

Create Positions for Students

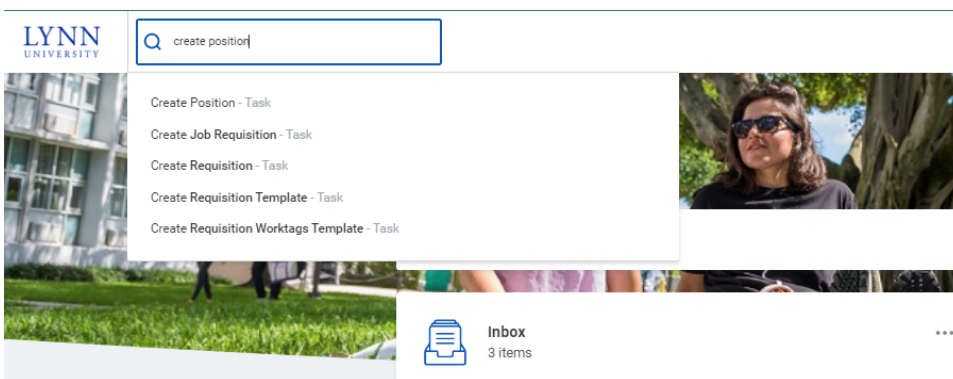
In order to hire a student worker, **you must have an open position** to hire the student into.

On this Job aid:

- [Create a Position for Student Workers](#)
- [Request Compensation Changes](#)
- [Manager Position Approval](#)
- [View New Position](#)

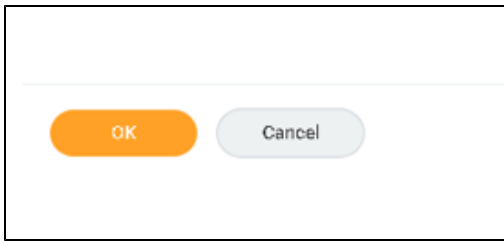
Create a Position for Student Workers


1. On the search bar at the top of your home page, type 'Create position'. Select the option 'Create Position - Task' from the drop down list.



2. The screen automatically defaults to your Supervisory Organization. Click the OK button at the bottom left of the screen.





3. Click on the  symbol next to 'Position Request Reason' and a pop up box opens to display the options.

←

Create Position

Supervisory Organization

Information Systems (Mary Piret)

Position Request Reason

⋮

← Create Position > Create Position
>

Job Posting Title

*

Number of Positions

*

1

4. Select the appropriate option by clicking on the radio button.

⋮

←

Create Position > Create Position
>

☒

Create Position > Create Position > Budgeted
>

☐

Create Position > Create Position > Not Budgeted
>

☐

Create Position > Create Position > Replacement
>

5. Under Job Posting Title, type in the title of the position you are creating.

Page 2

Supervisory Organization	Communications Division (Louise Dent)
Position Request Reason	<div> × Create Position > Create Position > Budgeted </div>
Job Posting Title	<div> * Communication Assistant </div>
Number of Positions	<div> * 1 </div>

6. The number of Positions defaults to one but if you need to create more than one of the **same** position you would enter the number here.

Supervisory Organization	Communications Division (Louise Dent)
Position Request Reason	<div> × Create Position > Create Position > Budgeted </div>
Job Posting Title	<div> * Communication Assistant </div>
Number of Positions	<div> * 1 </div>

7. The 'Availability Date' is the date the new position will be visible in Workday. The 'Earliest Hire Date' is the earliest date you can hire a student into this position. Typically both dates will be the same and typically you will enter the date you are creating the position.

