

# Hiring a New Student Employee (From Pre-Hire Status)



A student is listed in the system as a Pre-Hire if the student has never worked on campus **AND** has completed an I-9 form. *Supervisors should NEVER Pre-Hire students in Workday.* 

**1.** Check to see if the student is in Workday. Type the student's name in the **Search Box** to determine current employment status. If the student does not show up in the Search Results, click All of Workday.

Search Resu	llts
Categories	Search Results 0 items
Common	
Expenses	Tip: try selecting another category from the left to see other result
Organizations	
People	
Processes	
Procurement	
Recruiting	
Revenue	
Security	
Staffing	
All of Workday	
$\smile$	

If the student still does not show up the Search Results, then the student has not yet completed the I-9 required for employment. **You cannot hire the student until the I-9 is complete and SEO added the pre-hire record.** 



Updated: 12/19/19



 Click the Related Actions brick (next to the name) and then click Hire > Hire Employee.



3. Ensure your **STUDENT Supervisory Organization** appears and then click **OK**.

Hire Employee				
Supervisory Organization *	× Dining (Student) (Deborah W :⊟ Infante)			
	Existing Pre-Hire × Huckleberry Hound …			
	Create a New Pre-Hire			

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



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

5. In the **Reason** field, select **Student** > **Student** - **New hire**.

Hire Date ★	12/13/2019 💼	
Reason	× Student > New hire	≔





## **Student Managers**

- 6. In the Job Details area, enter the following values for all student employees:
  - **Employee Type** For Current Country > Temporary (Fixed Term)
  - **Job Profile** In the Job Profile pick list, type 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).
  - Time Type Part Time
  - Location Maine
  - Workspace (leave this field empty)
  - Pay Rate Type Hourly

		Job Details		
Job Profile *	ds X Search Results (43)	Employee Type ★	× Temporary (Fixed Term)	∷≡
Time Type *	DS-Bakers Assistant	Job Profile 🔸	× DS-Dining Hall Assistant …	≔
Work Space	DS-Bartender	Time Type 🛛 🖈	× Part time	≔
Pay Rate Type	Assistant DS-Bowdoin Express	Location *	× Maine …	≔
A dditio	Manager	Work Space		∷≡
	DS-Cafe Assistant	Pay Rate Type	× Hourly	∷≡



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.

### 7. Click Additional Information.

Work Space		≔
Pay Rate Type	× Hourly	:=
> Additio	nal Information	



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## **Student Managers**

- 8. In the **Default Weekly Hours** field, change entry from 40 to **0**.
- 9. In the **Scheduled Weekly Hours** field, change entry from 40 to **0**.

<ul> <li>Additional Information</li> </ul>	n
lob Title	DS-Dining Hall Assistant
lusiness Title	DS-Dming Hall Assistant
ocation Weekly Hours	40
efault Weekly Hours	0
icheduled Weekly Hours	0



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 automtically change to match the job title.

**10.** In the **Additional Job Classifications** field, enter 0-0 weeks/0.00 FTE (Weeks Per Year).

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

Annual Work Period	← Weeks Per Year
Work Period Percent of Year	✓ 0 - 0 weeks/0.00 FTE (Weeks Per Year)
Disbursement Plan Period	26 - 26 weeks/0.50 FTE (Weeks Per Year)
Job Exempt Job Classifications	38 - 38 weeks/0.45 FTE (Weeks Per Year)
Additional Job Classifications	Search :=
	× 0 - 0 weeks/0.00 FTE (Weeks Per Year)

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



### 12. Click Submit.

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



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**13.** Click **Open** to propose compensation hire.

Ч н	<b>You have submitted</b> ire: Huckleberry Hound - Dining (Student) (Deborah W Infante) (Meterson)
U	Deborah W Infante
Pr	opose Compensation Hire Open



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.

**14.** 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.

Hourly		
Assignment Details • 0.00 USD Hourly added	×	
	1	Amount *
Plan Name		
Hourly Plan added		12.50
Effective Date	· · · · · · · · · · · · · · · · · · ·	
• 12/13/2019 added		
Add		



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

### 15. Click Submit.

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



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

	Success! Event submitted Propose Compensation Hire: Huckleberry Hound - Dining (Student)
	Up Next
	Change Organization Assignments
(	Open

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

Cost Center	
Cost Center *	4

**18.** 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.

### 19. Click Submit.

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



Bowdoin

### 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 their onboarding (tax forms and direct deposit).





For support, call 798-7070