



Add a Student Worker Position for an Existing Employee

The following describes the process of adding a student worker position for an already active employee. All requests should be initiated at least two weeks prior to the intended start date.

[Additional Student Employment Information](#)

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

***DO NOT USE THIS PROCESS for the following:**

- Do not add a student worker position if the employee is not a registered Montclair State University student.

ONLY USE THIS PROCESS for the following:

- Add a student worker position for a registered Montclair State University student who already has an existing student worker position.

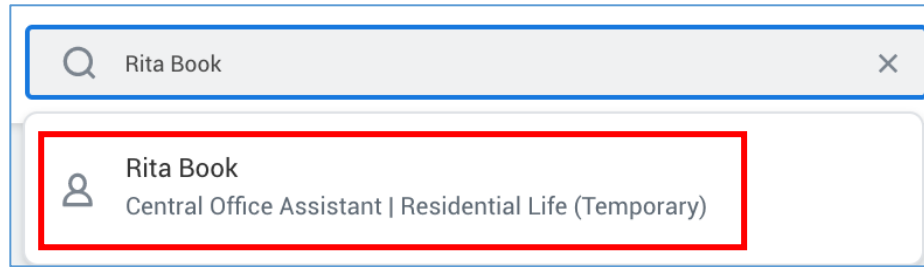
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Approval Workflow in Workday

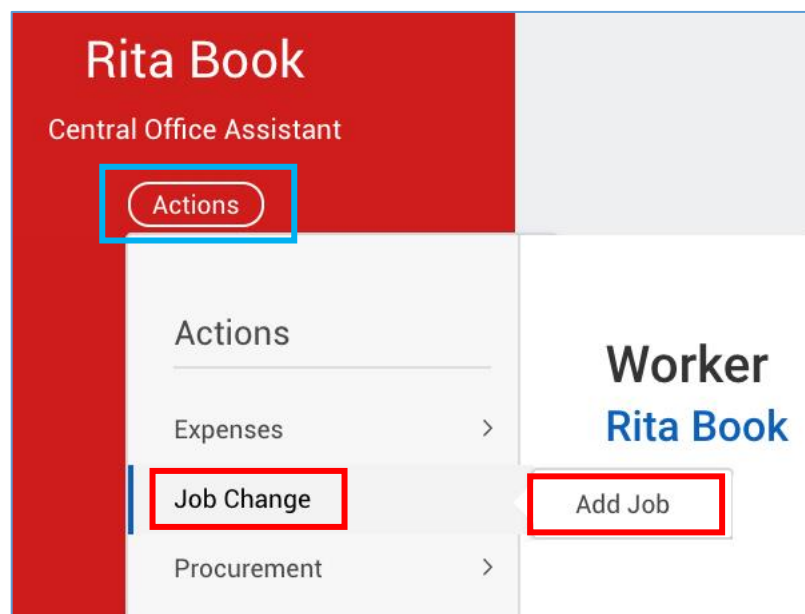
- 1) Initiation of process by Administrative Assistant or Manager
- 2) Approval by Human Resources
- 3) Approval by Manager (this step is skipped if the process was initiated by the Manager)

Instructions

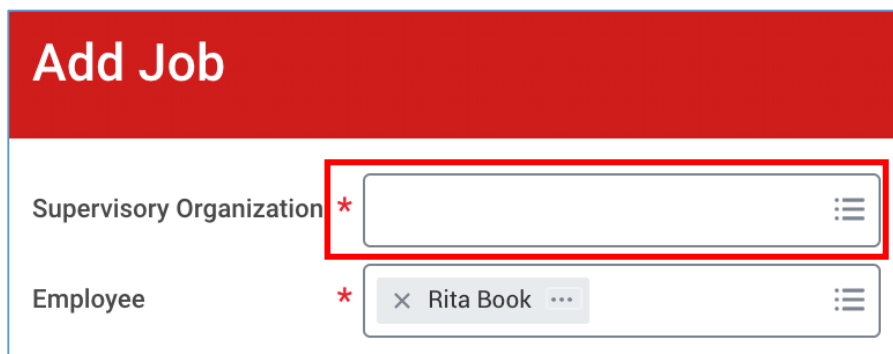
- 1) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.



- 2) On the worker profile below the employee's name **click** on the related actions icon → Job Change → Add Job



- 3) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word "Temporary" in the title.



Supervisory Organization *

Employee *

4) Click **OK** at the bottom of the page.

5) Fill in the first section with the following information.

