Add Additional Job for Student Worker

Who

For all hires, you will need budget information:

- Cost Center
- Fund
- PS Accounts
- If GRANT: Project ID

Before You Begin

This process is for:

- Active student worker on campus working for another department
- Student with Graduate Assistantships can *not* have additional jobs

Notes

- 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

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 “Add Job” it means you are not assigned to a supervisory org with a Administrative Assistant or Manager role. Complete the “Security Role Request” form. If you also need a new Supervisory Organization created, fill out a “Correction Form.” These forms are located on the Workday Resources web page.

**STEP 3**

- **Enter** the correct Supervisory Organization

Note:
- Remember to use the “Temporary” Supervisory Organization.
- 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 just say “Student Worker.” There must be a clear and unique identifier for the student, especially for multiple positions. It is how they will distinguish between positions when entering time.

*FEDERAL WORK-STUDY - The Job Title is required to include "FWS".*
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”
STEP 7

- Click "Open" under Change Organization Assignments

STEP 8

Scroll down and click the edit pencil icon to enter the Cost Center, Fund and PS Account. The PS Account is based on the type of employee you are hiring.

- Undergraduate Student Worker = 57005
- Graduate Student Worker = 57010
- Federal Work Study Student Worker = 57101

Click the “Submit” button at the bottom of the page.

***Special instructions for Federal Workday Student Workers

Starting fall 2019 all departments will be required to enter their own department account information on this step. The department will only enter FWS account information on the Assign Costing Allocation step. See step 9 of the Assign Costing Allocation section below.

Example, the Biology department is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step.

- Fund = 10 Unrestricted
- Cost Center = 2302101 BIOLOGY
- PS Account = 57101 FEDERAL COLLEGE WORK STUDY
STEP 9
- Click “Open” under “Assign Costing Allocations for the Employee”

STEP 10
- If the position is not funded by a grant or Federal Work-Study, select “Worker and Position” as the Costing Allocation Level before scrolling to the bottom of the page.
- Click “Submit”.

- If the position is funded by a grant or Federal Work-Study, select “Worker and Position” as the Costing Allocation Level before clicking the “Add” button. Follow the additional instructions before scrolling to the bottom of the page to Submit.

If the assignment is funded by a grant or Federal Work Study, click the “Add” button.
- The Start Date should be the same as the hire date.
- The End Date should always be the last day of the pay period in which the assignment end date lands.

For grant funded positions enter the grant project code in the selection menu under the “Project” column. Enter the activity code in the selection menu under the “Additional Worktags” column. The activity code is usually “1”.

See the next page for Federal Work-Study instructions.
For Federal Work Study funded positions you need to enter all of the following information.
- **Fund = 30 Financial Aid - Federal**
- **Cost Center = 8601150 FINANCIAL AID OFFICE**
- **Project = 6FWS20 Federal Work-Study 2020**
- **Activity Code = 1**

Note: The FWS project code changes every year. The new codes will be sent out every year in a campus communication.

You have finished processing your add additional job! See the approval process below.

The Student Worker approval process is as follows.
1. Human Resources
2. Financial Aid (if FWS assignment)
3. Grants Accounting (if funded by a grant)
4. Manager

**HELP CONTACT INFORMATION**
For assistance, contact the Workday Service Desk at 973-655-7971 and select option 4 OR send an email to Workday@montclair.edu.