Hiring Restrictions	Qualifications
Availability Date	<div> * 06 / 20 / 2020 </div>
Earliest Hire Date	<div> * 06 / 20 / 2020 </div>

8. On the Job Profile field, click on the symbol. Select 'By Job Family' and then select Student.

Job Family	Recent	>
Job Profiles for Job Family	By Job Family	>
Job Profile	Search	

9. Select "By Job Family"

Recent	>
By Job Family	>
Search	☰

10. The select "Student".

← By Job Family	
Academic	>
Classified	>
Professional	>
Student	>
Search	☰

11. A selection will appear.

Important

The type of position you create will determine where the student's pay is charged (funding). Select the most appropriate option.

← Student	
Graduate Assistant	>
Non-Work Study	>
Work Study	>
Search	☰

12. Depending on your selection, you will be prompted additional selections.

a. **Graduate Assistant:** There is only one option for this position.

← Graduate Assistant	
<input checked="" type="checkbox"/> Graduate Asst - Hourly	
Search	☰

b. **Non-Work Study:** The majority of student positions will be 'Hourly' (i.e. the student is required to punch in/out in Workday and will be paid for their hours worked). Please contact Employee Services for guidance before using the 'Salary' option.

←

Non-Work Study

☐ Resident Asst

☐ Student Worker Non-Federal
Work Study - Hourly

☐ Student Worker Non-Federal
Work Study - Salary

Search

⋮

Work Study: option you will be prompted to choose the type of Work Study.

←

Work Study

☐ Federal Work Study On
Campus Community Service


☐ Student Worker Federal Work
Study

☐ Student Worker Federal Work
Study Off Campus

☐ Student Worker State Work
Study On Campus

Search

⋮

13. In the location field, select the location/building where the student is going to be based. You can type a building name and click enter or click on the icon  , select all locations and pick a building from the drop down list.

Location

All Locations

>

Locations by Location Hierarchy

>

Locations by Country

>

Search

⋮

14. Under 'Time Type', **always select 'Part Time'**.


i Important

Time Type for a student worker will always be part-time.

Time Type

15. Under 'Worker Type', **always select 'Employee'**.

Worker Type

16. Worker Sub-type will typically be student (fixed term). Click on the icon  and select Worker Type.

Worker Sub-Type

- For Current Country >
- Worker Types >**
- By Country >
- Search ≡

17. Select 'Fixed Term'

← Worker Types

☒ **Fixed Term (Fixed Term)**

☐ Intern (Fixed Term) (Trainee)

☐ Regular

☐ Seasonal (Fixed Term) (Seasonal)

☐ Student (Fixed Term)

☐ Temporary

☐ Volunteer

Search ≡

× Fixed Term (Fixed Term)

18. Review the completed fields. Make edits if necessary.

Hiring Restrictions Qualifications

Availability Date * 06 / 20 / 2020

Earliest Hire Date * 06 / 20 / 2020

No Job Restrictions ☐

Job Family

Job Profiles for Job Family (empty)

Job Profile × Student Worker Non-Federal Work Study - Hourly ...

Job Description Summary

Job Description

Format **B** *I* U

Location × Schmidt College Center ...

Time Type × Part time

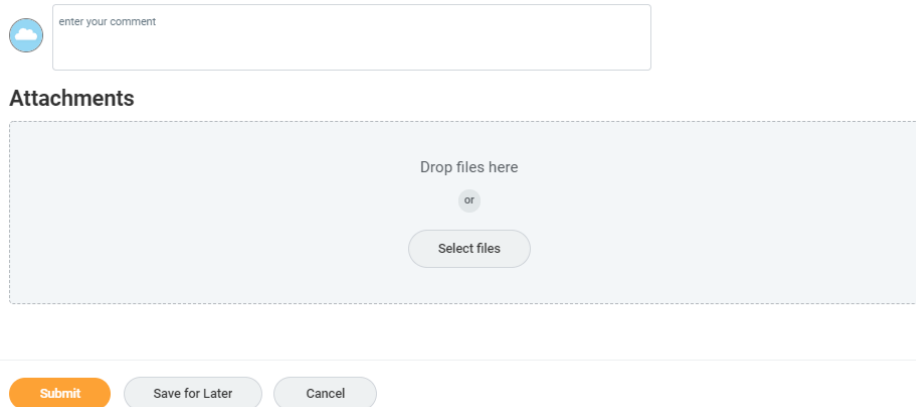
Worker Type × Employee

Worker Sub-Type × Fixed Term (Fixed Term)

