1. Summary

The reporting relationship for student employees needs to be maintained in PeopleSoft to allow for approval of time worked via electronic workflow. In addition, having the student employee supervisors identified in the campus system of record enables Human Resources to provide required training to the appropriate individuals and offer resources and other trainings to those who need them.

2. How PeopleSoft Works

PeopleSoft maintains reporting relationships based on position. One CMS Position # reports to another CMS Position #. In the example below, three students who are in CMS Position # 00001234 all report to a supervisor who is in CMS Position # 00005543. When the supervisor leaves, if a new supervisor fills the vacated CMS Position #, no reporting relationship update is needed.

3. Viewing Existing Reporting Relationship

Navigation:

A. Preferred: Main Menu>Chico Human Resources>Student Reports-To – Dept. ID
B. Secondary: Main Menu>Chico Human Resources>Student Reports-To – Group ID

Reporting relationships for student employees can be viewed in the Student Employee Reports To Maintenance page in PeopleSoft. There is an option to select positions by Dept ID or by Group ID.
The page is organized by Student CMS Position # with information about the position in the left column. Underneath the position information is a listing of incumbents currently hired into the position. In the center column is Reports To position information including the incumbent currently hired into the Reports To CMS Position #. The right column is used to make a change that will update to a new Reports To position number.

Student CMS Position #s can be viewed one at a time or all can be viewed. Note that the Find link can also be used to assist in locating information on the page.

The maintenance page allows for viewing of one record or multiple records.
The Detailed Position Description link provides funding information related to the Student CMS Position #.

4. Updating Reporting Relationships

Updates to student employee reporting relationships occur on the Student Employee Reports To Maintenance page in PeopleSoft. The right column on the page allows for the selection of a new reporting relationship. Available periods for making this change have been limited to coincide with processing cycles. Because the reporting relationship is based on CMS Position #, a reporting relationship change can and should take place on a vacant position prior to students being hired into that position.

The changes remain visible on the Reports To Maintenance Page and can be changed until they are processed.

5. Requesting New Positions/Updating Existing Positions

New Student Positions and changes to existing student positions can be requested using the Student Employee Position Request form. When “Submit” is clicked, the information is sent via email requesting the update. Multiple requests can be submitted on one form by clicking the plus and completing sections for all position changes prior to submitting.
When you are notified of the creation of the new Position Number, then you can go to Step 4 to update your student's positions.

6. Incorporating Reporting Relationships into the hiring process

The Student Employee Reports To Maintenance page is an excellent way to view basic position information prior to completing the Student Employment Authorization form (SEA). Use this page to view your student positions and determine which CMS Position # to use on the SEA. Request a new position or make a change to the position prior to the hire.