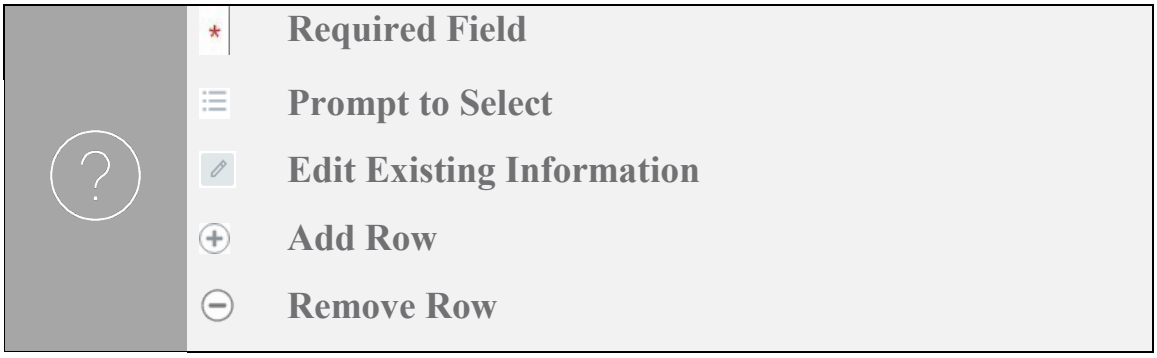
How to hire a Student Employee without a Job Requisition

Overview

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

Icons:



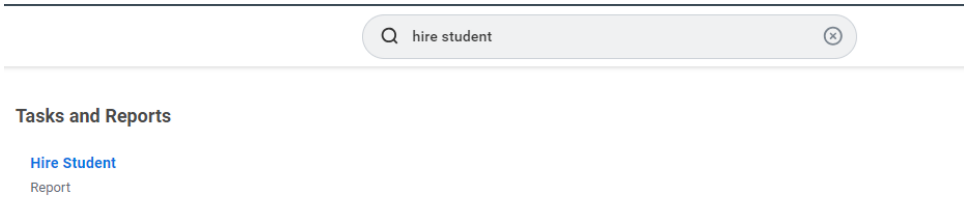
Notes:

1. Prior to hiring the worker departments must ensure adequate funding with the cost center or grant owner.

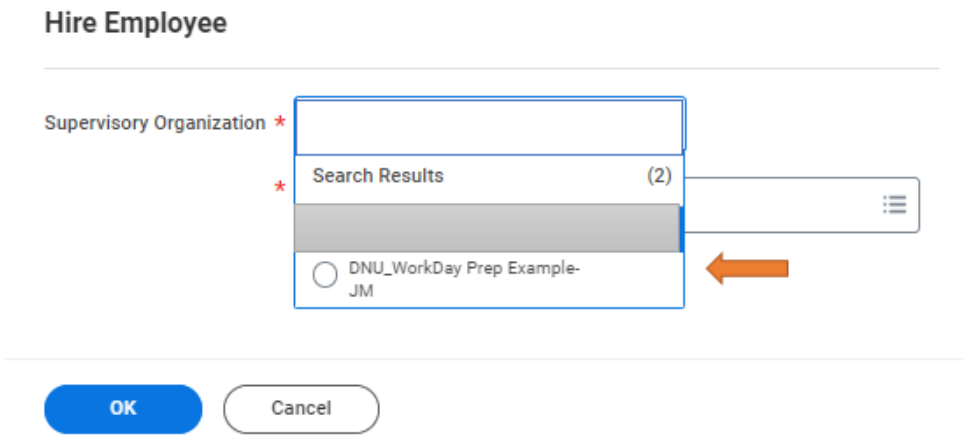
2. The new hire should not begin working until they complete the I9 employment verification form.

Process:

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



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.



