

## Direct Hire of a Student Employee

This How-To 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. **Supervisory Organization:** Workday will default to your supervisory organization. Instead, enter the supervisory organization for the manager that the student will be working for; 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 the last date of the fiscal year unless you are sure that you are hiring for only 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 **By Job Family, Student JFG** (Job Family Group), then **Student** and select the appropriate **Pay Category**.
  - The **Job Title** and **Business Title** will autofill (Please do not change this title).
13. **Time Type:** Confirm that this is Part-Time.
14. **Pay Rate Type:** Select **Hourly** or **Salary** depending on the position.
15. **Default Weekly Hours: do not edit.**
16. **Scheduled Weekly Hours:** Enter the hours you expect the student to work each week (5-20 hours depending on position).
17. Select **Submit**. You will get a notification that **You Have Submitted**. Select **Open** to continue to **Change Organization Assignments**.
  - Change Organization Assignments: Review the **Supervisory Organization** and **Cost Center** associated with the job. These fields will 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.
18. Select **Submit**. You will get a notification of **Success! Event Submitted**. Select **Open** to continue to **Assign Costing Allocation**.
  - In the **Costing Allocation Level** field, from the dropdown select **Worker and Position**. Select the **Add (+) button** and check that the Cost Center is correct under **Costing Worktag Defaults**.
19. Select **Submit**. You will get a notification that **You Have Submitted**. Select **Open** to continue to **Propose Compensation Hire**.
20. **Compensation:** Review the displayed compensation details. Select the blue **Make Changes** button in the upper left-hand corner of the screen.
  - Scroll to the **Hourly** or **Salary** section at the bottom of the page.
  - Under the **Hourly** or **Salary** heading, select the **three vertical dots** in the right corner and select **Edit** to update the Hourly or Salary rate. Enter the **Amount** and select **Save**.
21. Select **Submit**. You will get a notification of **Success! Event Submitted**.



22. The HR Partner will review the Hire Request and once approved, the initiator and the hiring manager will receive a Notification in Workday, and they can work to complete onboarding for the new student employee.

## 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**.
5. **Enter the student's name:** select the student you intend to hire from the search results.
6. **Supervisory Organization:** Workday will default to your supervisory organization. Instead, enter the supervisory organization for the manager that the student will be working for; it will have STU in the name.
7. Select **OK**.
8. Select **Add Job**
9. **Effective Date:** Enter the date the new job should begin.
10. **Reason:** Select **Add Additional Employee Job > Student**, then choose **Add Additional Employee Job > Student > Additional Student Job**.
11. **Job Profile:** Select **By Job Family, Student JFG** (Job Family Group), then **Student** and select the appropriate **Pay Category**.
12. **Time Type:** Confirm that this is Part-Time.
13. **Pay Rate Type:** Select **Hourly** or **Salary** depending on the position.
14. **Default Weekly Hours: do not edit.**
15. **Scheduled Weekly Hours:** Enter the hours you expect the student to work each week (5-20 hours depending on position).
16. **End Employment Date:** Use the last date of the fiscal year unless you are sure that you are hiring for only 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.
17. Select **Submit**. You will get a notification that **You Have Submitted**. Select **Open** to continue to **Propose Compensation Hire**.



18. **Compensation:** Review the displayed compensation details. Select the blue **Make Changes** button in the upper left-hand corner of the screen.
  - Scroll to the **Hourly** or **Salary** section at the bottom of the page.
  - Under the **Hourly** or **Salary** heading, select the **three vertical dots** in the right corner and select **Edit** to update the Hourly or Salary rate. Enter the **Amount** and select **Save**.
19. Select **Submit**. You will get a notification of **Success! Event Submitted**. Select **Open** to continue to **Change Organization Assignments**.
  - Change Organization Assignments: Review the **Supervisory Organization** and **Cost Center** associated with the job. These fields will 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.
20. Select **Submit**. You will get a notification of **Success! Event Submitted**. Select **Open** to continue to **Assign Costing Allocation for Add Job**.
  - In the **Costing Allocation Level** field, from the dropdown select **Worker and Position**. Select the **Add (+) button** and check that the Cost Center is correct under **Costing Worktag Defaults**.
21. Select **Submit**. You will get a notification of **Success! Event Submitted**.
22. The HR Partner will now complete any remaining hire steps. Once the job is approved, the initiator and the hiring manager will receive a Notification in Workday, and the student employee may begin work.

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