Direct Hire of a Student Employee

This guide covers how to hire a student employee directly in Workday. It covers hiring a new student who has not previously worked on campus, hiring a returning student, and adding an additional job for a student who already holds a position—without requiring the student to apply through a recruiting posting.

In this guide, **hiring manager** refers to two roles:

1. Someone hiring a student who will report directly to them in their own supervisory organization, **OR**
2. Someone hiring a student who will report to someone else (generally a AAA hiring a student who will report directly to a faculty member)

Start Here – Hire a New Student Employee

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the search box, enter and select **Hire Student**.
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 (it will have STU in the name).
7. Select **OK.**
8. The Hire Student screen will open, select **Hire**.
9. Enter the **Hire Date** (first day of work)
10. Select the **Reason Hire Student > New Hire**
11. **End Employment Date:** Use last date of the fiscal year unless you are sure that you are only hiring for a term, or it is the student's last term before graduation. This date is used by the Student Employment Office for reporting; it is not the actual end date in your department.

12. **Job Profile**: Select **Student JFG** (Job Family Group), then **Student** and select the appropriate **Pay Category**
    - The Job Title and Business Title will autofill
13. **Pay Rate Type:** Select **Hourly** or **Salary** depending on the position.
14. **Time Type**: Confirm that this is Part-Time
15. **Do Not** update **Default Weekly Hours,** leave at 35
    - Enter the expected number of hours per week. Once you do this, you will see the FTE% change
16. Select **Submit**
17. You will see a pop-up box with the title you have submitted. Select **Open** to start the next step.
18. Under Change Organization Assignments > **Start** you will see the details you previously entered on the student you are hiring.
19. **Cost Center:** This field will default based on the supervisory organization. If the position should be charged to a different cost center, select the **Edit** (pencil) icon and choose the appropriate cost center.
    Note: If this student is being paid by a grant or funds rather than your cost center add a comment listing the specific gift or grant to be charged.
20. Select **Submit**
21. You will see a pop-up box with the title you have submitted. Select **Open** to start the next step.
22. In the **Propose Compensation Hire** section, Select the **Make Changes** button.
    - **Effective Date and Reason:** This will pre-populate with previous information you entered
    - **Hourly Rate:** Select the **three vertical dots** in the corner and select **Edit** to update the hourly rate. Select **Save.**
    - **Enter Amount:** refer to the Total Base Pay Range
23. You will see a pop-up box with the title and **Up Next: HR Partner.** HR will review the Hire Request and once approved you will receive a notification to complete onboarding for the new student employee.

Onboarding a New Student Employee

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. Under **Awaiting Your Action,** select the task **Onboarding Setup for Hire.**
5. In the **Helpful Contacts** section, select who the new student employee should contact with questions when they begin work (for example, a supervisor, administrative assistant, or department contact).
   - (Optional) Check the **Notify** box to send an email letting the selected contacts know that a new student employee may reach out to them.
6. Review your selections, then Select **Submit.**
7. After the hire is submitted, the student must complete required onboarding tasks in Workday.
8. Managers should **wait for confirmation from HR or Student Employment** that the student is eligible to begin work before allowing them to start or enter time.

Add an Additional Job for a Student Employee

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the search box, enter and select **Hire Student**.

If the student already has another job at the College, complete the following information:

1. **Effective Date**: Enter the date the new job should begin
2. **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. The corresponding **Employee Type** will then default as well.

3. **Job Profile**: Select **By Job Family**, **Student JFG** (Job Family Group), then **Student** and select the appropriate **Pay Category.**

4. **Time Type:** Confirm that this is Part-Time

5. **Pay Rate Type:** Select Hourly or Salary depending on the position.

6. **Default Weekly Hours:** Enter the hours you expect the student to work each week (5-20 hours depending on position).

7. **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.

8. Select **Submit**.

9. **Propose Compensation Hire**: Select **Open** when this message appears. Review the pre-filled compensation details, then select **Make Changes.**
   - Under the **Hourly or Salary Heading,** select the **three vertical dots** in the corner and select **Edit** to update the hourly rate. Select **Save.**
   - Select **Submit.**

10. **Change Organization Assignments**: Select **Open** when this message appears. Review the department and cost center associated with the job. These fields usually auto-populate.
    - Make changes only if needed. You can do this by selecting the **pencil icon**, making your changes, then selecting the **checkmark** to save the changes.

11. Select **Submit**.

12. The hire will route through the appropriate approvals. HR/Student Employment will complete the remaining hire steps. Once the job is **Active**, the hiring manager will be notified in Workday and the student employee may begin work.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.