

New Hire - Student

! In order to hire a student worker, **you must have an open position** to hire the student into. If you do not have an open position, you will need to create a position ([see create position for student worker documentation](#)).

On this Job aid:

- [Hire Student](#)
- [Manager Hire Approval](#)
- [View Hire Process Status](#)
- [Student Notifications and Onboarding Items](#)

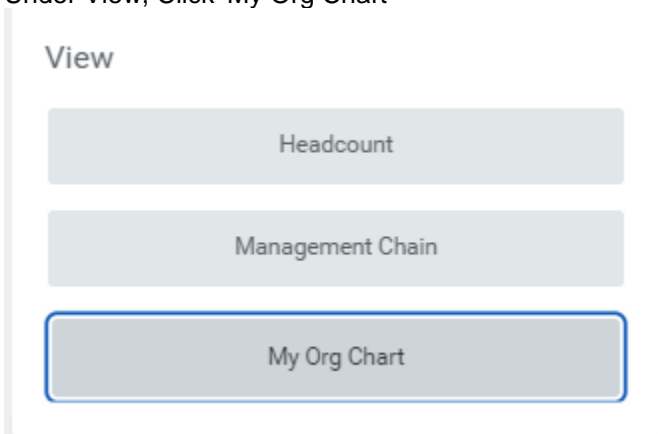
Hire Student

1. From your Applications, click on My Team.

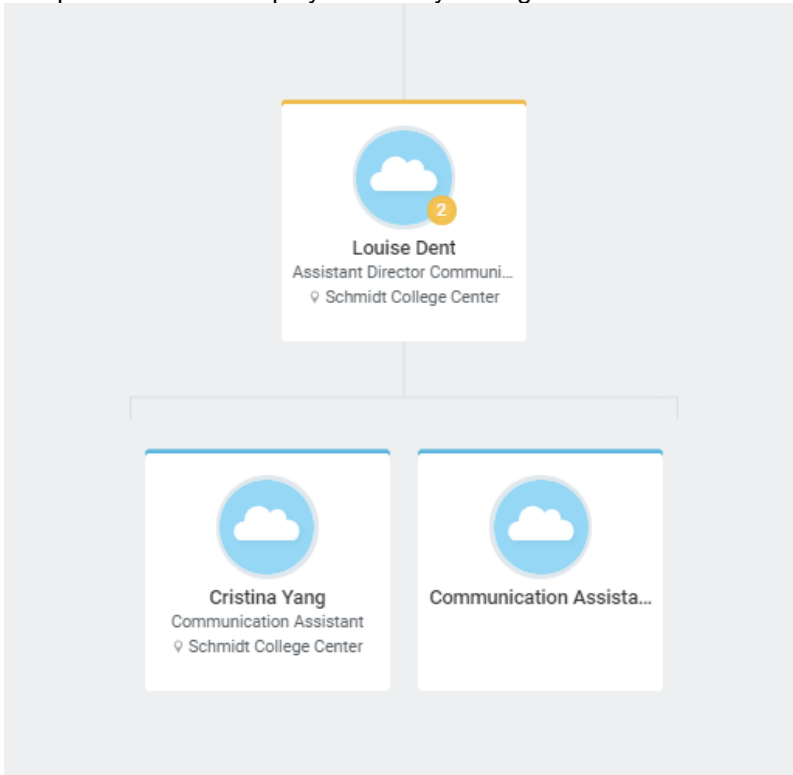



My Team

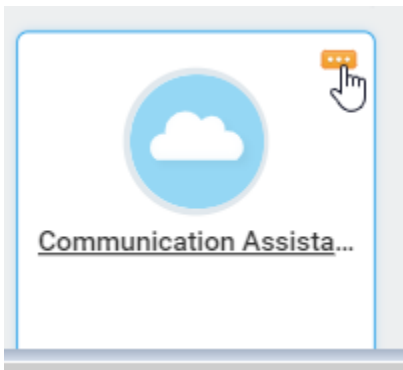
2. Under View, Click 'My Org Chart'



