Hiring a Student Employee Who is Currently Working on Campus

To hire a student who is currently working on campus

When hiring a student who is already working on campus you are adding a job.

1. Type the student’s name in the Search Box to determine his or her current employment status.

   ![Search Box Screenshot]

   If you see that the student is listed as an Employee in the Search Results, he or she is already employed and Add Job is the correct process to use.

2. Click the student’s name to open his or her profile.

   ![Profile Screenshot]

3. Click the Related Actions button and then click Job Change > Add Job.

4. If the Supervisory Organization is not correct, click the field and modify it.

5. Click OK.
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6. In the Effective Date field, enter the current date. You may also enter a date in the future but be aware that the student’s job will not be available in Workday until the effective date.

7. In the Reason pick list, choose Add Additional Employee Job > Add Job > Additional Job.

8. In the Job Details area, enter the following values for all student employees:
   - Employee Type - Temporary
   - Time Type – Part Time
   - Location – Maine
   - Workspace – (leave this field empty)
   - Pay Rate Type – Hourly
   - Scheduled Weekly Hours - 0
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9. In the Job Profile pick list, type a few characters from either the department name or the job title. When the job appears in the Search Results, select it.

The Job Profile for all students is the position title preceded by the department name and a hyphen with no spaces. If you are not sure which Job Family to choose, check with Student Employment.

10. Click Additional Details.
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11. In the Default Weekly Hours field, enter 0.

12. In the Job Classification field, enter 0-0 weeks/0.00 FTE (Weeks Per Year).

   IMPORTANT: You must always use the 0.00 FTE Job Classification for student employees because they are not eligible for benefits at Bowdoin.

13. In the End Employment Date field 08/31/year of expected graduation.

14. Click Submit.

   A confirmation screen opens showing the next step in the hiring process.

15. Click Open to Change Organization Assignments. The Organization Assignment is where you will assign a cost center (project number).
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If you accidentally click Done instead of Open on this screen, you can access the next step of the hire process in your Workday inbox.

16. Scroll to Cost Center area and click the pencil to edit the field.

17. In the Cost Center pick list, type a few characters from either the cost center number or the name. When the cost center appears in the Search Results, select it.

18. Click Submit.

A confirmation screen opens showing the next step in the hiring process.

19. Click Open to propose compensation.
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20. Scroll to the Hourly area and click on the pencil icon to edit the fields.

21. In the Amount field, enter the hourly rate for the position. The base pay range set by HR for the position appears above the amount field.

22. Click Submit.

A confirmation screen shows that the student has been successfully hired into the position.

You’re done!