

HCM: Hiring for New “Work Study” Students

Overview

This job aid explains how HCM Action Initiators can hire new “Work Study” student workers in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- Prior to initiating the Workday process, have all information on the Pre-Hire Data Sheet filled out. The Data Sheet is available on SU Workday website.
- Obtain the Federal Work Study Approval Form from the Financial Aid Office
- Reference the Payroll/HR Processing Calendar on the SU Workday website to ensure that you are initiating the process with enough time for it to complete before the employee’s effective date, which should be the start of a pay period.

Icons Referred to in This Document



Prompt



Related Actions



Required Field



Calendar



My Tasks

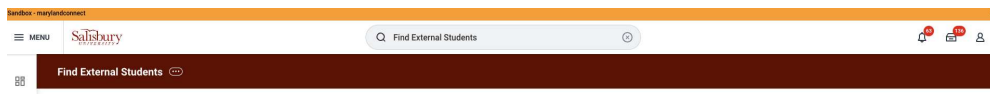


Checkbox

Hire Student

Note: External students are students in Workday whose information originated from Campus Solutions.

1. Enter **Find External Students** and select the report.



2. The **Find External Students** page displays.
3. Filter page for SU Students and for Work-Study Eligible Students ONLY by checking the SU checkbox and the “True” checkbox under the Work-Study Eligible filter on the left side of the page

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Current Search

Save

Clear All

▼ Academic Unit

☒ Salisbury University (726)

☐ The University of Baltimore (137)

☐ Frostburg State University (80)

☐ Bowie State University – Pro... (52)

▼ Active Student

☐ True (698)

☐ False (28)

▼ Work-Study Eligible

☒ True (726)

726 Results

 **Karli Merson**
Salisbury University

 **William Lamuth**
Salisbury University

 **Krystal Massaquoi**
Salisbury University

 **Precious Nwabiukwu**
Salisbury University

 **Riley Morano**
Salisbury University

 **Khloe Kues**
Salisbury University

4. Select the **Student** that will be hired.

5. The Student’s profile page displays.

Notes:

- a. The Student’s profile page will show the student’s active status and their associated Academic Unit.
- b. Only active students can be hired into Workday.

