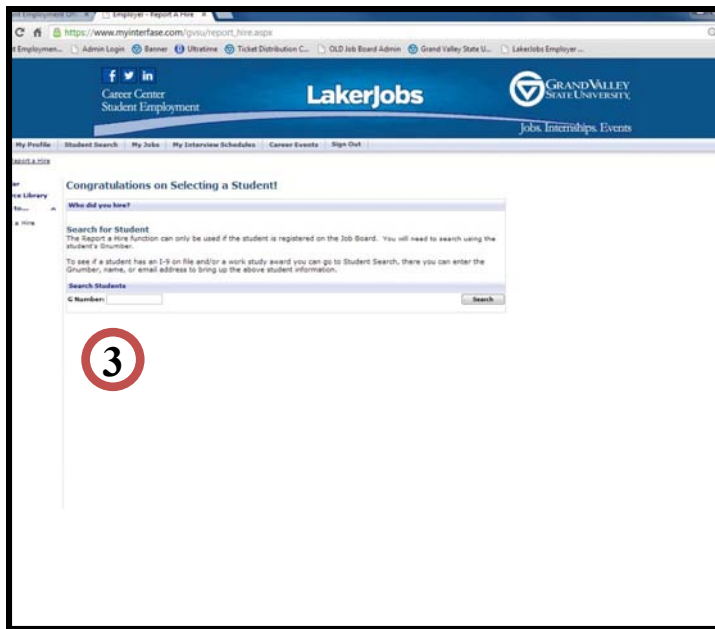
## Home Page

2 Click on **REPORT A HIRE** in the quick links to the left.



2



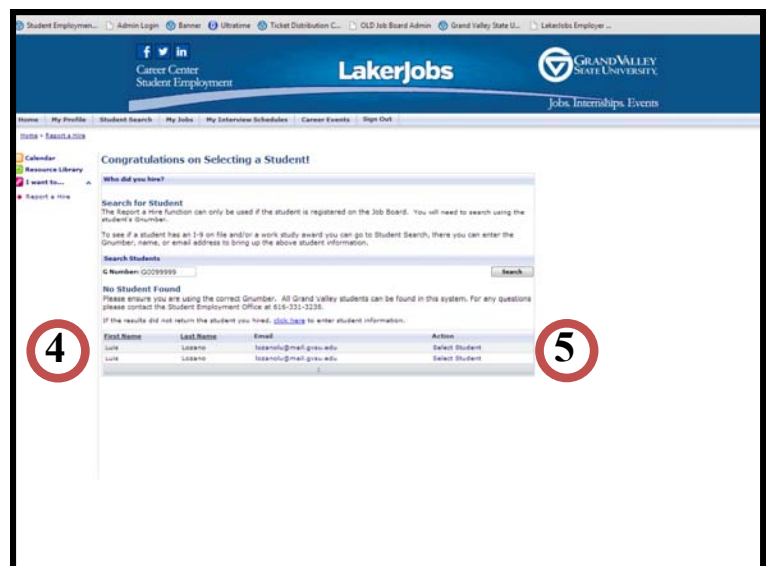


## Student Search

- 3 Enter the students **Gnumber** and hit search

## Student Search

- 4 Make sure correct student was found.
- 5 Under Action click on **SELECT STUDENT**.



What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

**My Jobs** | **My Schedules**

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job.

**Job not Listed**  
If the job is not listed here please contact the Student Employment Office at (516) 331-3238.

Job ID	Job Title	Job Title	Post Date	Expiration Date	Action
3880	Human Behavior	Grand Valley State University	7/7/2011	7/7/2011	Select Job
4066	Reading Tutor Grand Rapids	Allendale	11/1/2012	12/20/2012	Select Job
4103	Student Assistant	Allendale	5/21/2013	6/7/2013	Select Job
4116	Graduate Assistant	Allendale	6/20/2011	6/22/2011	Select Job
4210	Graduate Assistant	Allendale	7/16/2012	7/20/2012	Select Job
4680	Math Tutor Grand Rapids	Allendale	8/21/2012	10/15/2012	Select Job
5389	test job	Allendale	7/2/2012	7/3/2012	Select Job
5526	chief bottle washer	Allendale	6/4/2013	6/4/2013	Select Job

## Job Selection

- ⑥ Search for job you are hiring student for.
- ⑦ Click on **SELECT JOB**.