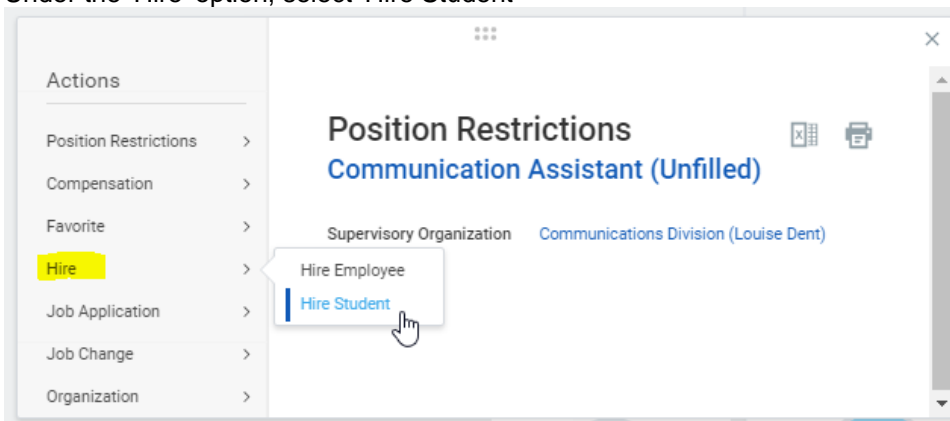
3. The position will be displayed under your organization.



4. In your Org Chart, locate and hover over the unfilled position you want to fill. On the top right corner click on the 'Related Actions' icon 



5. Under the 'Hire' option, select 'Hire Student'



6. Type the name of the student you are hiring and click enter to populate the student's name in the field. Click the Okay button at the bottom left of the screen.

Hire Student

Student *

Supervisory Organization * Communications Division (Louise Dent)

Position Communication Assistant

OK

Cancel

7. You will be directed to a screen with information about the student. Click hire at the bottom left of the screen.

← Hire Student
📄 🗑️

Last Updated 06/02/2020, 10:28 AM PDT

Academic Level Undergraduate

Work-Study Eligible No

Academic Unit College of Arts and Sciences

Class Standing

Load Status

Expected Graduation Date

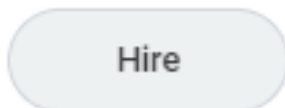
All Jobs

1 Item

Hire Date	End Employment Date	Position	Organization	Manager	Location	FTE	Scheduled Weekly Hours	Blended FTE
10/11/2019		Athletics Event Assistant				0	0	0%
Total:						0	0	0%

Hire

8. Click 'Hire' button



9. The hire window will open

Hire Student

Communications Division (Louise Dent)

Hire Date * MM / DD / YYYY

Reason *

Job Details

Position * X Communication Assistant

Employee Type * X Fixed Term (Fixed Term)

Job Profile * X Student Worker Non-Federal Work Study - Hourly

Time Type * X Part time

Location * X Schmidt College Center

Pay Rate Type X Hourly

> **Additional Information**

enter your comment

Submit Save for Later Cancel

10. Enter the hire date.

Important

It typically takes 2 weeks from Employee Services being notified of the new hire in Workday before they will be cleared to work. The hire date should therefore be at minimum future dated for 2 weeks' time.

Hire Date * 06 / 25 / 2020

11. Enter the hire reason; typically this will be 'new hire' or 'rehire'.

Reason * Search

← Hire Employee


☒ Hire Employee > New Hire


☐ Hire Employee > Rehire

Job De


Position


12. The fields under Job Details will already be populated with the information entered when the position was created. Click on the Additional Information arrow to expand the field.


Hire Date * 06 / 25 / 2020 


Reason * × Hire Employee > New Hire 


Job Details


Position * × Communication Assistant ... 

Employee Type * × Fixed Term (Fixed Term) 

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

Time Type * × Part time 

Location * × Schmidt College Center ... 

Pay Rate Type × Hourly 

13. Click on the Arrow next to 'Additional Information'

> Additional Information

14. In the Additional Information field, the job title defaults to the job profile name 'Student Worker...' and the hours default to 40.

▼ Additional Information






Job Title	Student Worker Non-Federal Work Stud
Business Title	Student Worker Non-Federal Work Stud
Location Weekly Hours	40
Default Weekly Hours	40
Scheduled Weekly Hours	40
FTE	100%
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>

15. Enter the actual job title in the Job Title field – Business Title will automatically update. Enter 35 in the Default Weekly Hours and 20 into the Schedule Weekly Hours field. The FTE (full-time equivalent) will automatically default to less than 100%.


