







How to hire a Student Employee without a Job Requisition

Overview

This quick reference guide provides managers with instructions on how to directly hire a *new* student employee without a job requisition.

Icons:

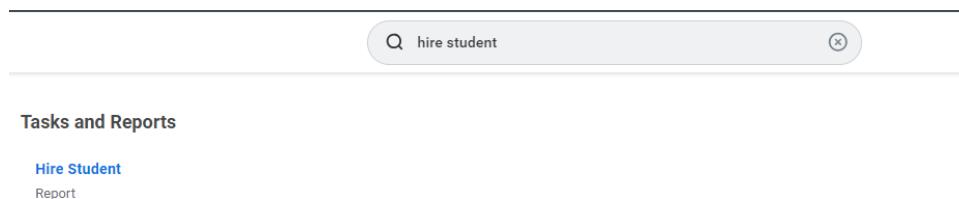
		Required Field
		Prompt to Select
		Edit Existing Information
		Add Row
		Remove Row

Notes:

- 1. Prior to hiring the worker departments must ensure adequate funding with the cost center or grant owner.*
- 2. The new hire should not begin working until they complete the I9 employment verification form.*

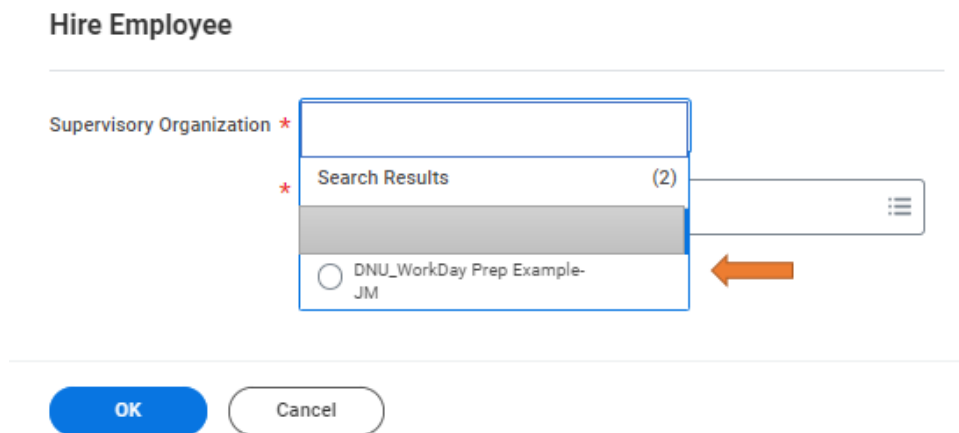
Process:

1. Type **Hire Student** in the Workday search bar and select the task that appears.



A screenshot of the Workday search interface. At the top, there is a search bar containing the text "hire student" and a clear button. Below the search bar, the results are categorized under "Tasks and Reports". A single result is displayed: "Hire Student Report", with "Hire Student" in blue text and "Report" in smaller black text below it.



2. Select the supervisory organization that the employee will be working under. Ensure that the selected supervisory organization has the letters **JM** in the title.




A screenshot of the "Hire Employee" form. The "Supervisory Organization" field is highlighted with a red asterisk and is currently empty. A dropdown menu is open, showing "Search Results (2)". The first result is "DNU_WorkDay Prep Example-JM", which is highlighted in grey. An orange arrow points to this result. Below the dropdown, there are two buttons: "OK" (blue) and "Cancel" (white with a grey border).

1. Type in the student's name:

Hire Student

Student *  

Supervisory Organization * 

OK Cancel

The details of the student will appear. Click on 'Hire' to proceed:

Hire Student   

Last Updated 11/15/2023, 2:52 PM PST

Student ID		Academic Unit	Biology
Academic Level	Undergraduate	Class Standing	
Work-Study Eligible	Yes	Load Status	(empty)
		Expected Graduation Date	05/18/2028

Hire 


Keying the Assignment information


1. Fill in the fields with the following information.

- Hire Date = Enter the first day the employee will work
- Reason = Select Hire Employee > Student
- Job Requisition= Select the appropriate requisition.