6. Select the **Actions** tab under the student’s name and title.

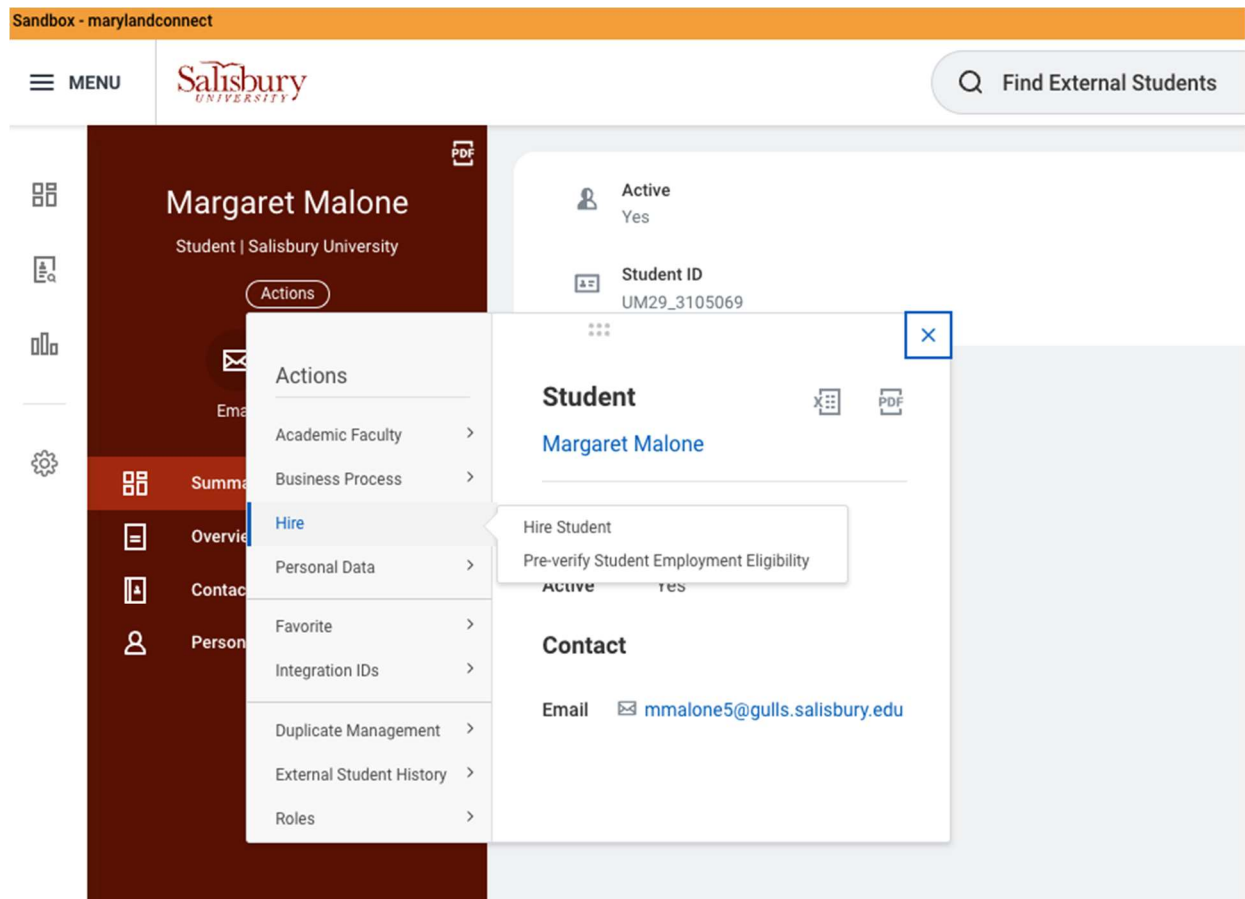
7. The Actions menu displays.

8. Hover over **Hire** and select **Hire Student**.

Updated on 8/8/2024

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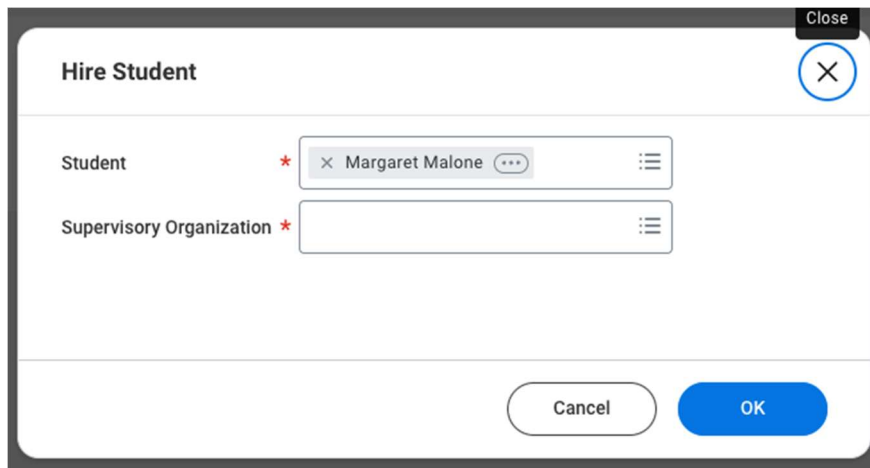
9. The Hire Student pop-up box displays.

Note: The Student and Supervisory Organization field will auto populate. To change the student or the supervisory organization, select the field prompt(s) or enter the student/supervisory organization into the field.

Note: Students can only be hired into a JM Position.

