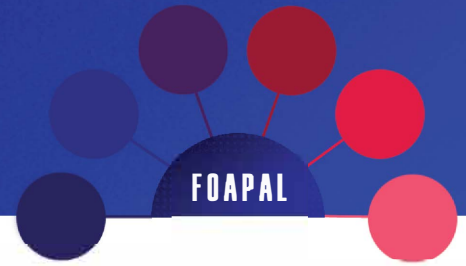


# Career Services Report a Hire



FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

## USE

Provide a tool for Hiring Managers on campus to report new student hires.

## FOAPAL RELATED CHANGES

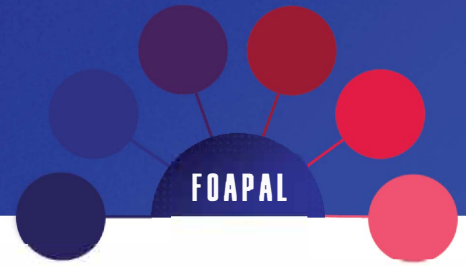
Career Services Functions	FOAPAL Change
<b>1. Labor and Department Information input</b>	FOAPAL string input

## LABOR AND DEPARTMENT INFORMATION INPUT

Fields impacted by FOAPAL string changes are Labor Fund # and Department Org # or Group #. Please see Figure 1 (below) for reference.

Figure 1: Report a Hire form (old), Labor Fund # and Department Org/Group #

# Career Services Report a Hire



The new Report a Hire Google Form will have input fields for each number in the FOAPAL string. See Figure 2 (below) for details.

**Report a Hire**

Use this form to report student employment hires. You MUST mark the student as hired in the applicant pool for your posting in Handshake prior to completing the Report a Hire.

Your email address (if it is a @university.edu) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

**Supervisor Name**  
Your answer

**Fund Number: \***  
Your answer

**Organization Number: \***  
Your answer

**Account Number: \***  
Your answer

**Program Number: \***  
Your answer

**Activity Number:**  
Your answer

**Location Number:**  
Your answer

Figure 2: Report a Hire form (new), FOAPAL input fields