- **Effective Date** = This is the hire date for the position
- **Reason** = Select New Position or Vacant Position

← **Add Job**

Rita Book Actions

Anthropology (Temporary) (Peter Siegel (Inherited))

Effective Date *

Reason *

6) Fill in the second section with the following information for an **Undergraduate Student Worker**. See the next section for a Graduate Student Worker.

- **Employee Type** = Fixed Term – Student (Fixed Term)
- **Job Profile** = Student Worker - UG
- **Time Type** = Part time
- **Location** = Select Main Campus, 855 Valley Road, or 1515 Broad Street
- **Pay Rate Type** = Don't change this field. It will automatically populate.
- **Scheduled Weekly Hours** = 0

Job Details

Employee Type	*	<input type="text" value="Fixed Term - Student (Fixed Term)"/>	
Job Profile	*	<input type="text" value="Student Worker - UG"/>	
Time Type	*	<input type="text" value="Part time"/>	
Location	*	<input type="text" value="Main Campus ..."/>	
Work Space		<input type="text"/>	
Pay Rate Type		<input type="text" value="Hourly"/>	
Scheduled Weekly Hours		<input type="text" value="0"/>	

Fill in the second section with the following information for a **Graduate Student Worker**.

- **Employee Type** = Fixed Term – Student (Fixed Term)
- **Job Profile** = Graduate Student Worker
- **Time Type** = Part time
- **Location** = Select Main Campus, 855 Valley Road, or 1515 Broad Street
- **Pay Rate Type** = Don't change this field. It will automatically populate.
- **Scheduled Weekly Hours** = 0

Job Details

Employee Type	*	<input type="text" value="Fixed Term - Student (Fixed Term)"/>	
Job Profile	*	<input type="text" value="Graduate Student Worker"/>	
Time Type	*	<input type="text" value="Part time"/>	
Location	*	<input type="text" value="Main Campus ..."/>	
Work Space		<input type="text"/>	
Pay Rate Type		<input type="text" value="Hourly"/>	
Scheduled Weekly Hours		<input type="text" value="0"/>	

7) Open the third section by clicking on Additional Details.

> **Additional Details**

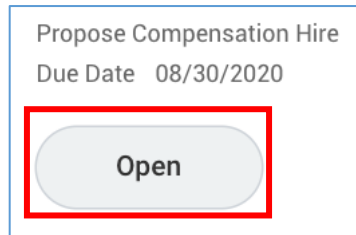
8) Fill in the third section with the following information. Do not fill in any other fields.

***NOTE: Ignore the orange alert message about the FTE equaling zero.**

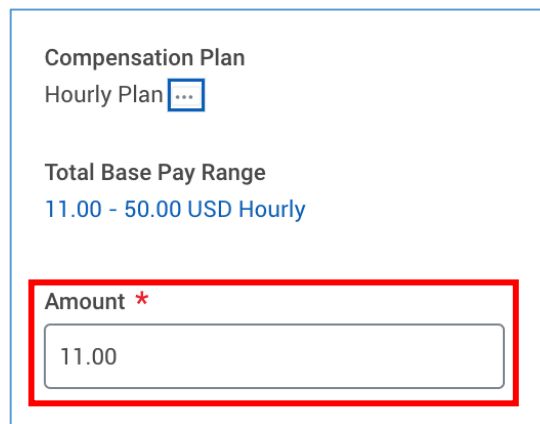
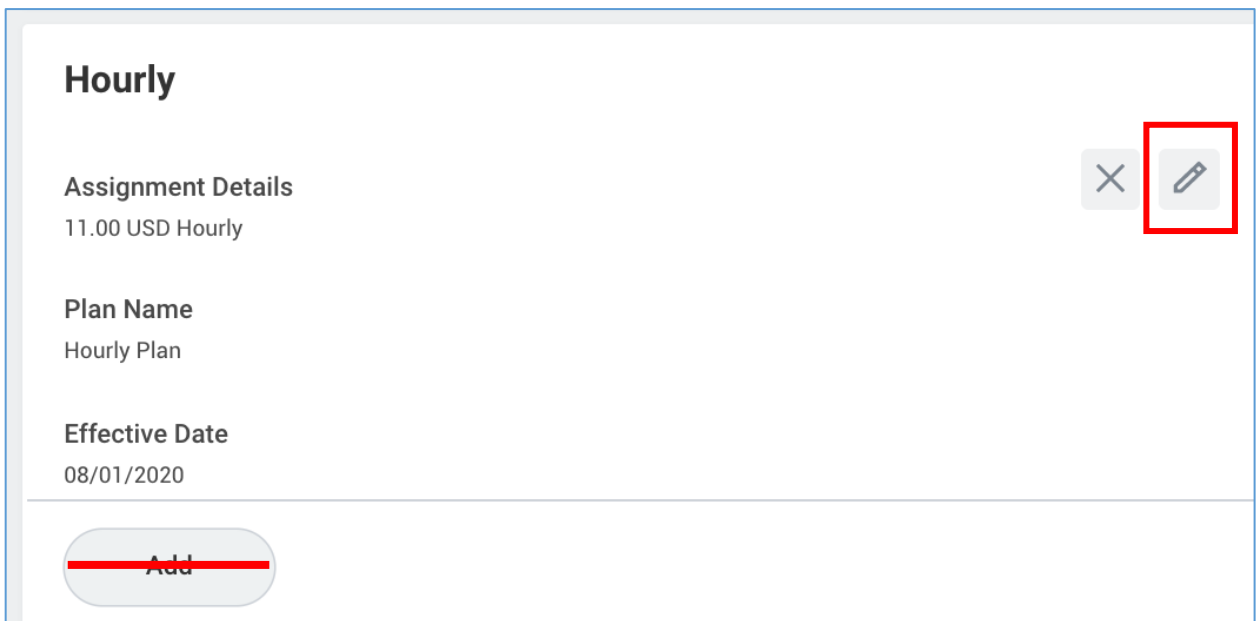
- **Job Title** = Enter a Job Title that is related to the work being completed. Do not leave the Job Title as the default. We suggest not using the semester or year in the title.
- **Business Title** = This will automatically change to be the same as the Job Title.
- **Default Weekly Hours** = 0
- **End Employment Date** = Enter the actual assignment end date that is no later than the end of the fiscal year. Do not use the end of the fiscal year just to keep an employee active longer.