The following fields should auto-populate.


- Employee Type = Student (Fixed Term)
- Job Profile = Choose appropriate student job profiles:
 - ★ Student Non FWS for grant and department funded
 - ★ Student FWS for federal work study
 - ★ Community FWS For Federal Community Service
- Time Type = Part time
- Location = William Paterson University
- Workspace = Search for the office location by room number. If the employee does not have their own office space, then search for and select the building they work in.
- Pay Rate Type = Do not change this field. It will automatically populate.


Hire Date * 01/01/2024 


Reason * 


Job Details


Employee Type * 

Job Profile * 

Time Type * 

Location * 

Work Space 

Pay Rate Type 


Working Time

Location Weekly Hours 35

Default Weekly Hours

Scheduled Weekly Hours

FTE 57.14%

Work Shift 

2. Open the next section by clicking on Additional Details.

> **Additional Information**

3) Fill in the following information. Do not fill in any other fields.

- Job Title = Enter a Job Title that is related to the job. Example: Temporary Office Assistant. ***Please do not leave the Job Title as the default.***
- Business Title = This will automatically default to match the Job Title.
- End Employment Date = Enter the actual assignment end date.

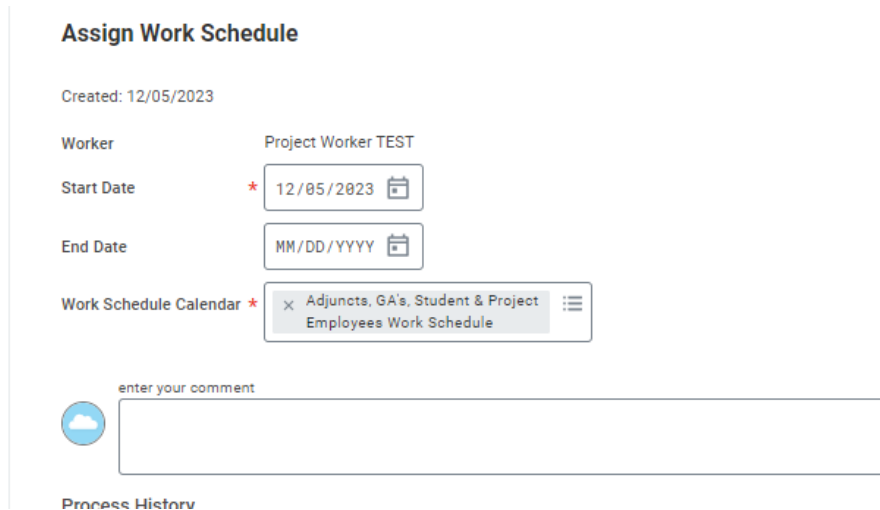
Additional Information

Job Title	Project Worker
Business Title	Project Worker
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Category	Non-Aligned
Job Classifications	Unclassified - (Career Service/Unclassified)
Additional Job Classifications	<input type="text"/>
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	<input type="text"/>
First Day of Work	12/05/2023
Continuous Service Date	12/05/2023
End Employment Date	* MM/DD/YYYY
Benefits Eligibility Date	MM/DD/YYYY
Non-Student Hire Date	MM/DD/YYYY

4. Click Submit at the bottom of the page.

Assign Work Schedule

1. The start date is prepopulated from the assignment details previously entered.
2. For students, you must select the **Work Schedule for Adjuncts, GA's, Student & Project** employees.

