



## Direct Hire of a Student Employee

This guide shows how to hire a student employee directly into Workday when the student is selected outside of a Workday recruiting process (such as a faculty request or returning student employee).

### Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. **Enter the student's name:** select the student you intend to hire from the search results.
6. Confirm the **Supervisory Organization:** Workday will default to the correct student worker supervisory organization based on your manager role
7. Click **OK**. If the student is already working in another campus job, Workday will display their existing job(s).
8. Select **Add Job** to hire the student into an additional position. Complete the following information:
  - **Effective Date:** Enter the date the new job should begin
  - **Reason:** Select **Add Additional Employee Job - Student**, then choose **Add Additional Employee Job - Student - Additional Student Job**
    - **Note:** If a Job Requisition exists for the supervisory organization into which you are hiring the student, this field will be available. Select the appropriate requisition that this hire will fill.
  - **Job Profile:** Select **Student JFG** (Job Family Group), then **Student** and select the appropriate **Job Family Group**
  - **Pay Rate Type:** Select Hourly or Salary depending on the position
  - **Default Weekly Hours:** Enter the hours you expect the student to work each week (5-20 hours depending on position).



- **End Date:** Enter the expected end date for this student job. For most roles this will be the end of the semester or academic year. The end date can be updated later if the student continues in the position.
9. **Propose Compensation Hire:** Review the pre-filled compensation details, then select **Make Changes**.
- Select **Edit** to update the hourly rate, then **Submit**.
10. **Change Organization Assignments:** Review the department and cost center associated with the job. These fields usually auto-populate. Make changes only if needed, then **Submit**.
11. The hire will route through the appropriate approvals. HR/Student Employment will complete the remaining hire and onboarding steps.
- a. **Note:** If this is a student's first job at Bryn Mawr, they'll complete onboarding in Workday. If they already work on campus and you're adding another job, there's no new onboarding — Workday just adds the new role.
  - b. **Note** - HR/Student Employment monitors onboarding tasks in Workday. Once the job is **Active**, the student employee may begin work.

**Have Questions?** For assistance, please contact [help@brynmawr.edu](mailto:help@brynmawr.edu) or 610-526-7440.