In the search bar type student: student’s name

Click on the student’s name to access their profile
Reminder: Always hire from STUDENT profile, not the employee profile!

START HERE!

Click on Actions>Hire>Hire Student

Does the system prompt you to HIRE or ADD JOB?

ADD JOB

In the Effective Date field, enter the date you want the student to start work

HIRE

In the Reason field, select Student>Student New Hire

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

Job Details:
- Employee Type – For Current Country > Temporary (Fixed Term)
- Job Profile - Department name-job title (i.e.: SEO-Office Assistant). Select the job, or a similar job from the list of options - job title can be adjusted in another field.
- Time Type – Part Time
- Location – Maine
- Workspace – (leave this field empty)
- Pay Rate Type – Hourly

Additional Information:
- Change Default Weekly Hours to 0 (Scheduled Weekly Hours will automatically change to 0)

Additional Job Classifications: Click Weeks per year then select 0-0 weeks/0.00 FTE

End Employment Date: Enter 08/31/expected year of graduation

Propose Compensation Hire:
Scroll down to the Hourly section and enter the hourly rate for the position

Change Organization Assignments:
Scroll to Cost Center and and enter the correct cost center

NEXT STEPS:
If you selected ADD JOB then the student may begin working as of the effective date entered, no additional steps are needed!

If you selected HIRE then the student will receive a notice in their Bowdoin email prompting them to log into Workday and complete onboarding tasks

The Supervisor will receive an email that the student is not yet authorized to work

The Supervisor will receive a follow up email once the student has met with the Student Employment Office to complete the I-9 form and the student is cleared to begin working.

NOTE:
If you are hiring an international student into their first campus job, additional steps are required. The supervisor will receive an email notification from Workday explaining the 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:
- Student Employment Status-Managers: 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.
- Student Onboarding Summary: This report will identify the status of the employment forms for new hires. 100% = ready to work!