## Hire Screen

- ⑧ Enter START DATE and END DATE.  
These dates **MUST** be the start and end dates for **PAY PERIODS**.
- ⑨ Enter WAGE and HOURS.
- ⑩ Click FINISH

Employment Information

For the Summer 2013 use:  
START Date of: 5/12/2013  
END Date of: 8/17/2013

For the Fall 2013 use:  
START Date of: 8/18/2013  
END Date of: 12/21/2013

For the 2013-2014 Academic Year use:  
START Date of: 8/18/2013  
END Date of: 4/24/2014

Payroll Dates click here  
GVSU Wages click here

**Placement Information**

\*Job Title: test job  
Department:   
\*Start Date:    
\*End Date:    
Position Type:   
\*Wages:   
Off-Campus Wage/Salary:   
Pay Type:   
Estimated Hours per Week:   
Status: Active  
Notes:

**Work Information**

Supervisor:   
Address Line 1: 105 Student Services Building  
Address Line 2:   
City: Allendale  
State: MI  
Zip: 49401  
Country: United States  
Phone: 331-3238  
Fax:

**Intern/Coop Information**

**Work-study Information**

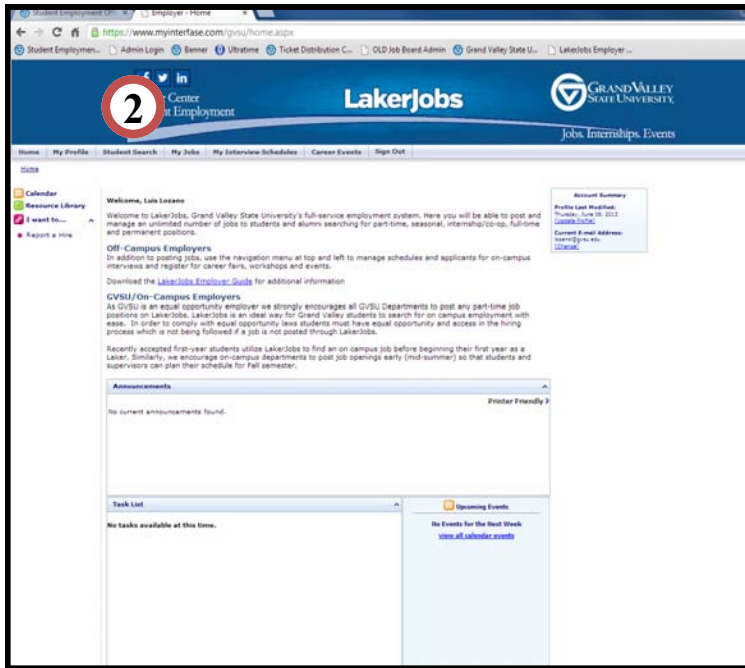
Work-study Placement:



