Hiring a Student Worker with Workday Student

18 Steps <u>View most recent version</u>

Created by Jennifer Rowell

Creation Date October 4, 2023 Last Updated October 4, 2023





Type "hire student" in the search bar and click on the Hire Student report.

Q hire stu	dent	$\overline{\otimes}$	
Hire Stu Report	dent VIEW MORE	It's We	dnesday, Octo
∖ction You're all caught up c	n your tasks.	Imp 5	ortant Dates Holiday 2023 SLU (UC #4)



Type the student's name you wish to hire.

Q hire student		\otimes
Hire Student		×
Student *	braxton mathern	
Supervisory Organization *		1
		dne
ОК		

STEP 3

Verify you have the correct Supervisory Organization and click on OK.





Click on Hire



STEP 5

Enter the hire date in the Hire Date field.

			(
Hire Student	Braxton Matherne	•••	Human Resourc
Hire Date *	YYY 💼		
Reason *		:=	
Job Details			
	Tomporary (DP) (Eivad T	orm) [2	:=



Hire Stud	ent Braxton Matherne	•••• H	uman Resources Office [JM] (Lynn Jamieson)
Hire Date \star 🛛 1	0/09/2023 💼		
Reason *	Search	≔	
Job Deta	Classified Staff Faculty	>	
Employee Ty	Student Unclassified Staff	>	≔
Job Profile	*		≡
Time Type	* X Part time		≔
Location	*		≡
Pay Rate Type			:=

From the Reason menu, choose Student > Student Worker

STEP 7

From the Job Profile menu, choose with Work-Study > Student Worker

Job Details		
Employee Type *	× Temporary (PB) (Fixed Term) 🖪	:=
Job Profile 🔸	Search	≔
Time Type 🔸	Suggested	>
	Recent	>
Location *	By Job Family	>
Pay Rate Type	With Work-Study	>
✓ Working	Time	
Scheduled Weekly	Hours 0	
FTE	0%	
> Addition	al Information	



From the Location menu, search or type the location the student will be working in (typically the name of your building).

Job Details	
Employee Type ★	× Temporary (PB) (Fixed Term) ☑ 🗄
Job Profile *	× Student Worker ···· Student Worker
Time Type 🛛 \star	× Part time :=
Location *	× North Campus Human):= Resources
Pay Rate Type	:=
🐣 Working T	ime
Scheduled Weekly H	lours 0
FTE	0%

STEP 9

SOUTHEASTERN LOUISIANA UNIVERSITY

Change Scheduled Weekly Hours from 40 to 20.

behalf of: Lynn Jamieson	Q hire student		<u> А</u> А (А)
Hire Student Bra	axton Matherne 🚥 Human Resources Office [JM] (Lynn Jamieson) 🚥	l de la companya de l	
Hire Date * 10/09/2023	Ē		
Reason * X Student > S	Student Worker		
Job Details			
Employee Type * X Temp	porary (PB) (Fixed Term) 🔝 🗄		
Job Profile * X Stud	ent Worker \cdots 🗄		
Time Type * × Part	time :=		
Location * × North Reso	n Campus Human :		
Work Space	:=		
Pay Rate Type X Hour	ly :=		
Y Working Time			
Scheduled Weekly Hours	40		
FTE	100%		
Work Shift	:=		
Submit Sav	re for Later Cancel		

Expand on Additional Information

Scheduled Weekly Hours	20					
FTE	100%					
Work Shift	:=					
> Additional Info	> Additional Information					
enter your comment						

STEP 11

Type the End Employment Date

Disbursement Plan Period	(empty)
Job Exempt	
Job Classifications	(empty)
Additional Job Classifications	
End Employment Date 🚽	MM/DD/YYYY
enter your comment	
Attachments	



Click on Submit

Job Classifications	(empty)	
Additional Job Classifications		∷≡
End Employment Date *	07/31/2024	
enter your comment		
Attachments		

STEP 13

From the pop-up menu, click on Open.

	Tou nave submitted
12:45 AM PDT	Up Next: Lynn Jamieson Propose Compensation H
raduate	Open
	Load S



Click the pencil icon to edit the Hourly compensation panel and change the amount to the amount you will pay the student per hour.

	Salary Add		
	Hourly		
	Compensation Plan Hourly Non-Committed Plan ···· Total Base Pay Range 7.25 - 12.04 - 16.83 USD Hourly	\$	
	Amount * 0.00		
	Currency ★ IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	-	
Deny Save for L	ater Close		

STEP 15

Click on Submit

	enter your comment
	Process History Lynn Jamieson Propose Compensation Hire- Awaiting Action
	Attachments
\bigcirc	Submit Deny Save for Later C

From the pop-up menu, click on Complete Questionnaire.



STEP 17

Red the description and enter the appropriate information.

Complete Questionnaire 'Additional Hiring Information' for Hire: Braxton Matherne - Human Resources Office [JM] (Lynn Jamieson)	Complete Questionnaire 'Additional Hiring Information' for Hire: Braxton Matherne - Human Resources Office [JM] (Lynn Jamieson) Additional Hiring Information Please provide the Information below if applicable. If this position is not charged to the default cost center for the supervisory organization, please tell us where the position should be charged and at what percentage. If enter NA. (Required) NA	Complete Questionnaire 'Additional Hiring Information' for Hire: Braxton Matherne - Human Resources Office [JM] (Lynn Jamieson) Additional Hiring Information Please provide the information below if applicable. If this position is not charged to the default cost center for the supervisory organization, please tell us where the position should be charged and at what percentage. If enter NA. (Required) NA		Q hire student (*)
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			If this position is not charged to the or enter NA. (Required) NA	default cost center for the supervisory organization, please tell us where the position should be charged and at what percentage. If



Click on Submit

Submit	Save for Later	Cancel	



