To Hire a Pre-Hire

A student is listed in the system as a Pre-Hire if (s)he has never worked on campus AND has completed an I-9 form.

1. Check to see if the student is in Workday. Type the student’s name in the Search Box to determine his or her current employment status.

If the student does not show up in the Search Results, click All of Workday.

If the student still does not show up the Search Results, then (s)he has not yet completed the I-9 required for employment. You cannot hire the student until (s)he completes the I-9.

2. Click the student’s name.

The View Pre-Hire screen opens.

3. Click the Related Actions Button and then click Hire > Hire Employee.
4. Ensure your Supervisory Organization is in this box and then click OK.

5. In the Hire Date field, enter the date you want the student to start work.

6. In the Reason pick list, choose Student > Student - New hire.

7. 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

Note that the employee will not be able to see the job nor log hours in Workday until this date.
8. 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.

9. Click Additional Information.
Hiring a New Student Employee (Pre-Hire)

10. In the Default Weekly Hours field, enter 0.

11. In the Scheduled 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 propose compensation.
Hiring a New Student Employee (Pre-Hire)

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 the Hourly area and click on the pencil icon to edit the fields.

**17.** 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.

**18.** Click Submit.

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

**19.** Click Open to Change Organization Assignments. The Organization Assignment is where you will assign a cost center (project number).
20. Scroll to Cost Center area and click the pencil to edit the field.

21. 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.

22. Click Submit.

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

You’re done!

Student Employees will receive a notice in their Bowdoin email reminding them that they need to log in to Workday and complete onboarding.