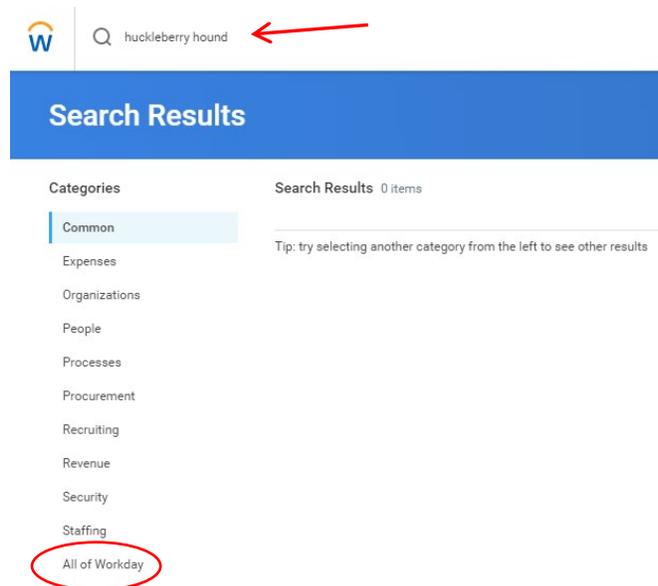


Hiring a New Student Employee (From Pre-Hire Status)

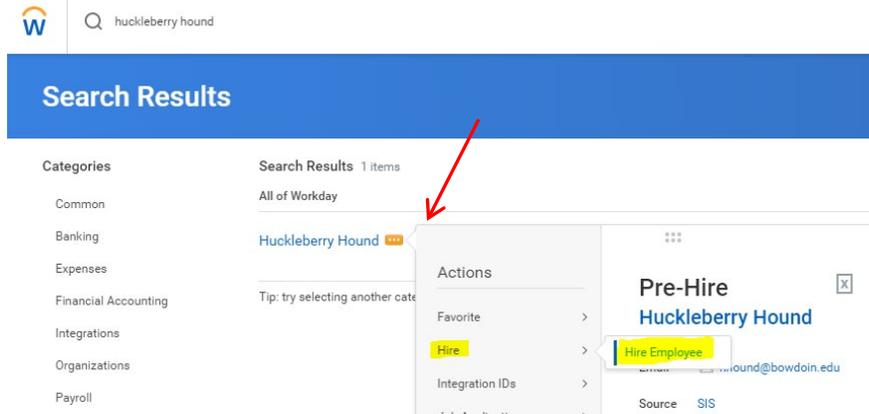
 A student is listed in the system as a Pre-Hire if the student has never worked on campus **AND** has completed an I-9 form. *Supervisors should NEVER Pre-Hire students in Workday.*

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.

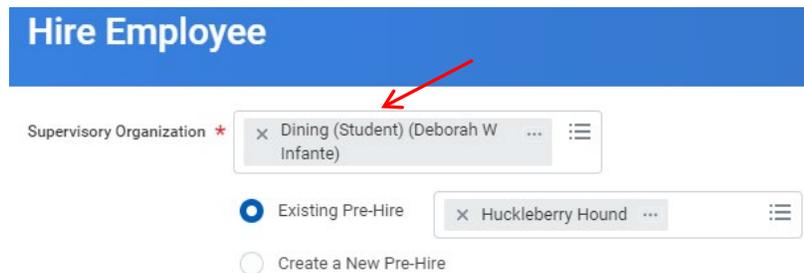


 If the student still does not show up the Search Results, then the student has not yet completed the I-9 required for employment. **You cannot hire the student until the I-9 is complete and SEO added the pre-hire record.**

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



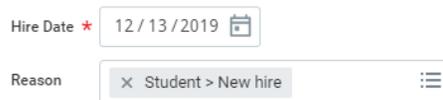
3. Ensure your **STUDENT Supervisory Organization** appears and then click **OK**.



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**.



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

 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**.

- 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**.