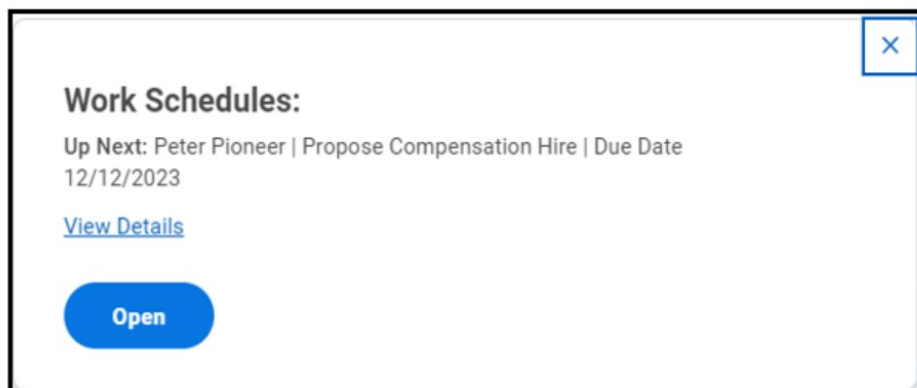


The screenshot shows the 'Assign Work Schedule' form. At the top, it says 'Assign Work Schedule' and 'Created: 12/05/2023'. Below that, there are several fields: 'Worker' with the value 'Project Worker TEST', 'Start Date' with a red asterisk and the value '12/05/2023' and a calendar icon, 'End Date' with a placeholder 'MM/DD/YYYY' and a calendar icon, and 'Work Schedule Calendar' with a red asterisk and a dropdown menu showing 'Adjuncts, GA's, Student & Project Employees Work Schedule'. Below these fields is a comment box with the placeholder text 'enter your comment' and a blue circular icon with a cloud. At the bottom, there is a 'Process History' link.

3. Click Submit at the bottom of the page.

Propose Compensation

1. Click the Open button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



2. To add the hourly rate, click the edit pencil in the subsection labeled 'Hourly'. The hourly rate must be at least the minimum wage.

Hourly

Assignment Details

- 0.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 12/11/2023 added

3. Click submit at the bottom of the page.

Costing Allocation (formerly known as the FOAP in Banner)

1. Click the Open button to continue the process.

Identify the costing level and which earnings to allocate:

Choose: **Worker and Position** to allocate all earnings for the worker's position

2. Click on 'Add' to add the cost center/ Grant details
 - a. For Federal Work study positions, enter 'FWS' under grants and choose the Federal work study for the current fiscal year.

Assign Costing Allocation for Hire Employee

Event Details

Event: Costing Allocation for Hire: Sely Struthers
 Effective Date: 12/28/2023

Include Existing Allocations

From: 12/28/2023 To: MM/DD/YYYY Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level

Costing Allocation: SELECT ONE

Copy Position Description/ Costing Allocation:

No SELECT ONE

Enter your comment:

Process History:

▶ Previous Step: Assign Costing Allocation - Pending Action

Submit Save for Later Cancel

Select the appropriate Cost Center, then scroll to the right, click the search bar under Additional Worktags and select the Program.

*Cost Center	Grant	Gift	Capital Project	Source Funded	*Additional Worktags
▶	▶	▶	▶	▶	▶

← *Program

- Program: 185 Alumni Events
- Program: 190 Investments
- Program: 20 Academic Support
- Program: 25 Public Service
- Program: 30 Student Services
- Program: 35 Institutional Support
- Program: 40 Operations & Maintenance of PI
- Program: 45 Student Aid
- Program: 50 Residence Life
- Program: 55 Auxiliary Enterprises
- Program: 60 Depreciation
- Program: 71 Renewals & Replacement

Search ⋮

Enter any comments and click Submit.

Additional Notes

1. The business process will now be directed to Budget/ Grants for approvals.
2. Once the hire is fully approved, you will receive a notification to set up onboarding for the student. Please complete this task timely.
- 3.
4. After the onboarding set up is completed by the manager, students will receive email notifications to complete onboarding tasks in Workday. This includes:
 - a. Personal Information
 - b. Contact Information
 - c. Section 1 of I9
5. The I9 Ambassador in your department will be notified once the Section 1 of I9 is completed by the student.
6. All Payroll forms including W4s and Direct deposit will be available to the student after the I9 is completed.