# How to Find Work Study Award and/or Remaining Amount of Money

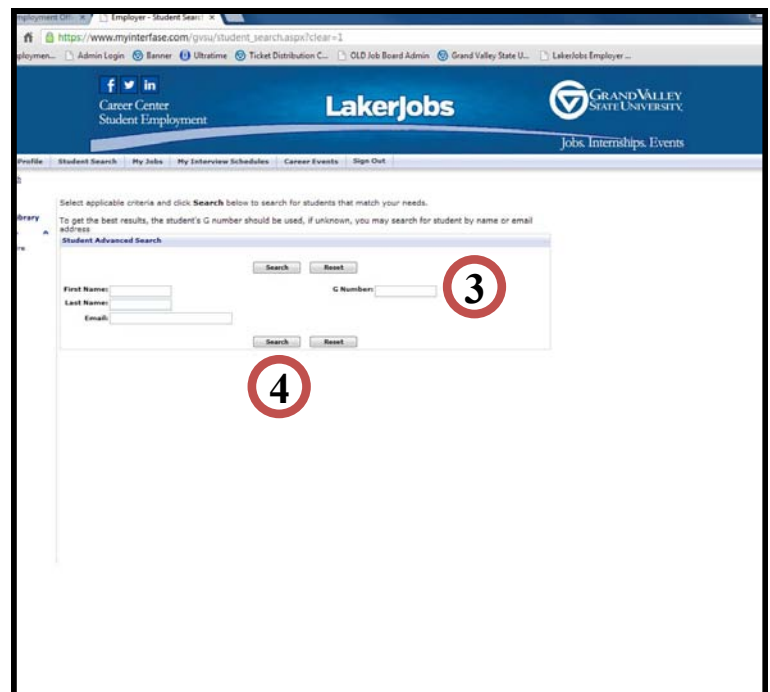
## LakerJobs

- 1 Log into the LakerJobs
- 2 Click on **STUDENT SEARCH**.



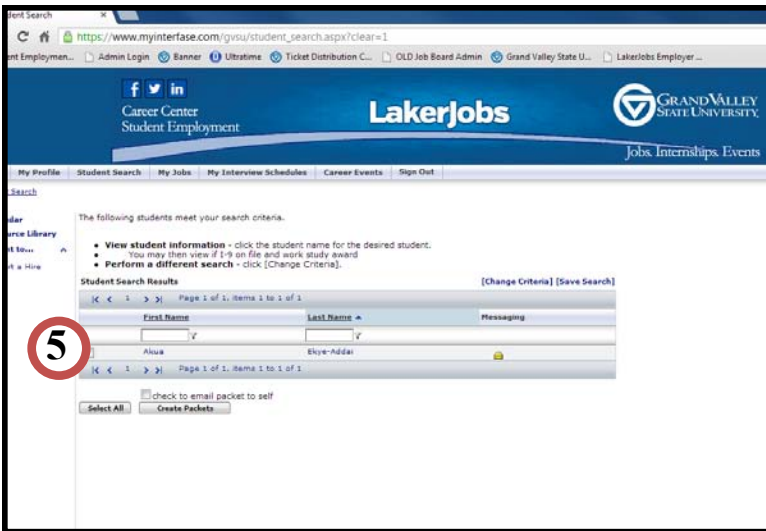
## Student Search

- 3 Enter **G NUMBER** of student.
- 4 Click **SEARCH**



## Student Search

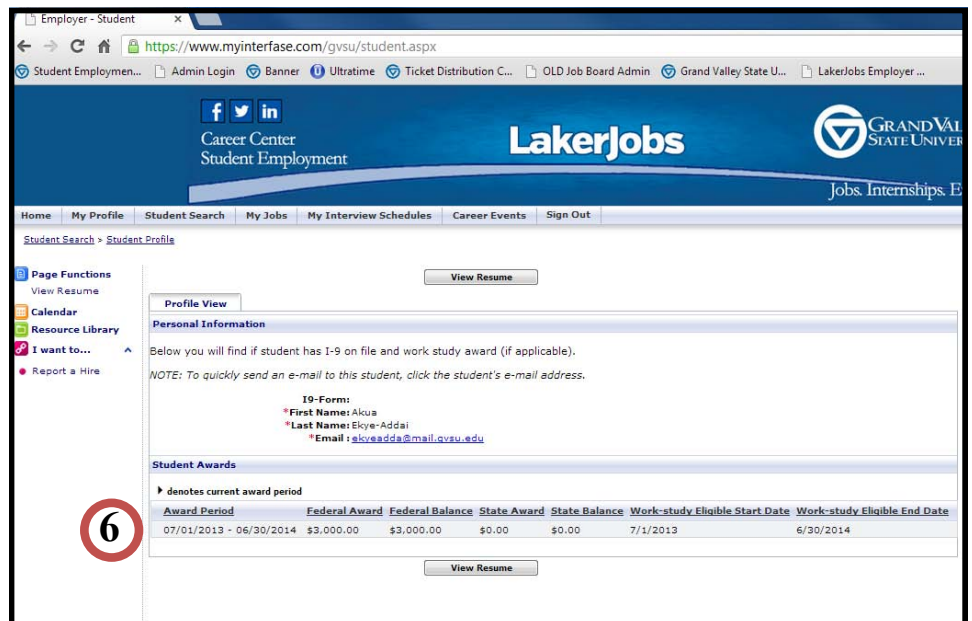
5 Click on Students Name.