10. Select OK.

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Hire Student

Student *

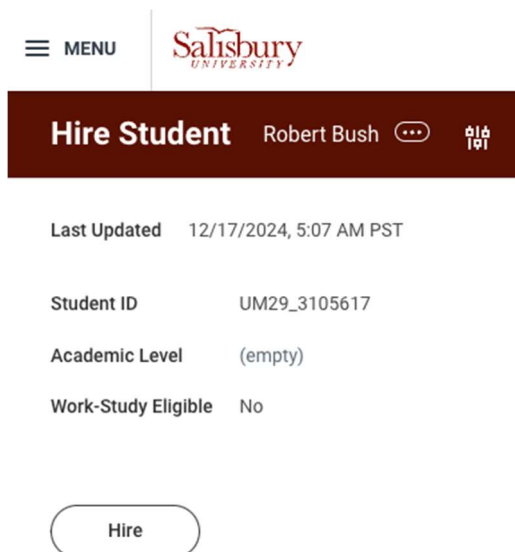
Supervisory Organization *

Cancel OK

11. The Hire Student page displays.

Note: If the student already exists in Workday, select Add Job under the All Jobs grid, and skip to the “Add Job for Student’s” section.

12. Select **Hire**.



Hire Student Robert Bush

Last Updated 12/17/2024, 5:07 AM PST

Student ID UM29_3105617

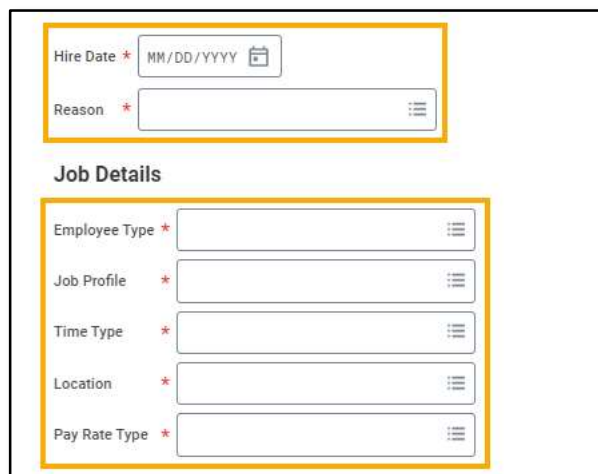
Academic Level (empty)

Work-Study Eligible No

Hire

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13. The Hire Student page displays.
14. Read the [Data Entry Considerations](#).
15. Use the **Calendar** to choose the **Hire Date**.
Note: Reference the Payroll/HR Processing Calendar on the SU Workday site and make sure you are selecting a hire date that falls on the start of a pay period
16. Select the **Reason Field** to choose the appropriate reason for the hire.
Note: For New Hires, **ALWAYS** select “**Hire Employee > New Hire**”, unless advised otherwise by HR
17. Select the **Temporary (Fixed Term)** Employee Type.
18. Select the **Prompt** to choose the **Job Profile** from the **USM Student Titles** option.
Note: For a Federal Work Study student, select “**8000 - College Work Study**” or “**8100 - College Work Study- Off Cam**” as their job profile.
19. Select the **Prompt** to choose a **Time Type**, which is **ALWAYS** “**Part time**”, unless advised otherwise by HR
20. Select the **Prompt** to choose the **Location**, which is **ALWAYS** “**SU Main**”, unless advised otherwise by HR
Note: Once you select a location, the **Pay Rate Type** field will auto populate.
21. Select the **Prompt** to choose the **Pay Rate Type**.



The screenshot shows a web form for hiring a student. At the top, there are two fields: 'Hire Date' with a calendar icon and 'Reason' with a dropdown arrow. Below these is a section titled 'Job Details' which contains five fields: 'Employee Type', 'Job Profile', 'Time Type', 'Location', and 'Pay Rate Type', each with a dropdown arrow. The 'Pay Rate Type' field is highlighted with a yellow box, indicating it is auto-populated based on the 'Location' selection.

22. Enter the **Scheduled Weekly Hours** under the Working Time section.
Note: This can only be a **MAXIMUM of 10 HOURS** for Work Study Students during the Fall, Spring, and Winter semesters
23. Select the **Prompt** to choose a **Work Shift**.
Note: **ALWAYS** select “**First Shift (United States of America)**”, unless told otherwise by HR
24. **ALWAYS** Select the **down arrow** next to **Additional Information** to include any additional information.

