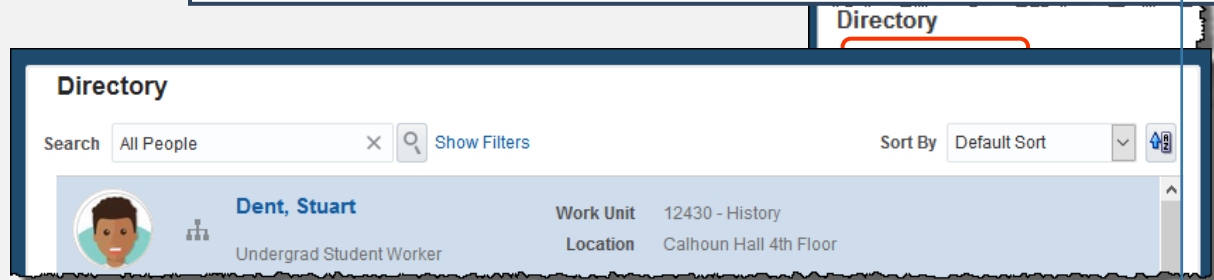


Use this checklist when:

A student does not have an existing employment relationship with the university and needs to create and submit expense reports

Step 1: Use the Directory to Confirm Student Does Not Have Access to Oracle

- 1 Search for the student in the **Directory**.
 - Be sure that you search for the student by both preferred name **and** legal name.
 - If you find the student has a record in the system, do not proceed to any additional steps.



Step 2: Use Hire an Employee to Add Student to Oracle Cloud HCM

- 2 Select **New Person**, click **Tasks** and select **Hire an Employee**.
- 3 Enter the student's information on each page (detailed list below), then **Review** your hire transaction and **Submit** for approval.

The screenshots show the Oracle Cloud HCM interface. The first screenshot shows the 'My Workforce' section with 'New Person' highlighted. The second screenshot shows the 'Hire an Employee' button. The third screenshot shows the 'Hire an Employee' workflow progress bar with steps: Identification, Person Information, Employment Information, Compensation and Other Information, and Review.

Page (train stop)	Entry Required
Identification	<ul style="list-style-type: none"> <input type="checkbox"/> Hire Date (enter) <input type="checkbox"/> Hire Action: Hire <input type="checkbox"/> Hire Reason: Hire – Non-employment <input type="checkbox"/> Legal Employer: The Vanderbilt University <input type="checkbox"/> Legal Last Name, First Name, Gender and Date of Birth (enter) <input type="checkbox"/> National Identifier (enter)
Person Information	<ul style="list-style-type: none"> <input type="checkbox"/> Address (enter)
Employment Information	<ul style="list-style-type: none"> <input type="checkbox"/> New Hire Status: Exclude from the New Hire Report <input type="checkbox"/> Business Unit (select from list) <input type="checkbox"/> Assignment Status: Active – No Payroll <input type="checkbox"/> Reporting Establishment: The Vanderbilt University <input type="checkbox"/> Assignment Category: Affiliated individual with no employment relationship <input type="checkbox"/> Manager (enter)
Compensation and Other Information	<ul style="list-style-type: none"> <input type="checkbox"/> Default Expense Account (enter) <ul style="list-style-type: none"> o Entity and Financial Unit: select as appropriate o Net Asset Class: 05 – General Unrestricted o Account: 6740 – Miscellaneous Expense o Other fields: select default values