1. Type in the student's name:

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

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:

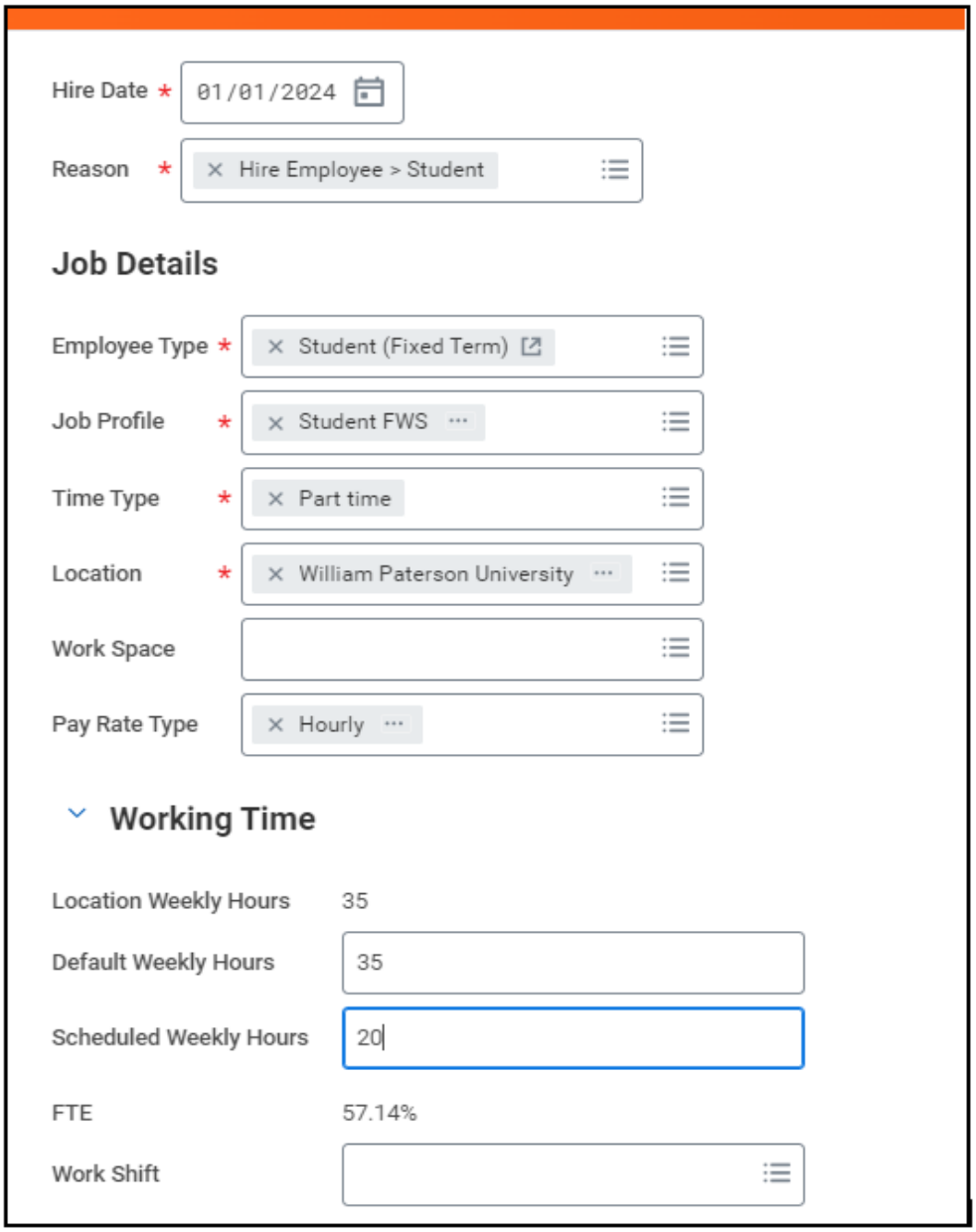
   ★ Student Non FWS for grant and department funded
   ★ Student FWS for federal work study
   ★ Community FWS For Federal Community Service

   • 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.