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Additional Information

Job Title * College Work Study

Business Title * College Work Study

Annual Work Period * (empty)

Work Period Percent of Year

Disbursement Plan Period * (empty)

Job Exempt ☐

Job Classifications 01 - FICA Tax Exempt (FICA Exemption Status-United States of America)

Additional Job Classifications

Workers' Compensation Code from Job Profile (empty)

Continuous Service Date * 02/05/2025

End Employment Date * 02/18/2025

Benefits Service Date MM/DD/YYYY

Company Service Date MM/DD/YYYY

enter your comment

Attachments

Drop files here

or

Select files

25. Select the **Calendar** to add the **Employment End Date**.

Notes:

- a. Reference the Payroll/HR Processing Calendar on the SU Workday site and make sure you are selecting an End Employment date that falls on the end of the pay period closest to their actual contract end date (i.e, if the employee's end date is 3/30, but the pay period ends 3/31, put the end date as 3/31, but if the contract end date is 4/1, list the end date as 4/8).
- b. Add any comments in the comments box of the Additional Information section.

26. Change the **Job Title** and **Business Title** to accurately reflect the work the student is doing and for which department.

27. Attach **supporting documentation** related to the student hire in the **Attachments** section and choose the attachment category.

Note: You must upload the student's **Federal Work Study Award** if you are hiring a Federal Work Study student. Review SU's policy regarding uploading a student's Federal Work Study Award.

28. Select **Submit**.

Note: A pop up screen appears stating "Success! Event submitted" and the next step in the hire process.

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29. Next, select **Open** on the “You have submitted page”.
30. This will take you to the **Edit Government IDs** page. Make sure that the SSN is accurate and matches what is on the Data Sheet that should have been completed prior to the initiation of this process
31. Select Submit.
Note: A pop up screen appears stating “Success! Event submitted” and the next step in the hire process.
32. Next, select **Open** on the “You have submitted page”.
33. This will take you to the **Change Personal Information** page. Make sure that the DOB is accurate and matches what is on the Data Sheet that should have been completed prior to the initiation of this process
34. **PROCESS WILL NOW ROUTE TO USM (HR Administrator) FOR DUPLICATE REVIEW AND APPROVAL**
35. **ONCE APPROVED, THE PROCESS WILL APPEAR IN THE INITIATORS “MY TASKS” IN WORKDAY AS “ASSIGN ORGANIZATIONS: HIRE *student name*”**
36. Verify the information on the **Change Organization Assignment** screen.
 - a. The **Company and Cost Center** may default from the Supervisory Organization.
Note: If you need assistance on choosing a Fund, contact Budgets.
 - b. If the **Cost Center** needs to be updated, select the **Pencil** to edit information.
 - c. Under “Other” **ALWAYS** add “Timeclock Swipers” by selecting the pencil icon, clicking into the box, and checking the applicable selection.
Note: If your specific department is noted, select that checkbox. If not, default to just “Timeclock Swipers”
 - d. **ALWAYS** add the “Department ID”

Cost Center

Cost Center *

CC290001 SU | VPAF | Admin and Finance

☐	Athletics Timeclock Swipers	...
☐	Computer Services Timeclock Swipers	...
☐	Dining Services Timeclock Swipers	...
☐	Library Timeclock Swipers	...
☐	Physical Plant - Custodial Services Timeclock Swipers	...
☐	Physical Plant Timeclock Swipers	...
☐	Public Safety Timeclock Swipers	...
☒	Timeclock Swipers	...

Search

× Timeclock Swipers ...