Additional Information

Job Title	Communication Assistant
Business Title	Communication Assistant
Location Weekly Hours	40
Default Weekly Hours	35
Scheduled Weekly Hours	20
FTE	57.14%
Annual Work Period	(empty)
Work Period Percent of Year	

16. Scroll down to fill-in the End Employment Date. This will typically be the last day of the Semester or earlier if you know the date the student is finishing their job/completing college.

First Day of Work	06 / 25 / 2020 
Continuous Service Date	06 / 25 / 2020 
End Employment Date	* 05 / 14 / 2021 
Benefits Service Date	MM / DD / YYYY 
Company Service Date	MM / DD / YYYY 

17. There is no requirement to enter a comment or attach a document. Scroll down to the bottom and click submit.



Attachments

Drop files here
or
Select files

18. A confirmation window will open. You will be 'up next' to propose compensation for the new student hire. Click 'Open'.

You have submitted

Hire: **Kayla** - Communication Assistant [Actions](#)

Up Next



Louise Dent

Propose Compensation Hire

Open

> Details and Process

19. The hourly rate defaults to the amount entered when the position was created – in this example \$10 per hour. If this is correct click submit at the bottom of the screen.

Compensation

Effective Date & Reason

Effective Date

06/25/2020



Use Next Pay Period

No

Reason

Hire Employee > Hire Employee > New Hire

Total Base Pay

Total Base Pay

10.00 USD Hourly

- a. If you need to edit the hourly rate (e.g. if you are hiring a graduate and need to change the rate to \$11 per hour), scroll to the hourly section and click on the pencil.

Hourly

Assignment Details

10.00 USD Hourly



Plan Name

Hourly Comp Plan

Effective Date

06/25/2020

Add

- b. Edit the field and amend the hourly rate. Click on the checkmark to save.

Hourly

Compensation Plan
Hourly Comp Plan

Total Base Pay Range
0.00 - 100.00 USD Hourly

Amount *
11.00

Amount Change
1.00

Percent Change
10

Currency *
USD

Frequency *
Hourly

> Additional Details

Assignment Details
11.00 USD Hourly

20. Review all details. Click submit at the bottom of the page.

Propose Compensation Hire

Kayla Actions
Communication Assistant (Unfilled) Actions

Compensation

Effective Date & Reason

Effective Date
06/25/2020

Use Next Pay Period
No

Reason
Hire Employee > Hire Employee > New Hire

Total Base Pay

Total Base Pay
10.00 USD Hourly

Primary Compensation Basis

Basis
(empty)

Basis Details
0.00 USD Hourly

Submit Deny Save for Later Close

21. A new screen will confirm the process. Change Organization Assignment is 'up next', click on open.

Success! Event submittedPropose Compensation Hire: Kayla [redacted] - Communication Assistant [Actions](#)**Up Next**

Louise Dent

Change Organization Assignments

[Open](#)**> Details and Process**

22. Scroll down to Organizations. Check that the cost center has correctly defaulted to your budget.

23. Click on the pencil if you need to edit and change the cost center.

24. Next step will depend on the position:

a. **Non-Work Study Positions Only:**

If the position is a non-work study position, click Submit at the bottom of the screen. Continue with step 25

b. **Work Study Positions Only:**

You must hire work study eligible students into work study positions



For work study positions, you must hire a work study eligible student. Please complete the following additional steps.

- i. Scroll down to the 'Other' section near the bottom of the page. Click on the pencil to edit the field.

