CONTRACT EXAMPLE – 8000 College Work Study

The below screenshots show how the Generate Document step will appear to the HCM Action Initiator in Workday.

* The fields highlighted in GREEN populate from your contract submission. Be sure to review them for correctness. It is possible they will not populate the right information if the employee has multiple jobs/past jobs—it can pick up old, incorrect info. You can manually overwrite the information in these fields as needed.
* The fields highlighted in ORANGE require you to manually enter information. Be aware that some of the spots requiring manual entry are not highlighted, so all parts that require manual entry are underlined/indicated with RED.
* IMPORTANT**: For Federal Work Study, fill in the blanks in the red text sections**.
* DUAL EMPLOYMENT: You must complete the Dual Employee section. The employee being hired cannot enter any information on the contract when it’s sent to them. Prior to initiating the hire, you should be asking any student worker if they have or expect to have another job on campus, where it is, and how many hours they will be working for that job. Students cannot exceed 25 weekly hours total during the Fall and Spring semesters.





