workday. Bowdoin

Hiring a Student Employee from their Student Record

1. Search for student by name using Workday search bar. Type student: student name. The student record will appear in the search results.



Note: Effective July 1, 2022, all students now have a Workday profile, regardless of their employment status. New hires are required to complete the electronic I-9 and employment forms through Workday before starting employment. I-9 documents must still be **presented** *in person* at SEO.

2. Click on the student's name to bring up their student profile. Click Actions > Hire > Hire Student.



3. Ensure your STUDENT Supervisory Organization appears and then click OK. If not correct, select the correct STUDENT Organization.

Hire Student					
Student	* × (Pr/vate) :=				
Supervisory Organization	n * X Art History (Student) :=				
OK Cancel					

Student Hiring



Student Managers

4. Workday will prompt you to Hire or Add Job depending on whether this is the student's first campus job (HIRE), or they are already an active student employee (ADD JOB).

NEW HIRE			AD	DD JOB					
			Hire Student Last Updated 06/30 Student ID Academic Level (err	(Privat V2022, 12:12 PM PDT	a) 653 %		Academic Unit Class Standing Load Status	Bowdoin Coller First Year (empty)	ge
Hiro Student man finance of the state of the	Academic Unit Class Standing Load Status Expected Graduation Date	Bowdoin College First Year (empty) 05/30/2026	All Jobs I Rom Here Date V191/2022 Add Joby	End Employment Date 08/31/2025	Publice Af Taloy Reserve Assistant	Oquitation At Italiy (Buled) (herea L Devret)	Expected Oraduation Date Massgor Termis L Contean	05/30/2026	Location © Maize

If this is the student's first campus job (selecting HIRE), they will be required to complete the necessary employment forms via Workday **BEFORE** they can start working.

- 5. In the **Hire Date** field, enter the date you want the student to start work. If **Add Job** was selected, in the **Effective Date** field, enter the date you want the student to start work. *Note: The job will not be visible, nor will the employee be able to enter hours in Workday until this date.*
- 6. In the Reason Field, select Student > Student New Hire. Note: this field will not appear for Add Job.
- 7. In the Job Details area, enter the following values for all student employees:
 - Employee Type For Current Country > Temporary (Fixed Term)
 - Job Profile Type in a few characters from 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).
 Tip: The Job Profile is the position title preceded by the department name and a hyphen with no spaces.
 - **Time Type** Part Time
 - Location Maine
 - Workspace (leave this field empty)
 - Pay Rate Type Hourly



Job Details		
Employee Type *	× Temporary (Fixed Term)	:=
Job Profile *	× Art History-Research Assistant	:=
Time Type 😽	× Part time	:=
Location *	× Maine …	:=
Work Space		:=
Pay Rate Type	× Hourly	:=





8. Click Additional Information \checkmark Additional Information Art History-Research Assista Job Title 9. In the Default Weekly Hours field, change entry from 40 to **0**. Business Title Art History-Research As sista Location Weekly Hours 40 10. In the Scheduled Weekly Hours field, change Default Weekly Hours 0 entry from 40 to **0**. 0 Scheduled Weekly F

Note: If the Job Title is different from the Job Profile, you can edit the Job Title field. Keep the format the same using the department name-job title. When entered, the business title will automatically change to match the job title.

11. In the Additional Job Classifications field, click Weeks Per Year then select 0-0 weeks/0.00 FTE. IMPORTANT: You MUST use 0.00 FTE Additional Job Classification for student employees, as they are not eligible for benefits.

	Job Classifications	9 - Service Workers (EEO-1 Job Pategories-United States of America)
<	Additional Job Classifications	× 0 - 0 weeks/0.00 FTE (Veeks Per Year) :≡
	Company Insider Types	Search
	Workers' Compensation Code from Job Profile	0 - 0 weeks/0.00 FTE (Weeks Per Year) 26 - 26 weeks/0.50 FTE (Weeks Per erical (United States of America)
	Workers' Compensation Code Override	Year) 38 - 38 weeks/0.45 FTE (Weeks Per
	Work Shift	Year) 38 - 38 weeks/0.49 FTE (Weeks Per

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

08/31/2026 🖬

- **13.** Click **Submit**. A confirmation screen will open showing the next step in the hiring process.
- 14. Click **Open** to propose compensation hire.



Note: If you accidentally click Done instead of Open on this screen, you can access the next step of the hiring process from your Workday inbox.





15. Scroll down to the **Hourly** section and click on the pencil icon to edit the fields. In the amount field, enter the hourly rate for the position.

		\backslash
Hourly	•	Amount *
Assignment Details 0.00 USD Hourly added 	×ø	0.00
Plan Name • Hourly Plan added		
Effective Date • 07/11/2022 added		

Note: If uncertain what the pay rate is for a specific position, please contact the Student Employment Office.

- **16.** Click **Submit**. A confirmation screen opens showing the next step in the hiring process.
- **17.** Click **Open** to Change Organization Assignments. The Organization Assignment is where you will assign a cost center (project number).



18. Scroll to Cost Center section and click the pencil to edit the field.

Cost Center	
Cost Center *	

- **19.** In the **Cost Center** field, type the cost center number or name. When the cost center appears in the Search Results, select it.
- 20. Click Submit. A confirmation screen indicates the student has been successfully hired for the job.



Student Hiring



NEXT STEPS:

If **HIRE** was selected (student's first job on campus):

- Student employee will receive a notice in their Bowdoin email reminding them that they need to log into Workday and complete their onboarding (employment forms).
- Supervisor will receive an email that the student is not yet authorized to work.
- Supervisor will receive a follow up email once student meets with Student Employment Office to complete the I-9 form. Student may begin working.

If **ADD JOB** was selected:

• Student employee may begin working. No additional paperwork is required.

NOTE: If you are hiring an international student into their first campus job, then additional steps are required. The supervisor will receive an email notification from Workday regarding these steps. Be aware that the process will take a few weeks and the student may not begin working until the process is complete.

HELPFUL REPORTS:

- <u>Student Employment Status Managers</u>: This report will pull all active students and identify those who are employees (employment forms complete) and those who have not yet worked on campus.
- <u>Student Onboarding Summary</u>: This report will identify the status of the employment forms for new hires. 100% = ready to work!