Other

NACUBO

NACUBO30 Student Services

Work Study

Furlough

ii. Click on the  symbol

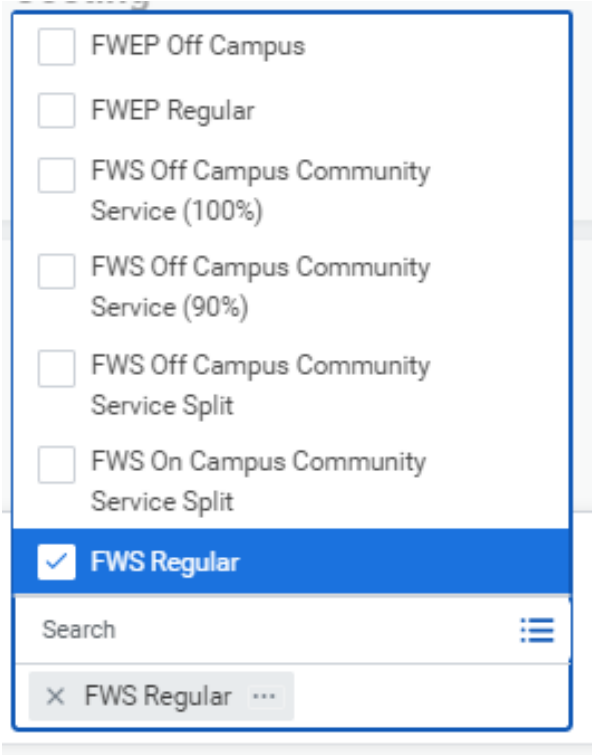
Work Study

iii. and select the appropriate type of Work Study.

☐ FWEP Off Campus
 ☐ FWEP Regular
 ☐ FWS Off Campus Community Service (100%)
 ☐ FWS Off Campus Community Service (90%)
 ☐ FWS Off Campus Community Service Split
 ☐ FWS On Campus Community Service Split
 ☐ FWS Regular

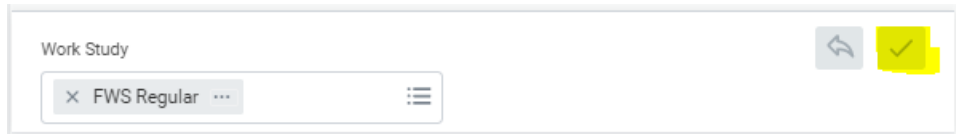
Search

iv. In this example, FWS Regular has been selected. When you click on the checkmark to save, the selection will appear.



A screenshot of a dropdown menu for selecting a Work Study type. The menu is open, showing a list of options with checkboxes. The options are: FWEF Off Campus, FWEF Regular, FWS Off Campus Community Service (100%), FWS Off Campus Community Service (90%), FWS Off Campus Community Service Split, and FWS On Campus Community Service Split. The option 'FWS Regular' is selected, indicated by a blue bar with a white checkmark and the text 'FWS Regular'. Below the list is a search bar with the text 'Search' and a magnifying glass icon. At the bottom of the dropdown is a button with a red 'X' icon, the text 'FWS Regular', and three dots.

v. Click the checkmark icon



A screenshot of the Work Study selection interface. The text 'Work Study' is at the top. Below it is a dropdown menu with the text 'FWS Regular' and three dots. To the right of the dropdown are two icons: a red arrow pointing left and a yellow checkmark icon.


vi. The Work Study type will be selected



A screenshot of the Work Study selection interface. The text 'Work Study' is at the top. Below it is a dropdown menu with the text 'FWS Regular'. To the right of the dropdown is a red pencil icon.

vii. Click submit at the bottom left of the screen. Comments and attachments are not required.

Process History

 **Louise Dent**
Change Organization Assignments for Worker– Awaiting Action

Attachments

Drop files here

or

Select files


Submit

Save for Later


Close

25. Your manager will be up next to approve the new hire details you have entered. You can also click on the Details and Process tab to review the information you have submitted.

Success! Event submitted

Assign Organizations: Hire: Kayla  · Communication Assistant [Actions](#)

