How do I know if the student I want to hire is a “new hire?”

Click the magnifying glass and select “Student Hourly,” then continue.

Login to my.butler and navigate to “Manager Self Service.”

Next, select the eHire Form.
Enter the first nine digits of the student’s ID number and press the Tab key. You will then see the student’s name appear to the right. Below that, next to “I-9 Needed, you will see either a “Y” for yes or an “N” no.