Critical Job ☐

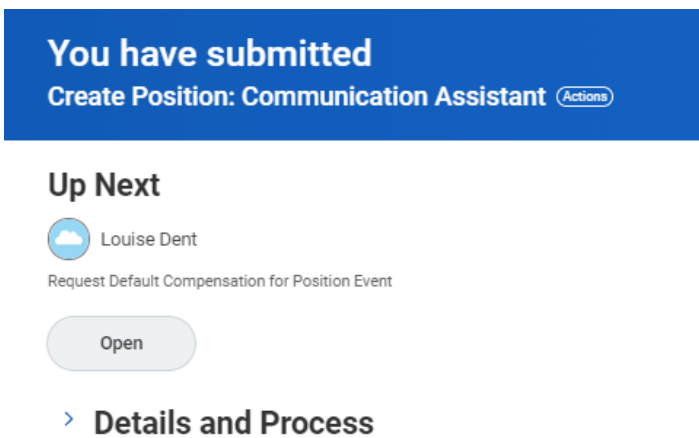
Difficulty to Fill

19. There is no requirement to enter a comment or attach a document at the bottom of the screen. Hit 'Submit' at the bottom left of the screen.



The screenshot shows a form with a comment box at the top labeled "enter your comment" with a cloud icon. Below it is a section titled "Attachments" with a large dashed border containing the text "Drop files here", "or", and a "Select files" button. At the bottom of the form are three buttons: "Submit" (orange), "Save for Later" (light gray), and "Cancel" (light gray).

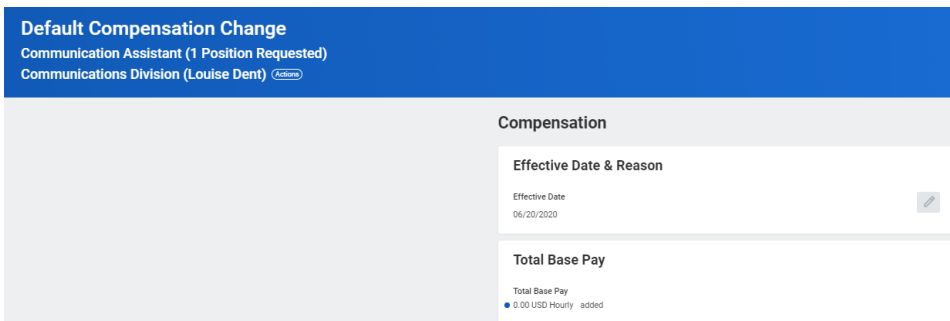
20. A confirmation message will be displayed and you will then be directed to enter compensation.
21. Click on open.



The screenshot shows a blue confirmation banner with the text "You have submitted" and "Create Position: Communication Assistant" with an "Actions" button. Below this is a section titled "Up Next" featuring a user profile for "Louise Dent" with the text "Request Default Compensation for Position Event" and an "Open" button. At the bottom is a link "> Details and Process".

Request Compensation Changes

22. The 'Compensation Change' screen will open.



The screenshot shows the "Default Compensation Change" screen. The header is blue with the text "Default Compensation Change", "Communication Assistant (1 Position Requested)", and "Communications Division (Louise Dent)" with an "Actions" button. The main content area has a light gray background. On the right, there is a "Compensation" section with two white boxes. The first box is titled "Effective Date & Reason" and contains "Effective Date" with the value "06/20/2020" and a pencil icon. The second box is titled "Total Base Pay" and contains "Total Base Pay" with the value "0.00 USD Hourly" and the text "added".