Up Next

 **Bob Smith**
Hire: Kayla McOwen - Communication Assistant - Consolidated Approval by Manager's Manager

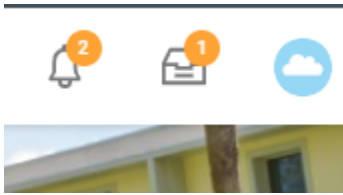
> **Details and Process**

26. Click Done

Done

Manager Hire Approval

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



2. Manager must review the 'Hire' request.

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest ▼

Hire: Kayla - Communication Assistant
 35 minute(s) ago - Effective 06/25/2020

Review

Hire: Kayla McOwen - Communication Assistant Actions

35 minute(s) ago - Effective 06/25/2020

For: Communication Assistant

Overall Process: Hire: Kayla - Communication Assistant

Overall Status: In Progress

Details to Review

Staffing Information

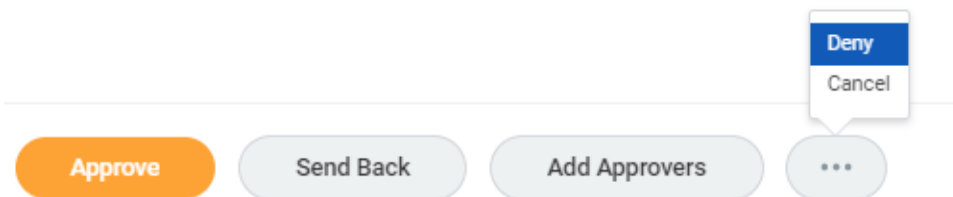
Proposed Organization	Communications Division (Louise Dent)
Proposed Position	Communication Assistant (Unfilled)
Hire Date	06/25/2020
Hire Reason	Hire Employee > New Hire
Employee Type	Fixed Term (Fixed Term)
Job Profile	Student Worker Non-Federal Work Study - Hourly
Location	Schmidt College Center
FTE	57.14%

[More Details](#)

This following request is for the specific compensation data that was changed by the transaction. If you would like to see

Approve
Send Back
Add Approvers
...

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.

Inbox

Actions (0) Archive

Viewing: All Sort By: Newest

Hire: Kayla - Communication Assistant
35 minute(s) ago - Effective 06/25/2020

Success! Event approved
Hire: Kayla - Communication Assistant
35 minute(s) ago - Effective 06/25/2020

Up Next
HR Partner (Supervisory)
Review Employee Hire

> **Details and Process**

5. Manager can click on Details and Process, Process tab for more information. 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.

Details and Process

For Communication Assistant

Overall Process Hire: Kayla McOwen - Communication Assistant

Overall Status In Progress

Details Process

Process History 6 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Hire	Hire	Step Completed	07/15/2020 12:05:39 PM		Louise Dent	
Propose Compensation Hire	Propose Compensation Hire	Submitted	07/15/2020 12:17:06 PM		Louise Dent (Initiator)	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	07/15/2020 12:35:45 PM		Louise Dent (Initiator)	
Hire	Consolidated Approval by Manager's Manager	Approved	07/15/2020 01:13:26 PM		Bob Smith (Manager's Manager)	
Hire	Review Employee Hire	Awaiting Action			Renée Lantaigne (HR Partner (Supervisory))	
					Susan Bright (HR Partner (Supervisory))	

6. Click Done



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

Note

After your manager approves the new hire the business approval (workflow) will go to Employee Services for approval and to complete the following steps:

- Student conduct review
- Background check
- Complete new hire paperwork submitted by the student
- Complete employer section of the I9 form

View Hire Process Status

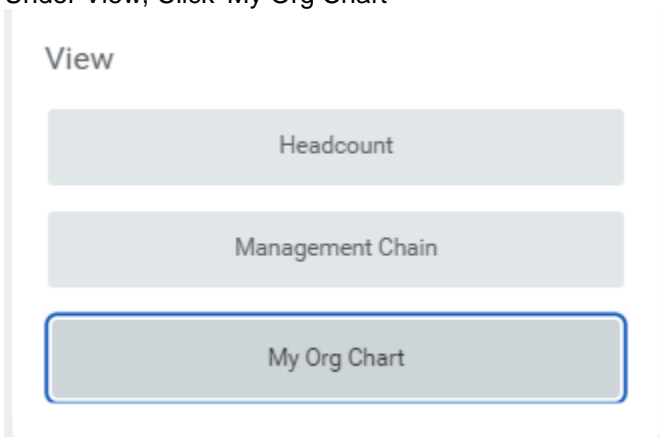
At any time in the hire process you can go to your Supervisory Organization and view the status on your new hire:

