Overview

This job aid explains how HCM Action Initiators can hire new "Regular" student workers or add a job for a student worker 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.

- 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

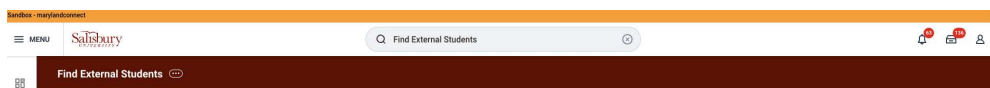|			
Prompt	Related Actions	Required Field	Calendar
My Tasks	Checkbox		

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 only by checking the SU checkbox on the left side of the page
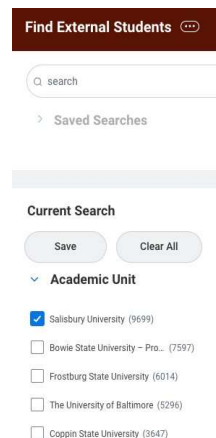
4. Select the **Student** that will be hired.

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**.

9. The Hire Student pop-up box displays.

    Note: The Student and Supervisory Organization field will 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.
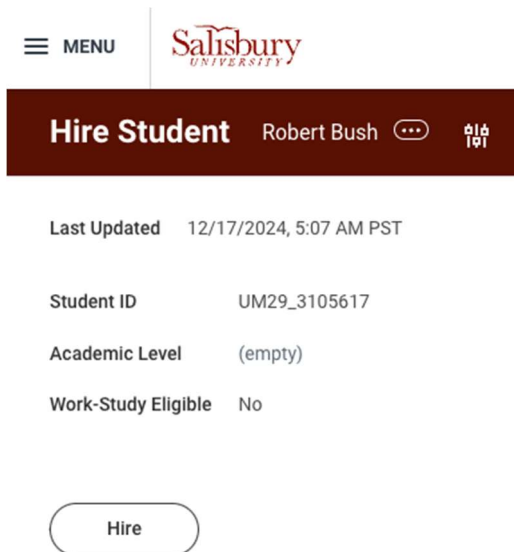
10. Select **OK**.

11. The Hire Student page displays.

> **Note**: If the student already exists in Workday, **STOP!** Reference the Add Job or Data Change Job Aid located on the SU Workday Website

12. Select **Hire**.
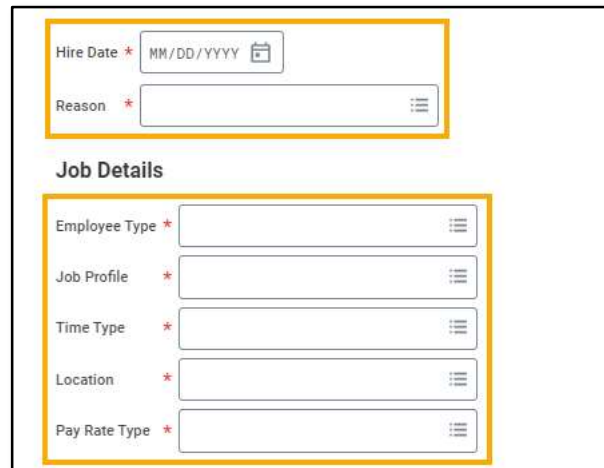
13. The Hire Student page displays.

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 Regular student workers **ALWAYS** select "**8200 – Regular Student**", unless advised otherwise by HR

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, and Location fields will auto populate.

21. Select the **Prompt** to choose the **Pay Rate Type**.

22. Enter the *Scheduled Weekly Hours* under the Working Time section.
Note: This can only be a **MAXIMUM of 25 HOURS** for Regular Students during the Fall and Spring, 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.

Additional Information

Job Title	*	Regular Student
Business Title	*	Regular Student
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	*	MM/DD/YYYY 📅
Benefits Service Date		MM/DD/YYYY 📅

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 **Business Title ONLY** 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.