Job Title	Student Worker Office Assistant
Business Title	Student Worker Office Assistant
Location Weekly Hours	35
Default Weekly Hours	0
FTE	0%
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Category	Student - Undergraduate
Job Classifications	57005 - Student Employee -UG (Ledger Account)
Additional Job Classifications	
Company Insider Types	
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	
Work Shift	
First Day of Work	08/31/2020
End Employment Date	* 11/02/2020
Exclude from Headcount	<input type="checkbox"/>

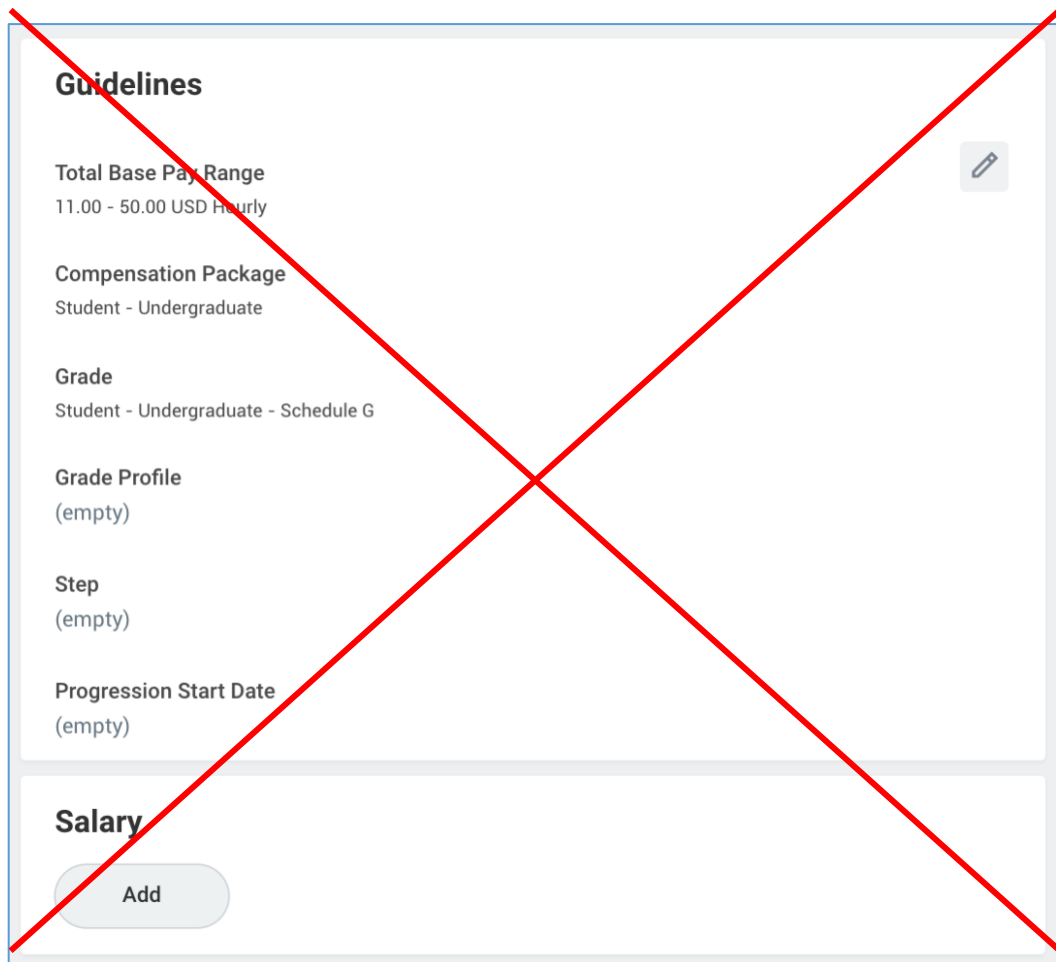
- 9) Click **Submit** at the bottom of the page.
- 10) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 11) To add the hourly rate, you will click the edit pencil in the subsection labelled **Hourly**.
The hourly rate must be at least the minimum wage which may have changed since this job aid was created.



