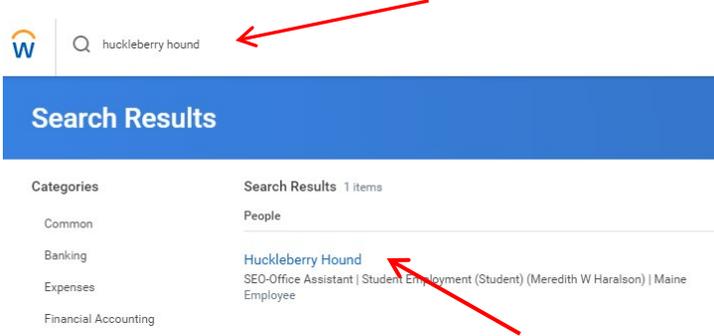


Hiring a Student Employee Who is Currently Working on Campus (Add Job)

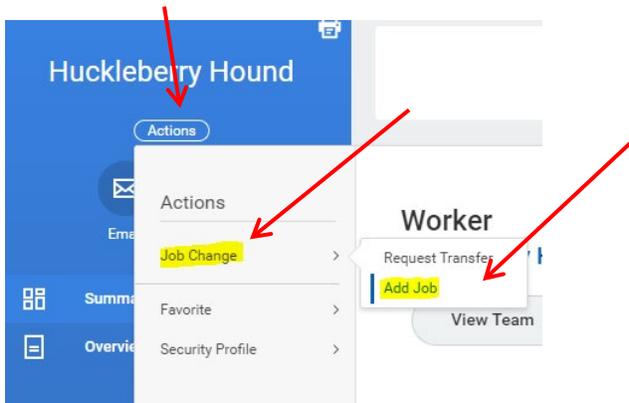
 When hiring a student who is already working on campus you are **adding** a job.

1. Type the student's name in the **Search Box** to determine current employment status.



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

2. Click the **student's name** to open their profile.
3. Click the **Actions** button > Job Change > Add Job.



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

Supervisory Organization *

Employee *

Make sure you select the correct **student** org. Your student org will have the department name then **(Student)** and your name.
Ex. SEO (Student) Meredith Haralson

5. Click **OK**.

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. The **Reason** field should default to the correct choice, 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
- **Job Profile** – In the Job Profile field type a few characters for either the department name or the job title. A list of options will appear. Select the job or a similar job (job title can be adjusted in another field).
- **Time Type** – Part Time
- **Location** – Maine
- **Workspace** – (leave this field empty)
- **Pay Rate Type** – Hourly
- **Scheduled Weekly Hours** - 0

Job Details

Employee Type *

Job Profile *

Time Type *

Location *

Work Space

Pay Rate Type

Scheduled Weekly Hours

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 Details**.

Additional Details

Job Title

Business Title

Location Weekly Hours

Default Weekly Hours

10. Change **Default Weekly Hours** to "0"

Need to change the **Job Title**? In the job title field, keep the department name and the hyphen, simply edit the title. This will automatically copy into the business title field. The job/business title is what the student will see when logging hours in Workday.

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

IMPORTANT: Use the 0.00 FTE Job Classification for student employees (they are not eligible for benefits).

Job Classifications

Job Classification

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

9 - Service Workers (EEO-1 Job Categories-United States of

search

← Weeks Per Year

0 - 0 weeks/0.00 FTE (Weeks Per Year)

26 - 26 weeks/0.50 FTE (Weeks Per Year)

12. In the **End Employment Date** field enter 08/31/year of expected graduation.

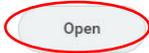
13. Click **Submit**.

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

14. Click **Open** to Change Organization Assignments. The Organization Assignment is where you will assign a cost center (project number).

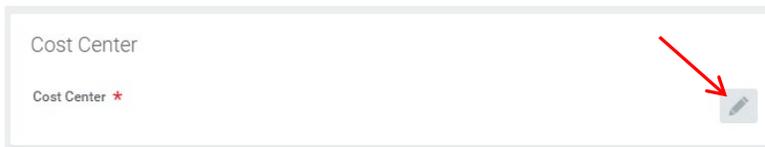
You have submitted
 Start Additional Job: Huckleberry Hound Actions

Up Next
 Michelle E. McDonough
 Change Organization Assignments



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.

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



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

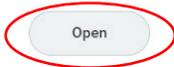
17. Click **Submit**.

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

18. Click **Open** to propose compensation.

Success! Event submitted
 Assign Organizations: Huckleberry Hound Actions

Up Next
 Michelle E. McDonough
 Propose Compensation Hire



Organizations

Company

Company *
Bowdoin College

Cost Center

Cost Center *

19. Scroll to the **Hourly** section and click on the pencil icon to edit the fields.

20. In the **Amount** field, enter the hourly rate for the position. If uncertain what the appropriate pay rate is for a position, contact SEO.

21. Click **Submit**.

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

You're done!