23. Scroll down towards the bottom of the page to find the section titled 'Hourly'. Click on the pencil icon to enable you to edit the screen.

Hourly

Assignment Details

- 0.00 USD Hourly added

Plan Name

- Hourly Comp Plan added

Effective Date

- 06/20/2020 added

Add

24. Enter the hourly rate. Click on the checkmark to save the entry. (Contact [Employee Services](#) for further information on salaried student positions.)

Hourly

Compensation Plan

Hourly Comp Plan

Total Base Pay Range

0.00 - 100.00 USD Hourly

Amount *

10.00

Currency *

× USD

Frequency *

× Hourly

> Additional Details

Assignment Details

10.00 USD Hourly

25. Scroll back to the top of the screen and check the hourly rate is now showing in the 'Total Base Pay' section as well as the 'Hourly' section.

Compensation

Effective Date & Reason

Effective Date

06/20/2020

Total Base Pay

Total Base Pay

- 10.00 USD Hourly added

Primary Compensation Basis

Basis

(empty)

Basis Details

- 0.00 USD Hourly added

Guidelines

Total Base Pay Range

- 0.00 - 100.00 USD Hourly added

Compensation Package

- Lynn Compensation Package added

Grade

- Hourly Grade added

Grade Profile

(empty)

Step

(empty)

Progression Start Date

(empty)

26. Click Approve at the bottom left of the screen.

Step

(empty)

Progression Start Date

(empty)

Salary

Add

Hourly

Assignment Details

- 10.00 USD Hourly added

Plan Name

- Hourly Comp Plan added

Effective Date

- 06/20/2020 added

Add

Approve

Deny

Save for Later

Close

Approve

Deny

Save for Later

Close

27. A confirmation message will be displayed. The next screen shows who is 'up next' in the process. Typically, this will be your manager.

Success! Event approved

Default Compensation: Communications Division (Louise Dent) [Actions](#)

Up Next



Bob Smith

Create Position: Communication Assistant - Consolidated Approval by Manager's Manager

[Details and Process](#)

28. You can click on 'Details and Process' to see the information you have entered and the next steps in the process. When finished click done at the bottom of the screen.

Details and Process

For [Communications Division \(Louise Dent\)](#)

Overall Process [Create Position: Communication Assistant](#)

Overall Status In Progress

Due Date 07/22/2020

Details Process

The following reflects the specific compensation data that was changed by the transaction. If you would

[More Details](#)

For [Create Position: Communication Assistant](#)

Effective Date 06/20/2020

Compensation Basis Amount Changes 2 items

Current	
Compensation Basis	
Total Base Pay	
Total Salary & Allowances	
◀	

[Done](#)

