Workday HCM Job Aid: Hiring for Students – SU Addendum

This document gives additional detail for Salisbury University on how to hire new **Student Hires** in Workday.

- This is only for:
    - New Student Hires
    - Rehires (not currently active)
- For students already active/currently on jobs, use the HCM Core: Manage Jobs aid to Add Additional Job
- All student jobs are considered Direct Hires; this means that they are temporary openings and do not require a search.

SU Processing Notes:

Corresponding to Steps 14 – 20:

Hire Date:	The date the student employee will start working
Reason:	Select Hire Employee > New Hire for new student hires
	Select Rehire Employee > Rehire for returning student hires
Employee Type:	Use Temporary (Fixed Term) for all student hires
Job Profile:	Select "By Job Family" > "USM Student Titles" > "USM Students" and then choose the appropriate option:
	8200 – Regular Student
	8000 – College Work Study
Time Type:	Choose either Full Time (only for use during Summer/Winter sessions when student is working 30 or more hrs./week), or Part Time (most instances).
Location:	Search and choose "**SU Main**" for all on-campus employment
Pay Rate Type:	Will automatically populate as **Hourly** for Regular Student hires.

Corresponding to Steps 21 – 22:

Scheduled Weekly Hours:	Enter the approximate hours per week the student will work.
	Students cannot work more than **25 hours/week during academic semesters** or more than **40 hours/week during Summer/Winter sessions**. This is cumulative across ALL jobs for SU.
Work Shift:	Choose **Not Applicable** for student hires

Note: As you proceed through the steps of the student hire process, you will receive inbox notifications on your dashboard of the next steps that you are to complete:
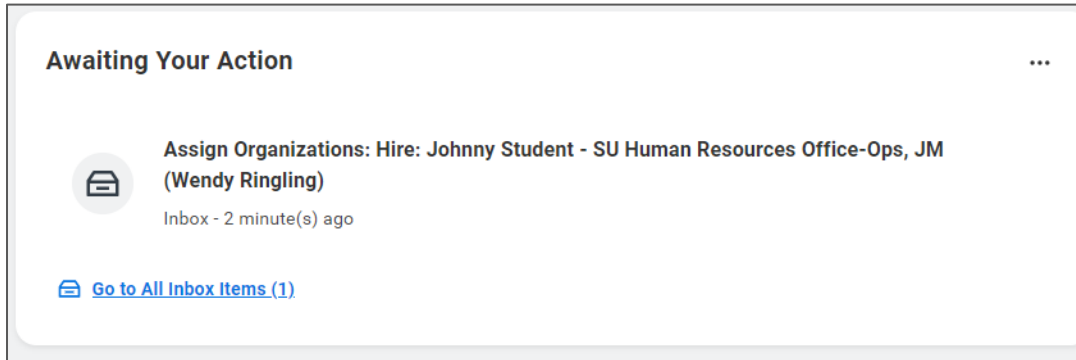
Corresponding to Step 35:

Step 35 c.: If the job will be allocated to multiple cost centers, you will need to select the percentage to allocate to each cost center. The allocation percentage must total 100%.

Once you've submitted the Costing Allocation, the new hire will be sent to the department's Dean/VP for review and approval. Check your Inbox Archive to find the task relating to the new hire and click the "Process" tab to review the current status.

Addendum – Additional Steps:

1. **Costing Allocation Approval** – the Dean/VP will receive a task to review and approve the costing allocation.
2. **Consolidated Approval by Manager** – The hiring manager will receive the next task, which is to approve the details of the new hire that have been submitted so far (dates, pay rate, costing allocation).
3. **Consolidated Approval** by Compensation Partner – the Budget Administrator for the department will approve the contract in this step just as the Hiring Manager did above.
4. **Generate Document** – Next, the HCM Action Initiator for the department will receive a task to generate the contract to be sent to the new hire to sign electronically:

➢ Click on the "**Review**" button to open the document for review. Workday will generate an editable Word Doc with data populated for HR and the new hire to sign. Please review to confirm all information is correct.

➢ When the document is ready, click "**Submit**". Once submitted, the contract will be sent to HR for review and signature, then on to the student hire for their signature.

5. **Student Email Notification**: the student will receive an email notification of the pending task in Workday to sign their contract. Once the student signs the contract, they will receive their onboarding documents to review and complete, such as the SU policies acknowledgement and the I-9 form.

➢ The student will complete Section 1 of the I-9 form online via Workday, and **must make an appointment with Human Resources** to present their ID documents for HR to complete Section 2 of the I-9 form. The student should not begin working until they have completed Section 1 of the I-9, and they must present their valid, original ID documents to HR within three business days of their contract start date.

➢ The **HCM Action Initiator** should guide the student hire regarding additional Workday tasks such as uploading a professional photo, education/transcript information and other details as necessary. The student should also be directed to complete payroll forms on the State of MD Central Payroll Bureau (CPB) website, noting that Direct Deposit forms must be printed and signed in ink prior to submission. Please reach out to Human Resources with any questions.