Add Job for Student Worker (Hire)

This process is for:
• Active student worker on campus working for another department
• Student with Graduate Assistantships can *not* have additional jobs

For all hires, you will need budget information:
• Federal Work Study Authorization
• Cost Center
• Fund
• PS Accounts
• If GRANT: Project ID

• All paperwork generated in the selection process will be kept at the department level.
• Send no paperwork to Human Resources
• If hired employee will be one of the following Student workers, the assigned hours should NOT exceed 20.
  • Student Assistant
  • Student Assistant / Federal Work Study
  • Graduate Student Assistant

For additional information, please refer to: Employers Guide to Student Employment Program

Who

Before You Begin

Notes

STEP 1

• From your home page, search for the current employee name in the search bar top left.
• Click on the correct name and open their profile.

*If you do not see their name, click the search icon and click on people, to expand search. If the name still doesn’t appear, they may be terminated and need to be rehired. Use the “Hire Student” how to guide for directions.
STEP 2
- Click on the action button.
- Slide your mouse down the menu to “Job Change”
- Click “Add Job”

Note:
If you do not see “Hire Employee” it means you are not assigned to a supervisory org with a Administrative Assistant, Div. Admin Assist, Manager, Unit Head or V.P. role. Complete the “Security Role Request” form. If you also, need a Sup Org created, fill out a “Correction Form.”

STEP 3
- Enter the correct Supervisory Organization

Note:
- Remember to use the “Temporary” org
- Utilize the drop downs using the prompt button, search by using part of the name or write the whole name in the box.
- Click “OK”
STEP 4

- Using the example fill in the required boxes that have a red asterisk *
- Use the prompt boxes to select or type in the boxes
- Click on the small arrow next to "Additional Information"
- Create a unique functional Job Title.
- In the "Default Weekly Hours" Box, type in the number "0"
- Scroll down to enter "End Employment Date"
- Click "Submit"

**Note:**

Job title for students is very important. It can not say “Student Worker.” There must be a clear and unique identifier for the temp/student, especially for multiple positions. It is how they will distinguish between jobs when entering time. Never use their rate of pay in the title.

**FEDERAL WORK STUDY**—Should have FWS in the title.
**STEP 5**

- Click “Open” under the “Propose Compensation Hire”

**STEP 6**

- Scroll down to the section titled “Hourly”
- Click the pencil icon
- Enter the rate in the “Amount” box with the red asterisk *
- Click “Submit”

For Resident Assistants and Americorp leave at 8.25 and do manage period activity pay.
STEP 7

- Click "Open" under Change Organization Assignments

STEP 8

In this section you are going to enter three things, as shown in the example.

- Cost Center
- Fund
- PS Account

You will need to know these items. If you don’t have them, click “Save for Later”

Get budget info from your supervisor. If you know and don’t see correct budget items, contact Brittany Gannon in HR.

Click Submit when you have all budget information entered.

Note:

FEDERAL WORK STUDY—
Will always have a
- Cost center of 8601150
- Fund of 30
- PS Account of 57101
- Activity of 1

If this position is funded by federal work study or grant. Click “Activity Code” and select “1”
STEP 9

- Click “Open” under “Assign Costing Allocations for the Employee”

STEP 10

- In the “Costing Allocation Level,” select “Worker and Position”

**Grants & Federal Work Study ONLY:**

Click “Add” and proceed to Step 11 BEFORE clicking submit.

- Click Submit if no grant or federal work study information is needed.
Step 11

**GRANTS & FEDERAL WORK STUDY ONLY:**

- Enter the “Start Date"
- **Click** the plus sign
- In the “Project” column, **enter, search or select** from the prompt box, the “Project ID"
- **Click** “Submit”

Process complete! Read notes!

**Notes**

- Next up will be the approval process
- Once the hire is approved, you will then enter Manage Period Activity Pay for only these categories: Resident Assistants and Americorp
- If the student worker will have more than one position, ensure that they understand how to enter jobs for multiple positions and that they can distinguish between jobs in the Time Entry process. It is advisable to monitor their first input and have them review the “How to enter time for multiple positions” guide.

**Need help? Call ext 7971 and press option 4 for Workday support or, Email at workday@mail.montclair.edu**

And let your new student worker know this info too!