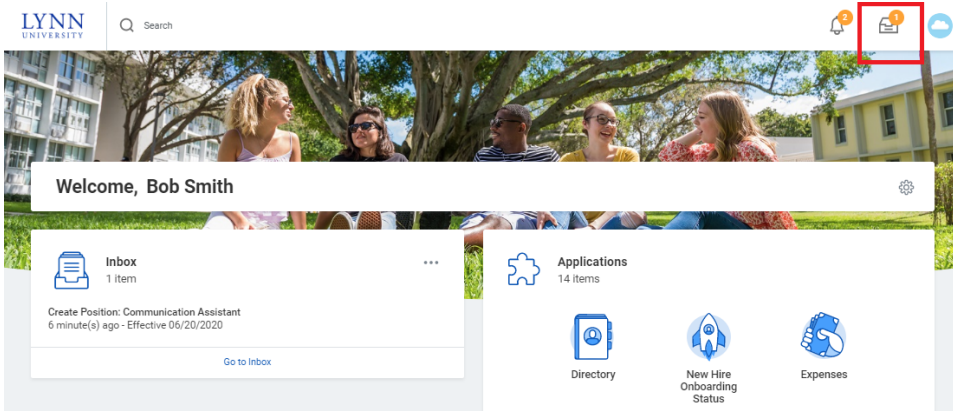
Changes 2 items

Effective Date

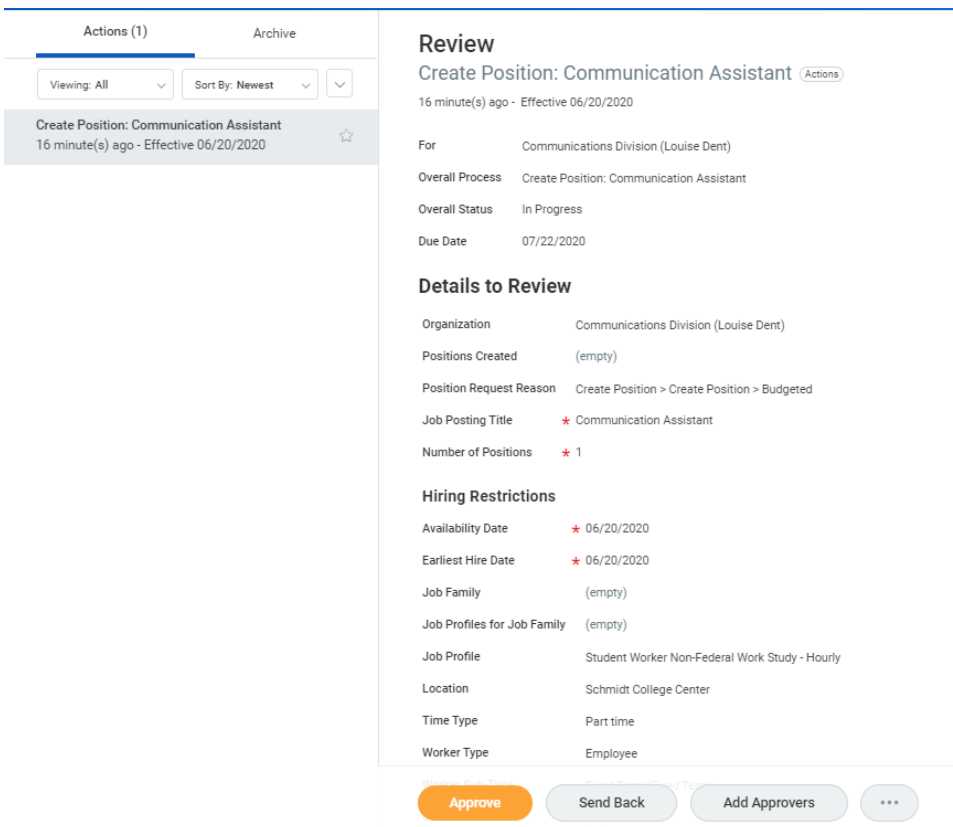
Plan Type

Manager Position Approval

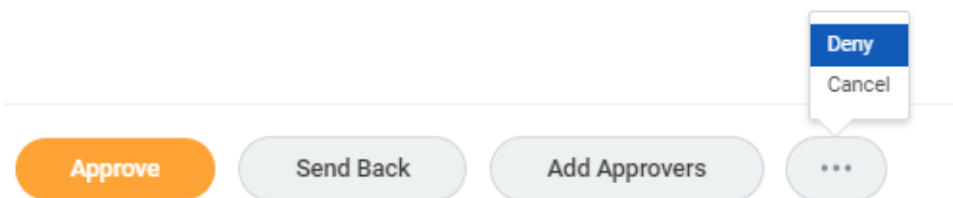
1. Your manager's inbox will receive an item requesting they review and approve the information submitted. Click on the inbox icon.



2. Manager must review the 'Create Position' request.



3. Manager has the option to 'Approve', 'Send Back' for corrections, 'Add Approvers'. To 'Deny' or 'Cancel' the request click the ellipsis icon.