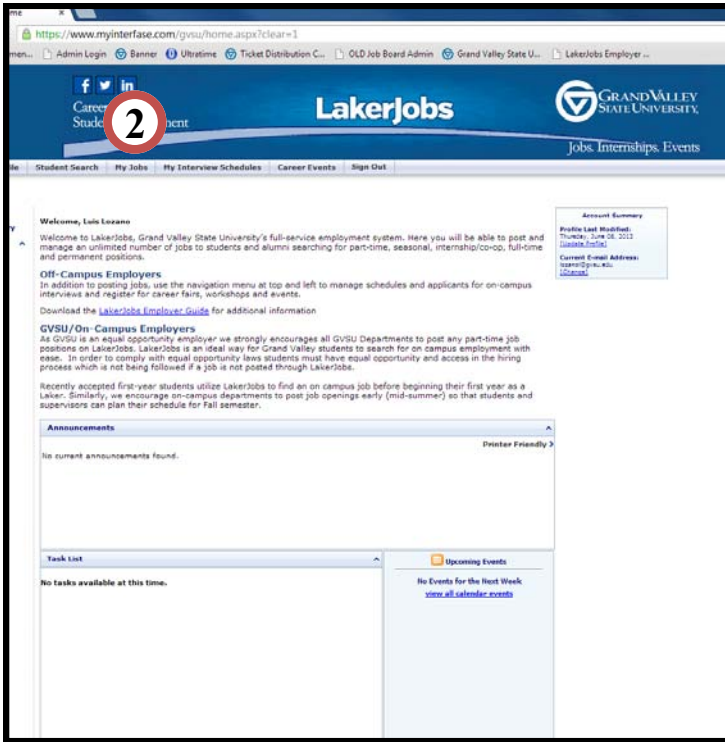
## 6 Student Profile

At the bottom of page you can see Work Study Balance Per year.

\*A figure in (parenthesis) means the student is over their award limit. SEO will adjust Student to be a Non-Work Study Student.



# How to Increase a Student's Wage



## LakerJobs

- 1 Log into LakerJobs
- 2 Click on **My Jobs**.

## My Jobs

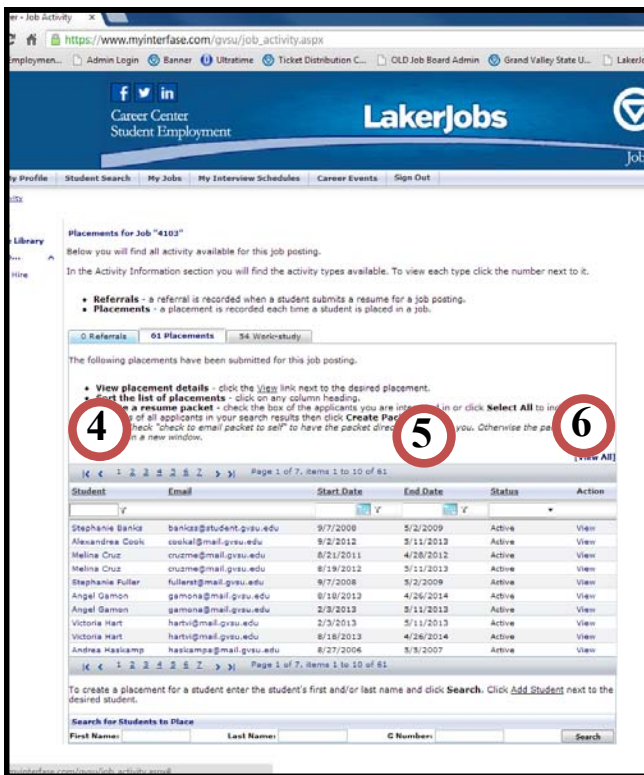
- 3 Click on the “P” under Activity

Jobs

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Repost your job listing** - click on the Job ID of the job you wish to repost and then click on **[Copy Job]** and then edit the Post and Expiration dates.
- **Close your job listing** - click on the Job ID of the job you wish to close and then click on **[Close Job]**.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student is hired for the posting.

