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.

   - Search Results
   - Categories: Common, Banking, Expenses, Financial Accounting
   - Search Results: 1 items
   - People
   - Huckleberry Hound
   - SES-Office Assistant | Student Employment (Student | Mrotein/ W. Harson) | Maine Employee

   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  *  Library (Student) (Michelle E. McDonough)
Employee                 *  Huckleberry Hound ...
```

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  *  Temporary (Fixed Term)
Job Profile     *  Library/Library Assistant ...
Time Type       *  Part time
Location        *  Maine ...
Work Space      
Pay Rate Type   *  Hourly
Scheduled Weekly Hours  0
```

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**: Library-Library Assistant
   - **Business Title**: Library-Library Assistant
   - **Location Weekly Hours**: 40
   - **Default Weekly Hours**: 0

10. Change **Default Weekly Hours** to “0”

   ![Lightbulb]
   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).

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).

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.
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!**