4. When approved, a success message will display on the inbox item.

The screenshot shows a user interface with a top navigation bar containing 'Actions (0)' and 'Archive'. Below this is a filter section with 'Viewing: All' and 'Sort By: Newest'. A list item is displayed: 'Create Position: Communication Assistant' with a timestamp '16 minute(s) ago - Effective 06/20/2020'. To the right, a success message box reads 'Success! Event approved' followed by 'Create Position: Communication Assistant' and '16 minute(s) ago - Effective 06/20/2020'. Below the success message, the 'Up Next' section shows 'HR Partner', 'Review Position Request', and 'Due Date 07/22/2020'. A link '> Details and Process' is at the bottom.

5. After approval by your manager the process will route to Employee Services and Finance for review and approval. Click Detail and Process then Process tab to view next steps.

The screenshot shows the 'Details and Process' page. It includes a breadcrumb 'For Communications Division (Louise Dent)' and 'Overall Process Create Position: Communication Assistant'. The 'Overall Status' is 'In Progress' and the 'Due Date' is '07/22/2020'. Below this are tabs for 'Details' and 'Process'. The 'Process' tab is active, showing a 'Process History' table with 9 items.

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	07/15/2020 09:59:26 AM	07/22/2020	Louise Dent	
Change Default Compensation	Change Default Compensation	Approved	07/15/2020 10:19:15 AM		Louise Dent (Initiator)	
Change Default Compensation	Review Default Compensation	Not Required				
Change Default Compensation	Approval by Manager	Not Required				
Create Position	Consolidated Approval by Manager's Manager	Approved	07/15/2020 10:53:06 AM		Bob Smith (Manager's Manager)	
Create Position	Review Position Request	Awaiting Action		07/22/2020	Renee Lanteigne (HR Partner)	
					Susan Bright (HR Partner)	
Create Position	Review Position Request	Awaiting Action		07/22/2020	Renee Lanteigne (HR Partner)	
					Susan Bright (HR Partner)	

6. Once the approval process has completed, you will receive a notification that the new position has been successfully created.

View New Position

1. Once the approval process has completed, you (Initiator) will receive a notification that the new position has been successfully created.

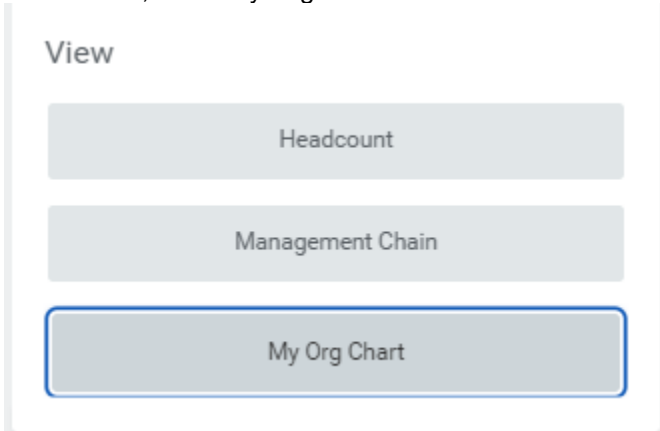
The screenshot shows a notification interface. At the top is the 'LYNN UNIVERSITY' logo and a search bar. Below is a 'Notifications' section with a filter 'Viewing: Unread' and 'Sort By: Newest'. A notification is displayed: 'Create Position: Communication Assistant' with a timestamp '2 minute(s) ago'. Below the notification is a link 'Details Create Position: Communication Assistant'.