28. Select **Submit**.

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

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
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 HR FOR DUPLICATE REVIEW AND APPROVAL**
35. **ONCE APPROVED, THE PROCESS WILL APPEAR IN THE INTIATORS "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. **ALWAYS** add the **"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

    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.

      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

    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 <u>Usource</u>, <u>Grant</u>, <u>Project</u>, or <u>Gift</u> is selected, the additional Worktags field automatically populates. Use the prompt to update the additional Worktags field, if applicable.

       • For <u>Job Management supervisory organizations</u>, 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 INTIATORS "MY TASKS" IN WORKDAY AS "GENERATE DOCUMENT – HIRE: *student name*"**

50. Select **Review**

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

Review and Sign   Review Documents for Hire: Robert Bush ⋯

Documents

On this page, you can only download the original, unsigned version of the document.
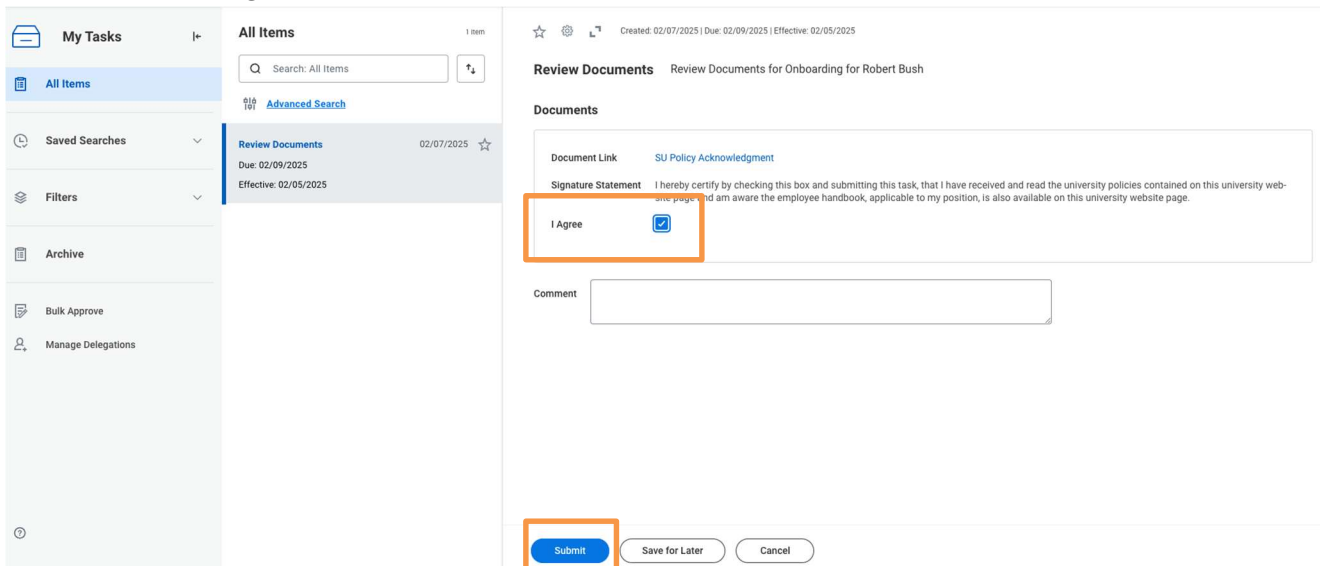
Document	📄 SU Hire 2025-02-07.pdf

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
- Saved Searches
- Filters
- Archive
- Bulk Approve
- Manage Delegations

All Items — 1 item

Search: All Items — Advanced Search

Review Documents   02/07/2025
Due: 02/09/2025
Effective: 02/05/2025

Created: 02/07/2025 | Due: 02/09/2025 | Effective: 02/05/2025

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)

57. **ONCE AKNOWLEDGED, THE ONBOARDING TASKS WILL NOW BE AVAILABLE TO THE <u>STUDENT</u> 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!!!