Job ID	Job Title	Job City	Status	Post Date	Expiration Date	Activity
3526	chief bottle washer		Inactive	6/4/2013	6/4/2013	P R
4103	Student Assistant	Allendale	Inactive	5/21/2013	6/7/2013	P R
4066	Reading Tutor Grand Rapids		Inactive	11/1/2012	12/20/2012	P R
4680	Math Tutor Grand Rapids		Inactive	8/21/2012	10/15/2012	P R
4210	Graduate Assistant		Inactive	7/16/2012	7/30/2012	P R
5389	test job		Inactive	7/2/2012	7/3/2012	P R
3880	Music Selector	GVSU Allendale Campus	Inactive	7/7/2011	7/7/2011	P R
4116	Graduate Assistant		Inactive	6/20/2011	6/22/2011	P R

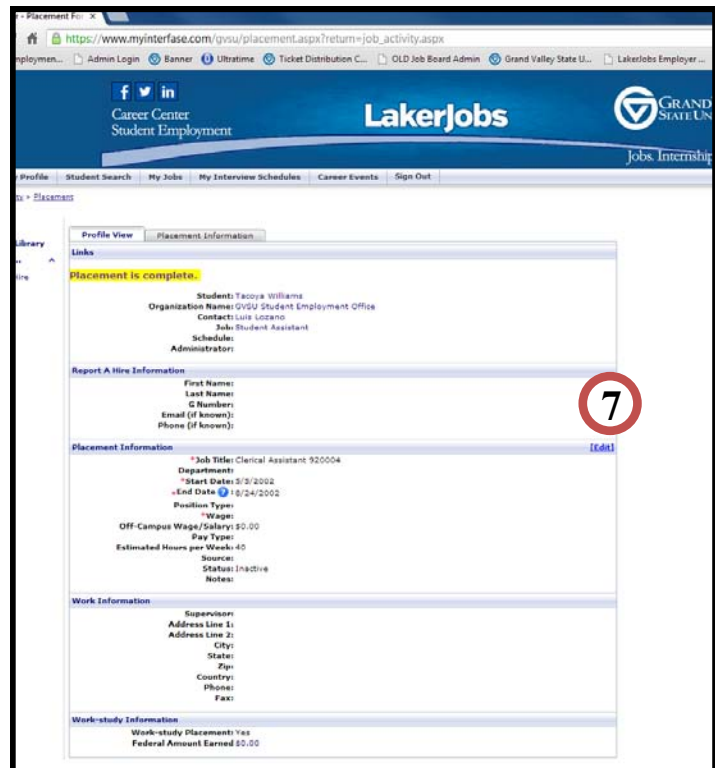


## Placements for Job

- 4 Look for **Student**
- 5 If you have more than one page of students, it will be easier to search by sorting the placements by "**End Date**".  
(You will need to Click on **End Date** twice).
- 6 Click **View** under Action.

## Student Placement

- 7 Click **EDIT** in the Placement Information banner.



Chalissa messaged you | Inbox - spangiel@mail.gv... | Student Employment Off... | Employer - Placement Fo... | https://www.myinterfase.com/gvssu/placement.aspx?return=job\_activity.aspx | Student Employmen... | Admin Login | Banner | Ultatime | Ticket Distribution C... | OLD Job Board Admin | Grand Valley State U... | LakerJobs

Home | My Profile | Student Search | My Jobs | My Interview Schedules | Career Events | Sign Out

Jobs > Account > Placement

Calendar | Resource Library | I want to... | Report a Hire

Profile View | Placement Information

Please enter/update the placement information. All fields marked with an \* are required. Once you have completed making changes click Save at the bottom.

Save Cancel

\*Job Title: Clerical Assistant 920004

Department: [dropdown]

\*Start Date: 5/5/2002

\*End Date: 8/24/2002

Position Type: [dropdown]

\*Wage: [dropdown]

Off-Campus Wage/Salary: 0.00

Pay Type: [dropdown]

Estimated Hours per Week: 40

Sources: [dropdown]

Status: Inactive

Notes: [text area]

Spell Check

Save Cancel

## Student Placement

- 8 Change the END DATE to the end of the current pay period.
- 9 Click Save
- 10 Now you will need to "REPORT A HIRE". Use the start date for the next pay period and the higher wage for the student.