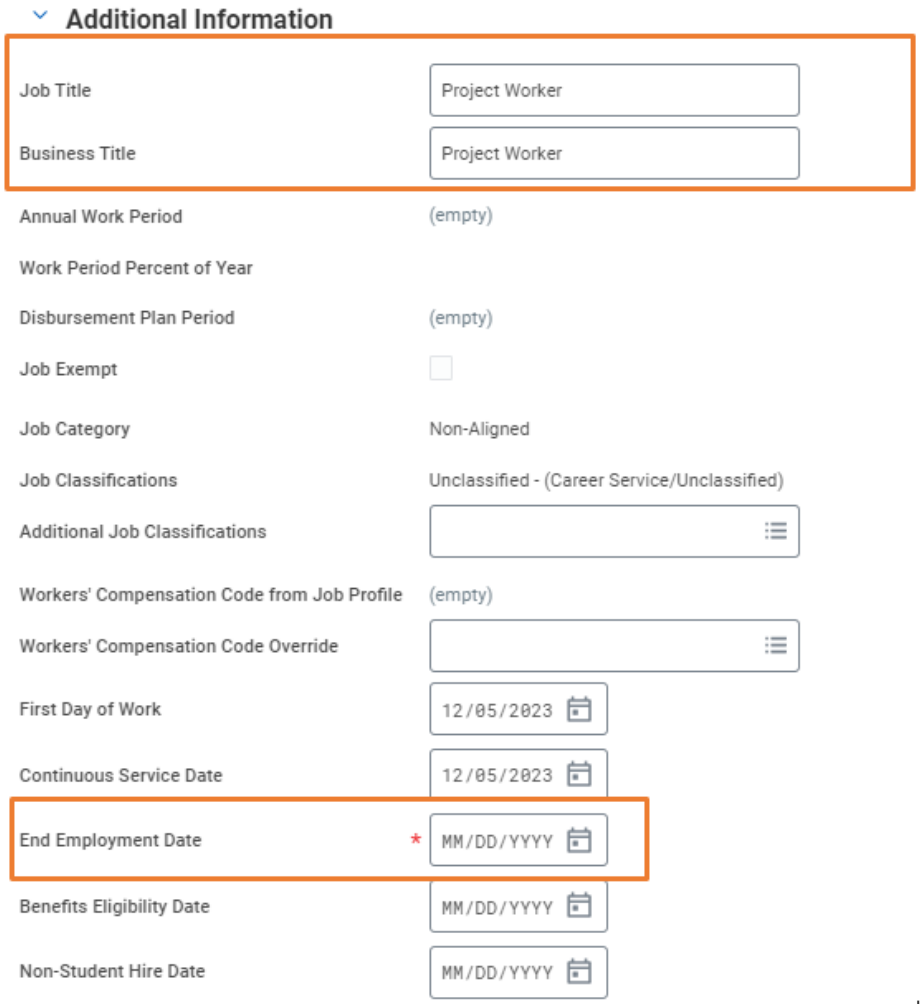
2. Open the next section by clicking on Additional Details.

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.

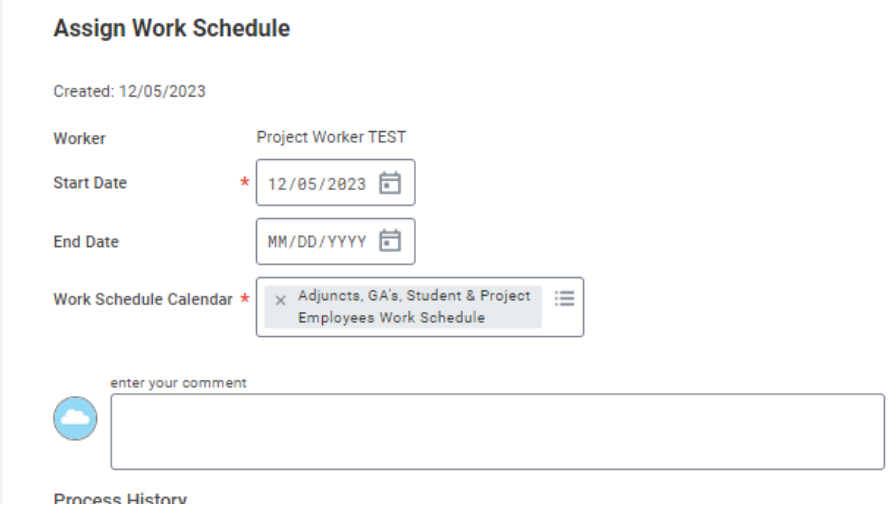
• End Employment Date = Enter the actual assignment end date.



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.



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.