State Support

Department ID

37. Select **Submit**.
38. Next, select **Open** on the “Success! Event Submitted” pop-up.
39. Verify the information on the **Propose Compensation Hire** screen.
Note: Select the **Pencil** to edit or add information.
40. Select the **Pencil** to edit the Assignment Details/Compensation Plan section under the **HOURLY** section

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The screenshot shows a web form titled "Hourly". It includes a "Compensation Plan" dropdown set to "Staff Hourly Plan" with undo and check icons. Below is the "Total Base Pay Range" as "0.00 - 5,000.00 - 10,000.00 USD Hourly". The "Amount" field is highlighted with a yellow box and contains "15.00". The "Currency" dropdown is set to "USD" and the "Frequency" dropdown is set to "Hourly". A blue arrow points to the "Additional Details" section. Under this section, the "Expected End Date" is a date picker. The "Actual End Date" is highlighted with a yellow box and contains "12/31/2024".

- a. **Amount:** Enter the **Amount** the Worker will be paid.
 - b. **Currency:** Automatically populates.
 - c. **Frequency:** Automatically populates.
 - d. Select the blue **Additional Details** arrow to enter an actual end date for fixed-term and temporary employment. **THIS SHOULD BE THE SAME AS THE NOTED EMPLOYMENT END DATE**
 - e. Select **Save**.
41. (Optional) Enter any **comments** in the **Comments** box of the **Additional Information** section.
42. Select **Submit**.
43. Select **Open** to complete the Costing Allocation for Hire

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- a. When Hiring into a Job Management (JM) Supervisory Organization: Navigate to the **Costing Allocation Level** on the Assign Costing Allocation for Hire Employee.
- b. **ALWAYS** add the **“TO”** date to reflect the **END DATE, which should be the last day of a Pay Period.**
- c. **ALWAYS** choose **“Worker and Position”**, unless told otherwise by HR
- d. to enter **Costing Allocation Details.**
Note: If entering more than one costing allocation, you can select “Copy Costing Allocation” and update the applicable fields as needed.
- e. Use the **Calendar** to choose a **Start Date**. This should **ALWAYS** reflect the same Start Date as the employee’s effective date
- f. Use the **Calendar** to choose an **End Date**. This should **ALWAYS** reflect the same End Date as noted throughout the process.
- g. Use the **Prompt** to select the **Usource, Grant, Project, or Gift.** **Notes:**
 - Once a Usource, Grant, Project, or Gift is selected, the additional Worktags field automatically populates. Use the prompt to update the additional Worktags field, if applicable.
 - For Job Management supervisory organizations, costing is allocated during the hire process.
 - Costing Allocations should only be assigned at the Worker and Position Level unless otherwise indicated by HR

44. (Optional) Enter any **Comments** in the **Comment** section.

45. Select **Submit**.

Note: Depending on the position, additional steps and approvals may be needed.

46. PROCESS WILL NOW ROUTE TO the USOURCE MANAGER FOR REVIEW AND APPROVAL

47. PROCESS WILL NOW ROUTE TO the MANAGER FOR REVIEW AND APPROVAL

48. PROCESS WILL NOW ROUTE TO the COMPENSATION PARTNER FOR REVIEW AND APPROVAL

49. ONCE APPROVED, THE PROCESS WILL APPEAR IN THE INITIATORS **“MY TASKS”** IN WORKDAY AS **“GENERATE DOCUMENT – HIRE: *student name*”**

50. Select **Review**

The screenshot displays the Workday interface for the 'Generate Document' task. On the left, the 'All Items' sidebar shows a search bar and a list of items, including 'Generate Document - Temporary Direct' with a due date of 02/09/2025. The main area shows the 'Generate Document' task with a 'Review' button highlighted by an orange box. The task details include 'Drive Document Template: SU Hire', 'Generated Document: SU Hire', and 'Created On: 02/07/2025 01:34:32.046 PM'.

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51. While the entire document is editable, the areas in green are pre-populated based on the information entered throughout the above process and should be reviewed for accuracy.

52. Edit the sections highlighted in orange, primarily addressing the following:

- a. Adding the number of hours the student is expected to work.