1. To view the hire status in your supervisory organization, click on 'My Team' on your home page.

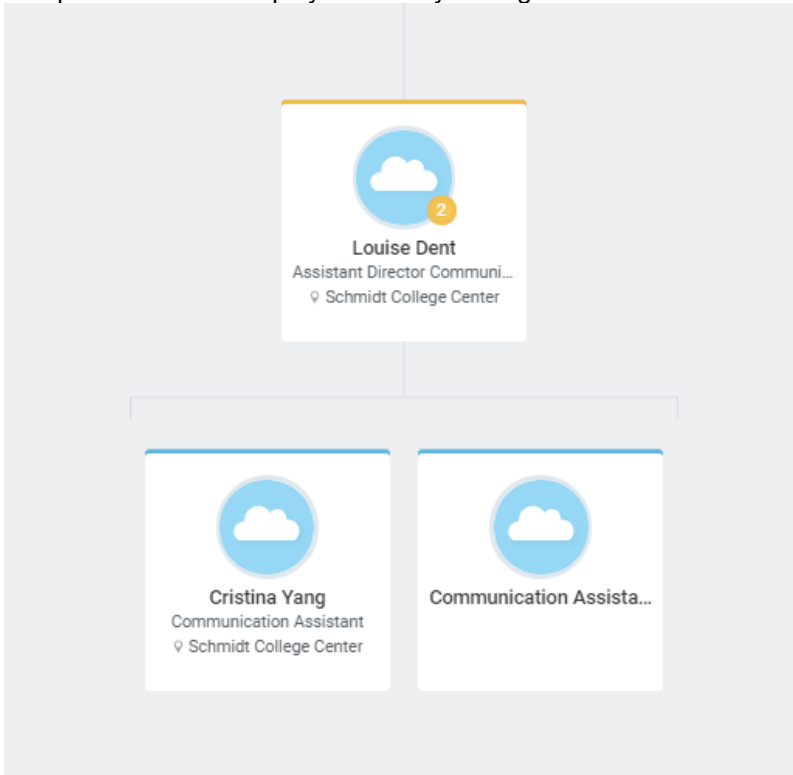


My Team

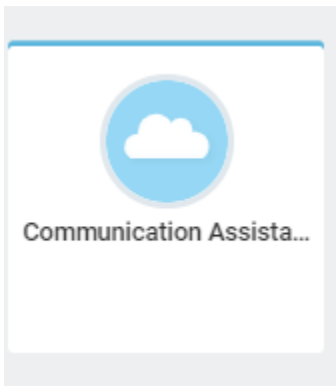
2. Under View, Click 'My Org Chart'



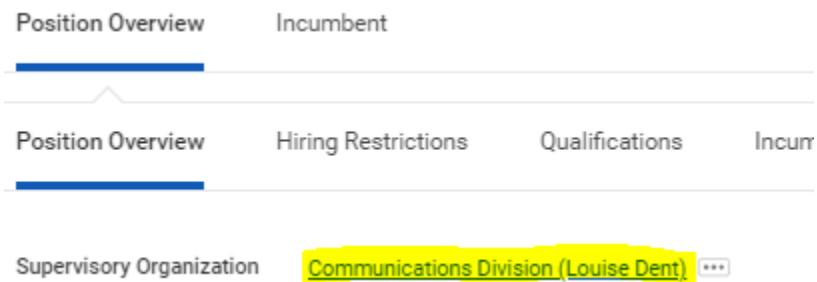
3. The position will be displayed under your organization.



4. Click anywhere to open the position record.



5. Click on the Supervisory Organization link



6. Click on the staffing tab. On the screen, you will see the current status in the hiring process.

Members	Details	Staffing	Unavailable to Fill	Roles	Security Groups	Compensation Activity	Organization Assignments
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Staffing Model Position Management

In Progress Staffing Actions 1 item

Business Process	Applies To	Outbound Organization	Inbound Organization	Awaiting Action By	Initiated On
Hire: Kayla - Communication Assistant	Kayla		Communications Division (Louise Dent)	Renee Larnegne Susan Bright	07/15/2020 12:05:39 301 PM

7. To view remaining steps, click on the Business Process Link

In Progress Staffing Actions 1 item

Business Process
Hire: Kayla - Communication Assistant ***

8. A window will open with the business process. Click on the process tab for details

View Event

Hire: Kayla - Communication Assistant

For

Communication Assistant

Overall Process

Hire Kayla - Communication Assistant

Overall Status

In Progress

Details

Process

Process History 6 items



Process	Step	Status	Completed On	Due Date	Person	Comment
Hire	Hire	Step Completed	07/15/2020 12:05:39 PM		Louise Dent	
Propose Compensation Hire	Propose Compensation Hire	Submitted	07/15/2020 12:17:06 PM		Louise Dent (Initiator)	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	07/15/2020 12:35:45 PM		Louise Dent (Initiator)	
Hire	Consolidated Approval by Manager's Manager	Approved	07/15/2020 01:13:26 PM		Bob Smith (Manager's Manager)	
Hire	Review Employee Hire	Awaiting Action			Renee Lantagne (HR Partner (Supervisory)) Susan Bright (HR Partner (Supervisory))	