Additional Information

Job Title: DS-Dining Hall Assistant

Business Title: DS-Dining Hall Assistant

Location Weekly Hours: 40

Default Weekly Hours: 0

Scheduled 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 automatically 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

Work Period Percent of Year

Disbursement Plan Period

Job Exempt

Job Classifications

Additional Job Classifications

Weeks Per Year

- 0 - 0 weeks/0.00 FTE (Weeks Per Year)
- 26 - 26 weeks/0.50 FTE (Weeks Per Year)
- 38 - 38 weeks/0.45 FTE (Weeks Per Year)
- 38 - 38 weeks/0.49 FTE (Weeks Per Year)

Search

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

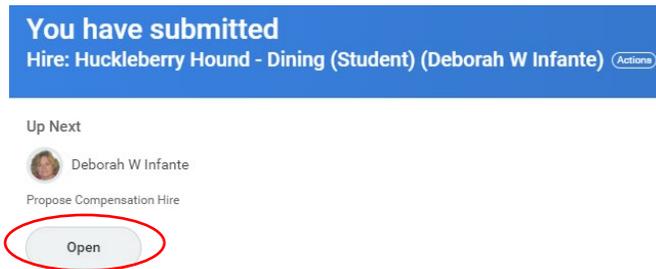
- 11. In the **End Employment Date** field 08/31/year of expected graduation.

End Employment Date * 08 / 31 / 2023 

- 12. Click **Submit**.

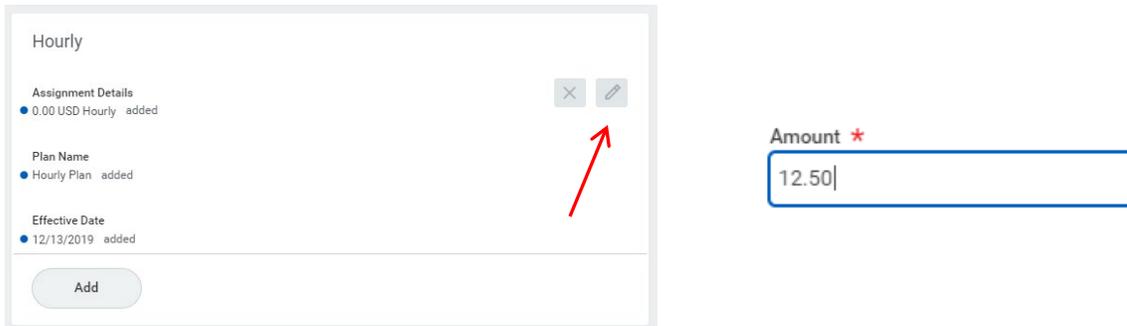
A confirmation screen opens showing the next step in the hiring process.

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

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.

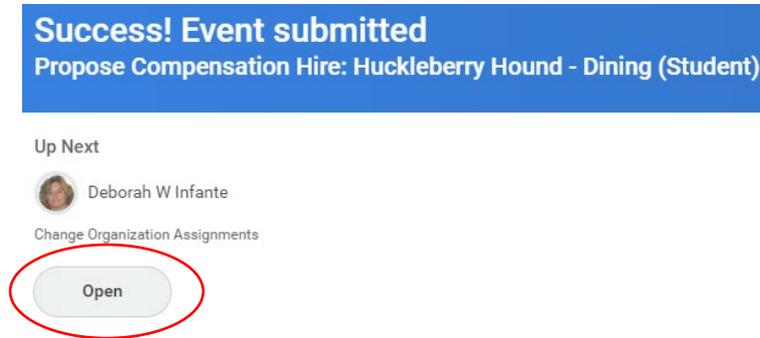


 If uncertain what the pay rate is for a specific position, please contact the Student Employment Office.

15. Click **Submit**.

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

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



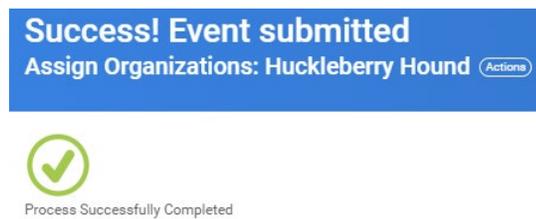
17. Scroll to **Cost Center** section and click the pencil to edit the field.



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.



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).