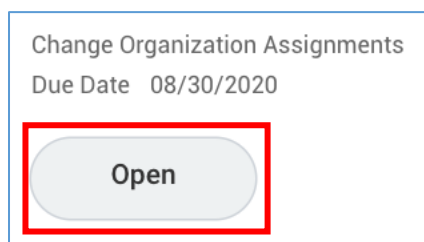
***NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.**



The screenshot shows a compensation form with a large red 'X' drawn across it. The form is divided into two main sections: 'Guidelines' and 'Salary'. The 'Guidelines' section includes the following fields: 'Total Base Pay Range' (11.00 - 50.00 USD Hourly), 'Compensation Package' (Student - Undergraduate), 'Grade' (Student - Undergraduate - Schedule G), 'Grade Profile' (empty), 'Step' (empty), and 'Progression Start Date' (empty). The 'Salary' section has an 'Add' button. A small edit icon is visible in the top right corner of the 'Guidelines' section.

12) Click **Submit** at the bottom of the page.

13) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



The screenshot shows a notification box titled 'Change Organization Assignments' with a 'Due Date 08/30/2020'. Below the text is a button labeled 'Open', which is highlighted with a red rectangular border.

- 14) Enter the cost center that will be used to pay the employee. The other worktags will get pulled in automatically.

Organizations

Company

Company *
Montclair State University

Cost Center

Cost Center *
CC10096 Anthropology Department

Costing

Program
N10 Instruction

Fund
F10 Unrestricted Operating Fund

Other

Division
D22 College of Humanities and Social Sciences

- 15) Click **Submit** at the bottom of the page.
- 16) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

Assign Costing Allocation for Add Job
Due Date 08/30/2020

Open

17) Under Costing Allocation Level select **Worker and Position**.

Include Existing Allocations

From To

Costing Allocation Details

Costing Allocation Level *
Worker, Position, and Earning
Worker and Position

Earning

18) If the position **is not** grant or gift funded and it is not split funded (funded by more than one cost center) you can click **Submit** at the bottom of the page. You only need to select the costing allocation level.

If the position **is** grant, gift or split funded continue to the next step to enter the costing allocation details.

19) To add the costing allocation details, scroll down and click the **Add** button.

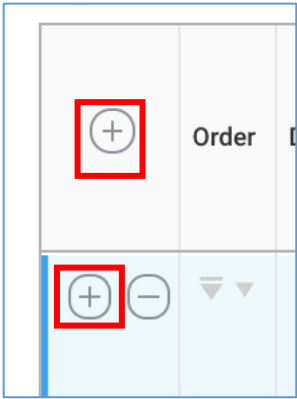
Enter the **start date** of the costing allocation details.

You do not need to enter an **end date** to the costing allocation details.

Add your worktags. We suggest you enter the grant or gift worktag first (if applicable) because it will automatically pull in the related worktags.

*Cost Center	*Division	*Additional Worktags
<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

If the job/position is split funded you can click the plus sign button to the left to add another line. Add your worktags and make sure the percentages equal 100%.



Click **Submit** at the bottom of the page.