3. Click submit at the bottom of the page.

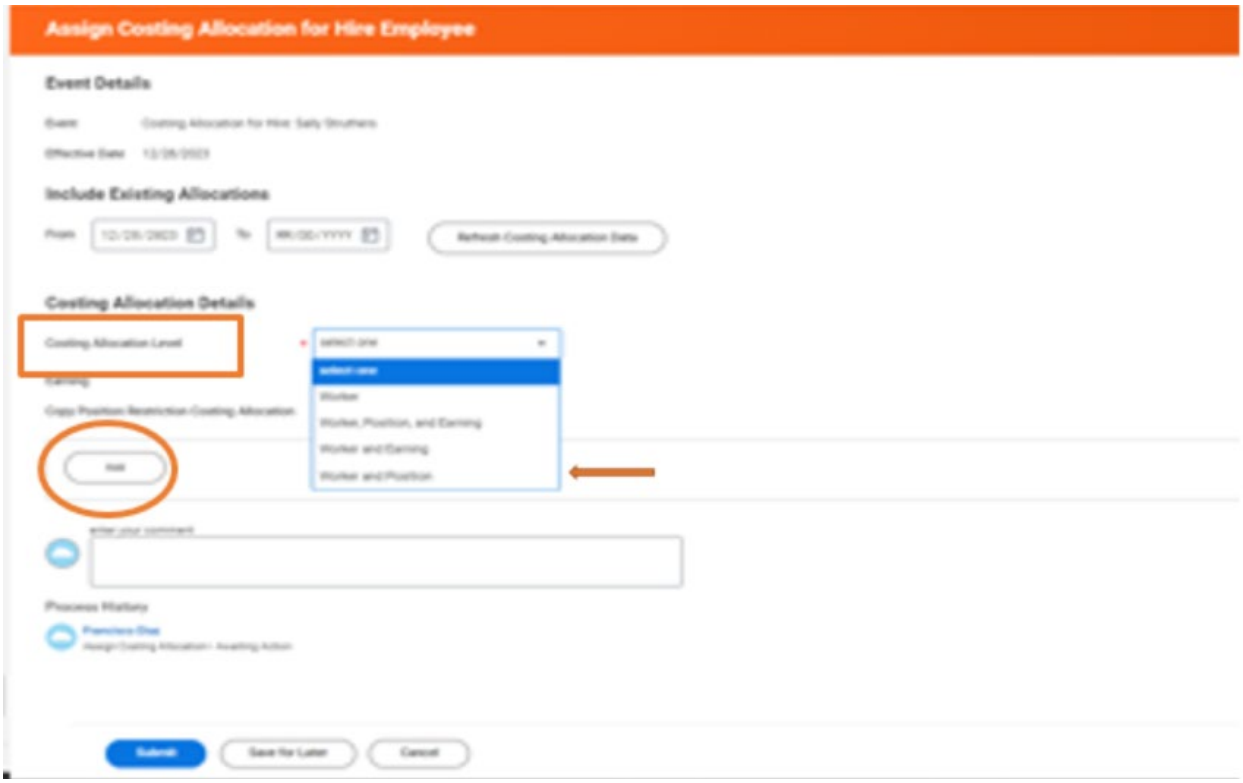
Costing Allocation (formerly known as the FOAP in Banner)

1. Click the Open button to continue the process.

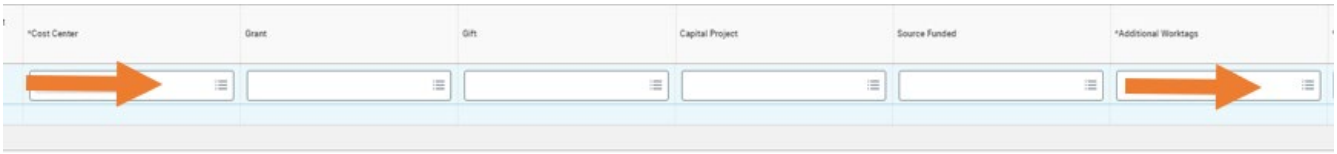
   Identify the costing level and which earnings to allocate:

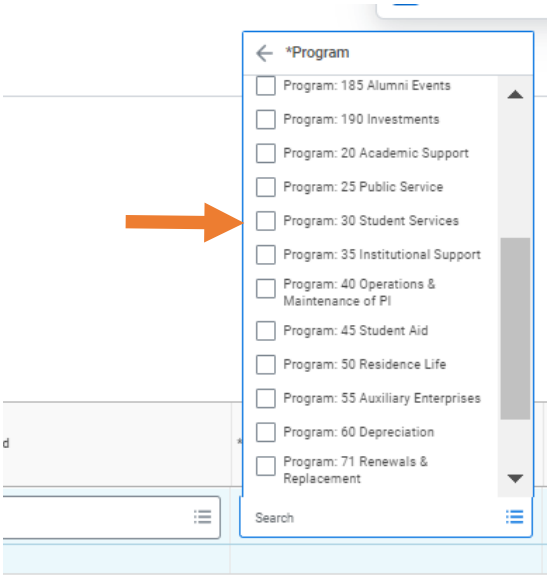
   Choose: **Worker and Position** to allocate all earnings for the worker's position

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.



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





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.