

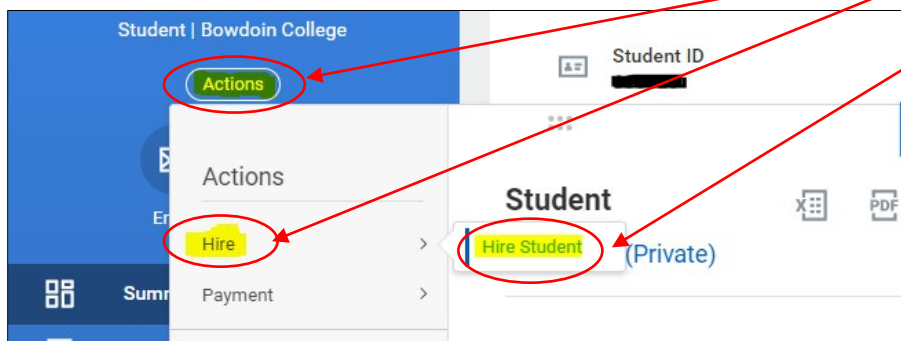
Hiring a Student Employee without a Job Requisition

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

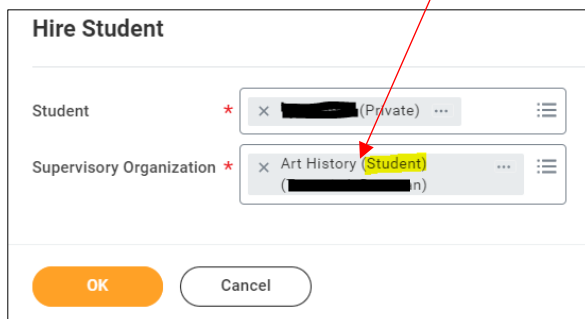


Note: All students have a Workday profile, regardless of their employment status. New hires are required to complete the electronic I-9 and employment forms through Workday before starting employment. I-9 documents must still be **presented in person** at SEO.

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.





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

Hire Student [Private] [f]

Last Updated: 06/30/2022, 12:12 PM PDT

Student ID: [redacted] Academic Unit: Bowdoin College

Academic Level: (empty) Class Standing: First Year

Load Status: (empty) Expected Graduation Date: 05/30/2026

Hire

ADD JOB

Hire Student [Private] [f]

Last Updated: 06/30/2022, 12:12 PM PDT

Student ID: [redacted] Academic Unit: Bowdoin College

Academic Level: (empty) Class Standing: First Year

Load Status: (empty) Expected Graduation Date: 05/30/2026

All Jobs

| Hire Date | End Employment Date | Position | Organization | Manager | Location |
|-----------|---------------------|--------------------------------|---|------------------|----------|
| 11/1/2022 | 08/31/2026 | Art History Research Assistant | Art History (Student) (Termin L Connor) | Terrill L Connor | Maine |

Add Job

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 Profile * art history

Time Type * Search Results (5)

Location * Art History-Office Assistant

Work Space Art History-Research Assistant

Art History-Visual Resources Assistant

Job Details

Employee Type *

Job Profile *

Time Type *

Location *

Work Space

Pay Rate Type

8. Click **Additional Information**
9. In the **Default Weekly Hours** field, change entry from 40 to **0**.
10. In the **Scheduled Weekly Hours** field, change entry from 40 to **0**.

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.

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

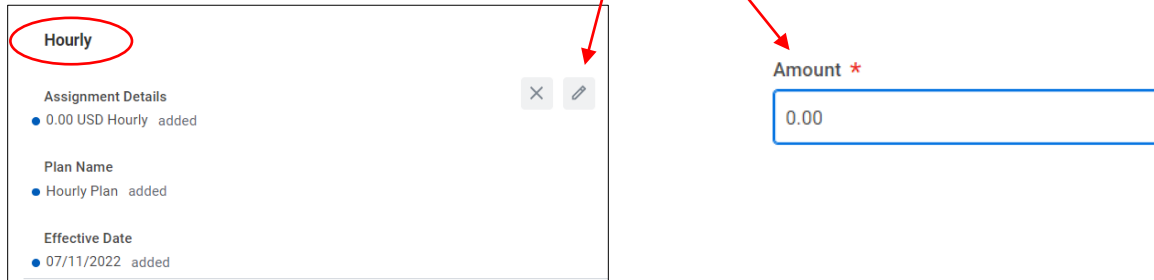
13. Click **Submit**. A confirmation screen will open showing the next step in the hiring process.

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.



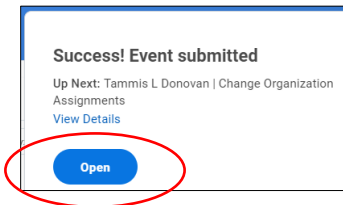
15. Scroll down to the **Hourly** section and click on the pencil icon to edit the fields. In the amount field, enter the hourly rate for the position.



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).

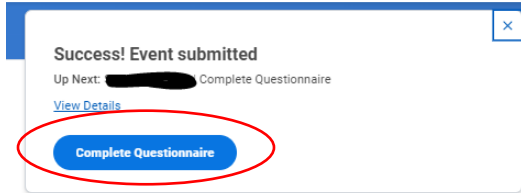


18. Scroll to **Cost Center** section and click the pencil to edit the field. Then type the cost center name into the field. When the cost center appears, select it. If charging to a grant, gift, or project, use the department cost center and in the final hiring step you can add the grant, gift, or project name and costing allocations, if applicable.





19. Click **Complete Questionnaire** in the pop up window, or from the Workday inbox. If earnings for this position should be charged to a Worktag (grant, gift, or project), you will select **YES**, and complete the follow up question. If not, select, **NO**, and the hire is complete.



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 REPORT: Student Onboarding Summary - This report will identify the status of the employment forms for new hires. 100% = ready to work!