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

9. Click on 'Remaining Process' to view the complete hire process and up coming steps.

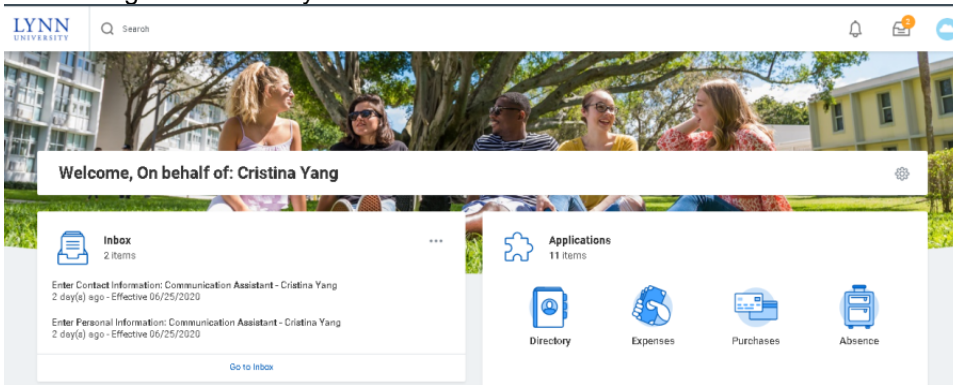
  sup.org		
View Remaining Process		
Hire: Kayla - Communication Assistant (Actions)		
Remaining Process 24 items		
Process	Step	Group
Hire	Consolidated Approval by Finance Executive	Finance Executive
Hire	To Do: Offer Letter	HR Partner (Supervisory)
Hire	Start a Background Check	HR Partner (Supervisory)
Hire	Change Personal Information	HR Partner (Supervisory)
Hire	Verify Proposed Employee ID	HR Partner
Hire	Edit Government IDs	HR Partner (Supervisory)
Hire	Verify Proposed Employee ID	HR Partner
Hire	Assign Pay Group	Payroll Administrator
Hire	Assign Pay Group	Payroll Administrator
Hire	Complete Form I-9 Section 3	HR Partner (Supervisory)

! Important: your student will be visible in Workday before the hire process has completed but this does not indicate they are cleared to work. Your student can only start work after you have received approval from Employee Services. Typically, this is 2 weeks after Employee Services is notified of the hire in Workday.

Student Notifications and Onboarding Items

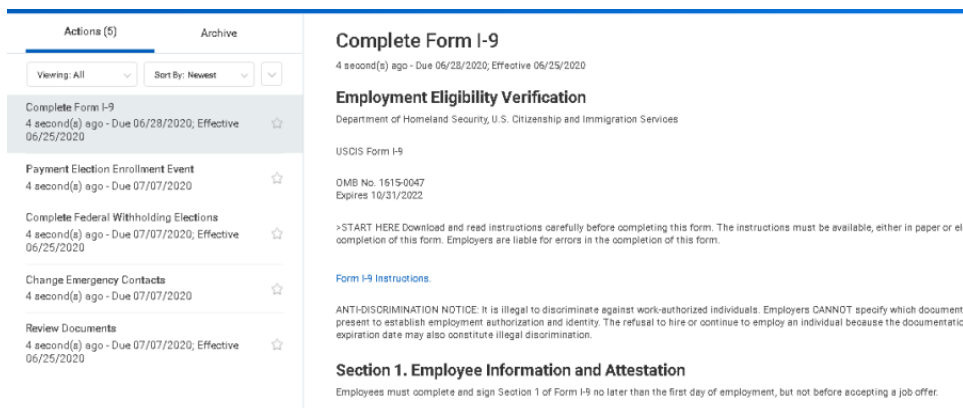
During the hiring process your student will receive an email with information to log into Workday.

1. Student logs into Workday



2. Student must complete all onboarding items on their Inbox:

- a. Electronically sign Lynn University's policies
- b. Complete the employee part of the I-9
- c. Complete a W4
- d. Complete payment elections



i Students can update their W4 and direct deposit at any time in Workday while they are employed.

3. Once **Employee Services** has completed required review **and the student** has completed their paperwork, **Hiring staff will receive an inbox item notifying you that your student has been fully approved to start work.**