Initiator Instructions

Follow these steps to *initiate* an online Temp Non-student Hire Form:

1. Login to your *myNEU* account.
2. Click on **Services and Links.**
3. Click on **Temp Non-student Hire Form** under the **HRM Benefits and Services** box.
4. If the employee does not have an NUID, then ***New NU employee*** should be marked as 'Yes'. If the hire already has an existing NUID, then New Hire should be marked as 'No'.
    a. If 'Yes' is selected, then the Initiator will not need to enter a value for ***NUID***. The user will enter values for all the Temporary Employee Information fields in Section 1.
    b. If 'Yes' is selected, then the Temporary Non-Student application form is required. The Initiator will not be able to submit the form without this attachment.
    c. If 'No' is selected, then the fields will auto-populate with their details. The Initiator can then make any changes outdated Temporary Employee Information if need be.
    d. If 'No' is selected and you are unsure what the employee's correct NUID is, please leave this field blank.
5. If the employee is required to work outside MA, or the USA, for a day or more then this will need to be indicated on the form using the ***Required to work outside MA for 1 or more days*** and the ***Required to work outside USA for 1 or more days*** fields. The initiator will not be able to submit the form without selecting values for these fields.
    a. If an employee will be required to travel outside of the USA, the country s/he is ***Traveling To*** will need to be provided.
6. In Section 2, Temporary Position Information, the ***Start Date*** is a required field (this can be any date). If the ***Start Date*** is in the past, today or within in the seven days, the Initiator is advised to contact HRM.
7. ***Position Title*** is populated using one of the values from the drop-down list available.
8. The ***Primary Index*** is a required field, the Initiator will not be able to submit the form if this field is blank. When a value is populated, the ***Position Number, Division and Organization Code*** will auto-populate.
9. ***Pay rate*** is a required field, the Initiator will not be able to submit the form without a value for this field. If ***Pay rate*** is $50.00 per hour or more, VP/Dean approval is required and a name will have to be entered.
10. ***Standard Hours*** is a required field, the Initiator will not be able to submit the form unless this is filled in. Enter how many hours the employee will average per week, a numeric value between 0 and 99.
11. If the entire amount is to be charged to one index, then enter '100' in the ***Percentage*** field.

12. If the amount is to be split over more than one index, then enter an Index value in the subsequent fields, this will auto-populate the ***Account Number*** field. The Initiator must then enter a value less than 100 for both the ***Percentage*** fields but also ensure that the sum of the percentages equal 100. If the percentages do not add up to 100, the Initiator will not be able to submit the form.
13. If the amount is to be split over more than three accounts, please indicate that in the *Comments* box provided. Ensure that percentages still add up to 100 and also indicate the correct split in the *Comments* box. If the percentages do not add up to 100, the initiator will not be able to submit the form.
14. To add the supervisor/manager for the position, search by last name in the ***Reports To*** field.
15. In Section 3, Approvals Required, please search by last name for approvers.
    a. Department Head approval is optional, the Initiator can skip this or enter a value and it will be placed in the Department Head's queue for approval. If no Department Head approval is needed, then the Initiator only needs to enter a value for the Key Contact and VP/Dean (if required).
    b. Approval from a Key Contact is required, the Initiator will not be able to submit the form without a value here.
    c. If VP/Dean approval is not required, this will be grayed out.
16. In Section 4, Who To Notify, please search by last name for staff/faculty that need to be aware of the new TNS hire.
17. In Section 5, Signature, the Initiator will then confirm their details and add a contact number. Thereafter, he/she can click the Initiator Signature button and proceed to Submit the form.

***NOTE:** If you have made an error AFTER submitting a form, please contact those you will be routing the form to.

If you have any questions, please contact the HRM Customer Service Center (CSC) at **617.373.2230**.

Frequently Asked Questions

1. **Can I track the status of my TNS Hire form?**
   Yes, you will be able to track the status of the TNS Hire from the time it is submitted until it is processed by HRM Operations.

   https://neuforms3.neu.edu/lfserver/TemporaryNonStudentEmployeeHireStatusForm

2. **Can I still submit a paper form?**
   No, the TNS paper form will no longer be available. All TNS Hire forms must be submitted online for HRM Operations to process. For additional info, lease contact the HRM Customer Service Center (CSC) at **617.373.2230**.

3. **Can I save my form and complete it at a later stage?**
   Yes, you will be able to save your form and complete it when needed as per the instructions above. If you have any access problems, please contact the ITS Help Desk at 617.373.4357.

Approver Instructions

Follow these steps to *approve* an online Temp Non-student Hire Form:

1. Click on **the link** in the automated email you receive requesting your approval
2. Login using your **myNEU** credentials
3. Review all details of the **Temp Non-student Hire Form**, ensuring everything is correct
4. Enter any *Comments* based on what is appropriate for the submitted **Temp Non-student Hire** Form.
5. Select the *Approver Signature* button in the lower left corner to provide your electronic signature and click OK to sign the form.
6. To approve the form, select the **Go** button at the bottom of the form, with **Submit*** as the default position of the drop-down next to it.
7. You will receive an email with a PDF of the submitted form for your records.

***NOTE:** To reject the form, select **Reject** in the drop-down. The submitting employee will receive the form and be able to make the appropriate corrections before resubmitting the form.

To delete the form, select **Cancel** in the drop-down, if the form is not valid. The form will be deleted and the employee will have to resubmit their form.

If you have made an error submitting a form that should have been rejected or cancelled, or have any questions please contact the HRM Customer Service Center for help: **617.373.2230**.