Note: This should be the same as the hours entered in step and **CANNOT** be more than 25 hours

- b. Noting if there has been any Dual Employment

Notes:

- This information should be available to the initiators through the Pre-Hire Data Sheet
- If there is no Dual Employment, add an “X” in between the brackets () of section 7 of the contract

5. Workweek: The Student Worker's workweek will be an average of hours per week. Exceptions shall be specifically agreed upon by both parties. The Student Worker shall be paid only for hours that he/she actually works. Where applicable, any hours in excess of 40 hours per week are subject to overtime provisions. The University reserves the right to establish the exact hours of any work schedule that the Student Worker is assigned to work. You will be paid only for hours actually worked. It is your responsibility to report your hours to your supervisor.

6. Benefits: The Student Worker shall not be entitled to the benefits afforded Regular State Employees, such as retirement, health insurance, salary increments, unemployment insurance, etc. However, the Student Worker shall be covered by Worker's Compensation and may be eligible for leave benefits (or compensation therefore) in accordance with the Maryland Healthy Working Families Act.

- a. If the Student Worker will be working 30 hours per week or more for greater than 90 days, they are eligible for minimum essential health benefits coverage with contractual/variable health insurance rates as per the Employer's Mandate of the Affordable Care Act (ACA).

7. Dual/Multiple Employment: The Student Worker shall notify the University of dual/multiple employment within the University or for a State of Maryland Institution or Agency. If the dual/multiple employment status changes, the Student Worker shall immediately notify the University.

Please select one of the following then list all other SU, USM or State employments.

☐ No Dual/Multiple Employment as of today's date

Employment at Salisbury University, another USM School, or a State of Maryland Agency

Dual/Multiple Employment Status	Name of Dual/Multiple Department(s), Institution(s) or Agency(ies)	Number of hours worked per week associated with dual/multiple employment
☐ Dual Employment within the University		

53. Select **Submit**

54. PROCESS WILL NOW ROUTE TO the **HR SPECIALIST** FOR REVIEW AND APPROVAL

55. PROCESS WILL NOW ROUTE TO the **PACS PARTNER** FOR REVIEW AND APPROVAL

56. ONCE APPROVED, THE CONTRACT WILL NOW ROUTE TO THE **STUDENT** FOR THEIR SIGNATURE

Notes:

- a. PLEASE FOLLOW UP WITH THE STUDENT TO REVIEW AND SIGN THE CONTRACT AS SOON AS POSSIBLE FOR THE PROCESS TO CONTINUE. *THE PROCESS IS NOT COMPLETE AT THIS POINT!*
- b. Once signed, the student will automatically be directed to the “**Review and Sign**” page. MAKE SURE THEY HIT **SUBMIT** AT THE BOTTOM OF THE PAGE

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Review and Sign

Review Documents for Hire: Robert Bush

Documents

On this page, you can only download the original, unsigned version of the document.

Document



SU Hire 2025-02-07.pdf

Comment

Submit

Save for Later

Cancel

- c. Once submitted, the student will have the “Review Documents” step in their **MY TASKS** of Workday. **MAKE SURE THEY CHECK “I AGREE” IN THAT TASK AND SELECT “SUBMIT” AT THE BOTTOM OF THE PAGE**

My Tasks

All Items

Search: All Items

Advanced Search

Review Documents

Due: 02/09/2025

Effective: 02/05/2025

Archive

Bulk Approve

Manage Delegations

Review Documents

Review Documents for Onboarding for Robert Bush

Documents

Document Link

SU Policy Acknowledgment

Signature Statement

I hereby certify by checking this box and submitting this task, that I have received and read the university policies contained on this university website page and am aware the employee handbook, applicable to my position, is also available on this university website page.

I Agree

Comment

Submit

Save for Later

Cancel

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57. ONCE AKNOWLEDGED, THE ONBOARDING TASKS WILL NOW BE AVAILABLE TO THE STUDENT FOR THEIR COMPLETION

Note: HAVE THE EMPLOYEE COMPLETE ALL OF THESE TASKS INCLUDING COMING TO THE HR OFFICE TO COMPLETE THEIR I-9!

PROCESS IS COMPLETE!!!