10

Save Cancel

Job Title: Student Assistant

\*Start Date: 4/29/2012

\*End Date: 8/18/2012

\*Wage: 08.65

\*Estimated Hours per Week: 15

Status: Active

Modified: 5/2/2012 12:44 PM

Save Cancel

11

Save Cancel

Job Title: Student Assistant

\*Start Date: 8/19/2012

\*End Date: 5/11/2013

\*Wage: 09.10

\*Estimated Hours per Week: 15

Status: Active

Modified: 5/2/2012 12:44 PM

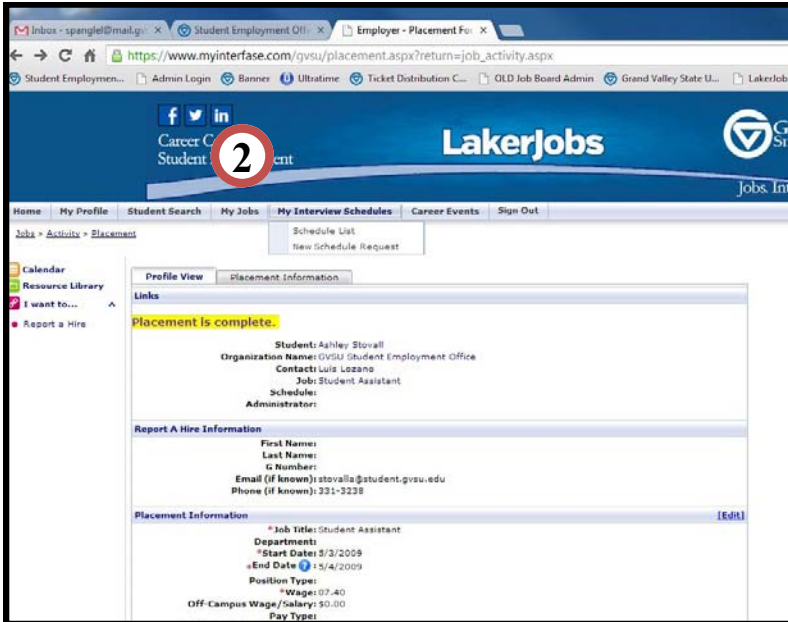
Save Cancel

## Student Placement

- 10 OLD Placement
- 11 NEW Placement



# How to End a Student's Assignment

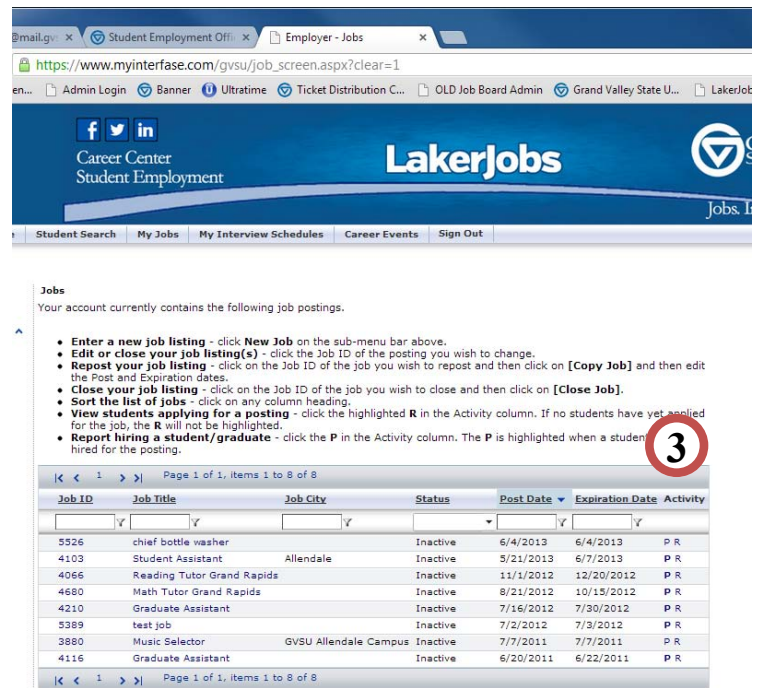


## LakerJobs

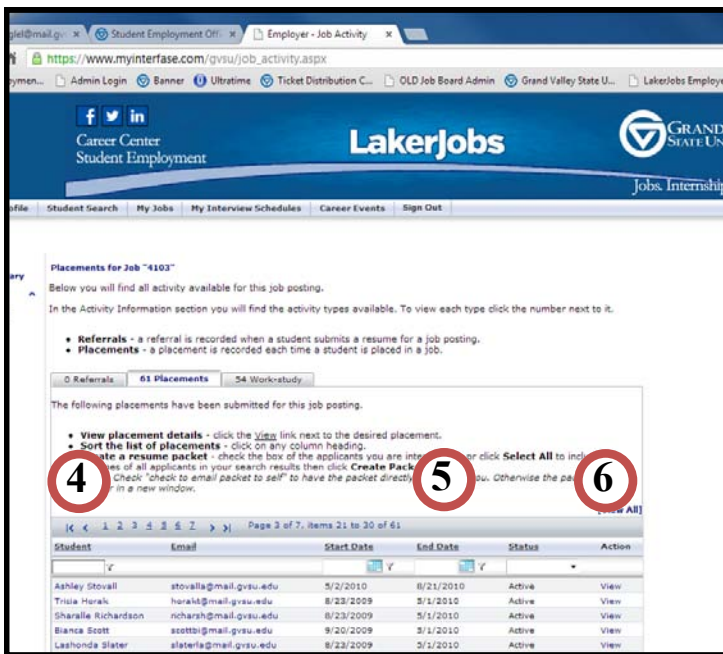
- 1 Log into LakerJobs
- 2 Click on My Jobs.

## My Jobs

- 3 Click on the "P" under Activity





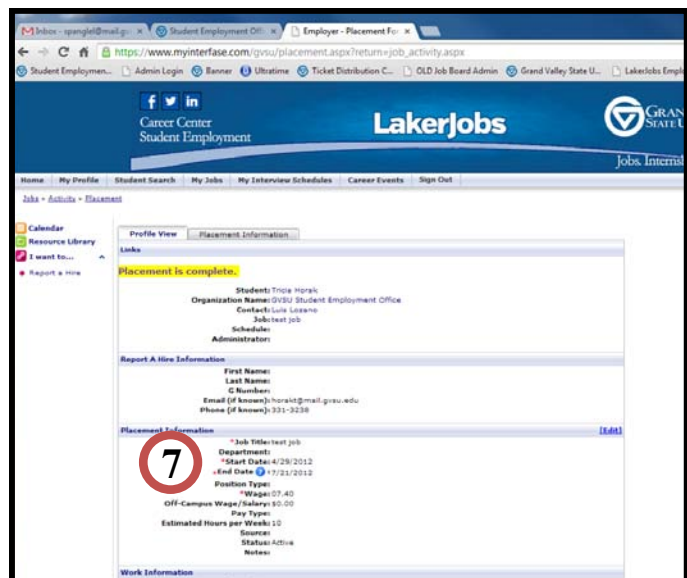


## Placements for Job

- ④ Look for **Student**
- ⑤ If you have more than one page of students, it will be easier to search by sorting the placements by "**End Date**".  
(You will need to Click on **End Date** twice).
- ⑥ Click **View** under Action.

## Student Placement

- ⑦ Change the **END DATE** in the Placement Information banner to the current **PAY PERIOD** end date.



## Student Placement

- ⑧ Last day of work was 10/18/2013. However, Last day of **PAY PERIOD** is 10/26/2013.  
\*The student will remain on Ultra Time through the end of the pay period.

Once you have completed making changes click **Save** at the bottom.

Save Cancel

\* Job Title: test job  
Department:  
\* Start Date: 4/29/2012  
\* End Date: 7/21/2012  
Position Type:  
\* Wage: 07.40  
Off-Campus Wage/Salary: 0.00  
Pay Type:  
Estimated Hours per Week: 10  
Source:  
Status: Active  
Notes:

Spell Check

Save Cancel