2. To view the new position in your supervisory organization, click on 'My Team' on your home page.

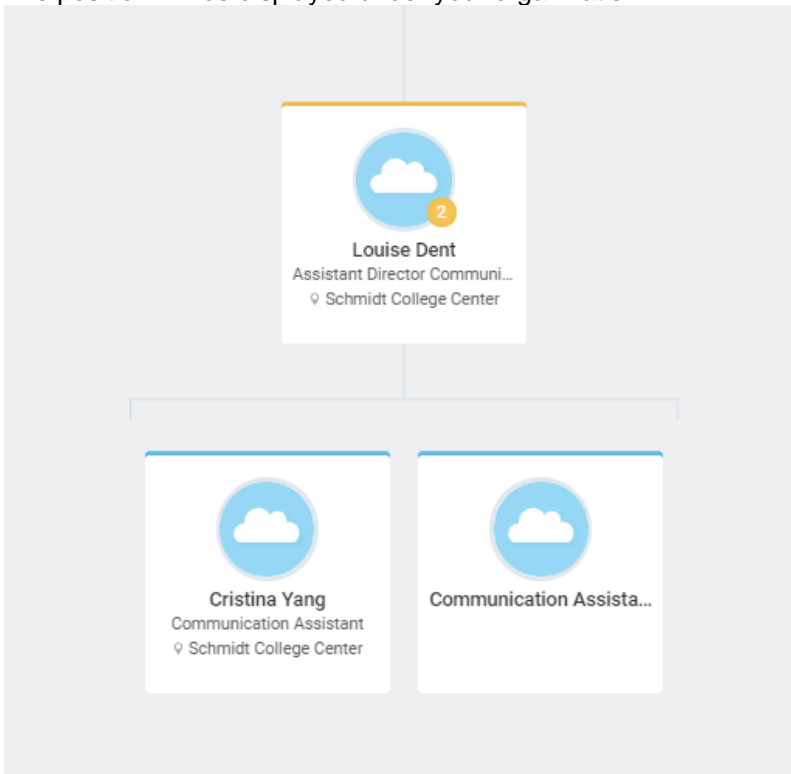


My Team

3. Under View, Click 'My Org Chart'

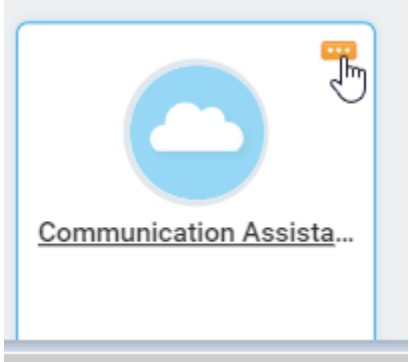


4. The position will be displayed under your organization.

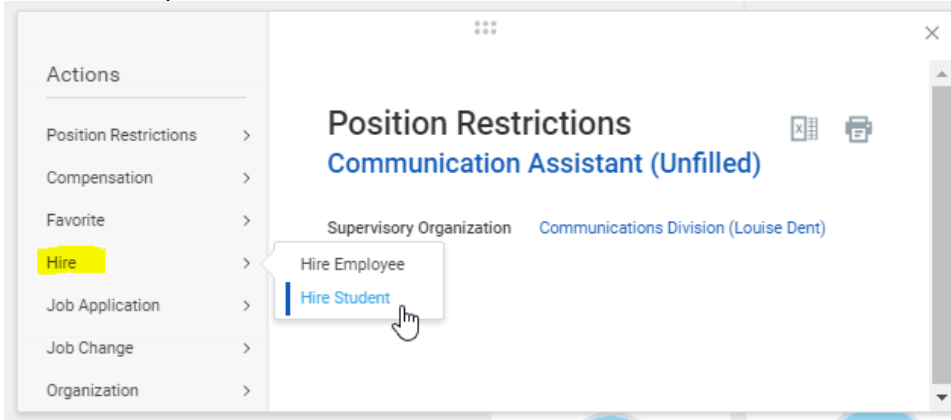


5. From your Supervisory Organization Chart you are able to hire a student into this position.

6. On the open position, hover over the top right corner. Click on the 'Action Items' button (3 dots)



7. Under 'Hire' option, select 'Hire Student'



Note

Follow the [New Hire - Student](#) job aid for detailed instructions.

