



How to Hire a Student Worker Employee

The following describes the process of hiring a student worker employee. All requests should be initiated at least two weeks prior to the intended start date.

- Confirm the student you are hiring is a student enrolled in classes at Montclair State University (Montclair). If your hire is not enrolled in classes at Montclair but is enrolled in classes at another college/university, they would be considered a Temporary Professional employee, not a student employee.
- Undergraduate student workers cannot work more than 20 hours per week during the fall and spring semesters. Graduate student workers can work a max of 30 hours per week.
- If the student worker is funded by Federal Work Study (FWS), please obtain proof of the student's awarded FWS funds.

Important: Under **no** circumstances should a new hire start working for Montclair until they complete an I-9 Employment Verification form (I-9) with Montclair's Human Resources. If your new hire completed an I-9 with Montclair's Human Resources within the last three (3) years, they may be eligible to use the I-9 that is currently on file. To confirm your new hire needs to complete a new I-9, please contact hr@montclair.edu.

- No new hire can be entered in Workday without completing an I-9.
- All rehires that previously worked for Montclair and completed their most recent I-9 three (3) or more years prior to their rehire date must complete a new I-9 and cannot be entered in Workday without completing a new I-9.
- If a rehire completed their most recent I-9 less than three (3) years prior to their rehire date, they may not have to complete a new I-9. Please contact hr@montclair.edu to confirm if the rehire needs to complete a new I-9.

All I-9's are processed by Human Resources. Please refer employees to the [HR website](#) for I-9 information and for how to schedule an appointment to complete an I-9.

I-9 completion **does not** send any information to Workday. Once the I-9 is completed, the new hire or rehire and Department will receive a confirmation email from hr@montclair.edu. This email indicates the department may enter the new hire or rehire in Workday.

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

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

- An Adjunct, Temporary, or Student employee who is currently active in Workday. Please use the Add Job process instead.
- An employee classified as a Regular employee. Regular employees consist of Managerial, AFT Professional Staff, Faculty, Instructional or Clinical Specialist, and Civil Service. A Regular employee type may also be referred to as Full-time or Permanent.

ONLY USE THIS PROCESS for the following:

- To hire a new employee as a Student Worker employee. The term **new employee** means someone that has never worked for Montclair.
- To rehire an employee as a Student Worker employee. A rehire means the person who worked for Montclair in the past but is currently in a terminated status.

WHAT INFORMATION DO YOU NEED to initiate this process?

- I-9 confirmation email from HR or confirmation from HR that a new I-9 does not need to be completed.
- Legal first and last name
- Home address
- Personal email address
- Home phone number
- Social security number
- Date of birth
- Cost center
- Grant, gift, or project information (if applicable)
- Start and end date of assignment.

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 Financial Office (if awarded FWS)
- 4) Approval by Grants Accounting (if grant funded)
- 5) Approval by Manager (this step is skipped if the process was initiated by the Manager)

You can use the [How to View Status of Business Process](#) job aid to check on the business process as it goes through approvals.

You can use the [How to Configure the My Staffing Actions Worklet](#) job aid to add the My Staffing Actions worklet to your Workday homepage.

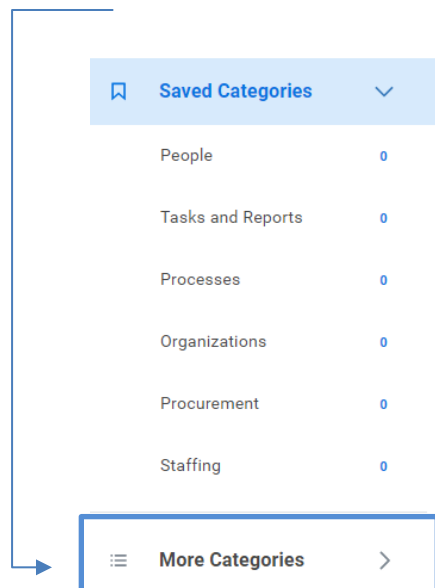
If you need this process sent back to you after submitting, you should send an email to WCCSupport@montclair.edu with the name of the employee.

Instructions

Part 1: New Hire or Rehire

Determine if your hire is a new or a rehire.

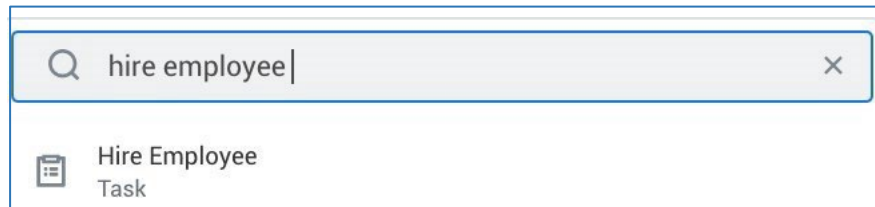
- 1) In the Workday search bar type the employee's name and hit enter.
- 2) In the search options on the left of the page select **People**.
- 3) Look for your employee's name in the results.
 - If you do not find the employee in the search results, they are likely a **new hire**.
 - If you find the employee's name in the search results but **(Terminated)** is next to their name, they are a **rehire**.
 - If you find the employee's name in the search results but **(Terminated)** is not next to their name, you will need to process an **Add Additional Job** instead of a hire.
 - You may need to select **"More Categories"** to ensure you are searching all appropriate categories.



NOTE: On the initial step of the hire, please search for your hire's name in the **Existing Pre-hire** drop down menu. This is to ensure the person does not already have an existing Workday profile.

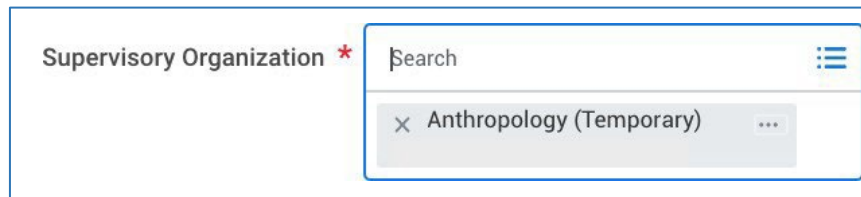
Part 2: Initiate the Hire Process

- 1) Type **Hire Employee** in the Workday search bar and select the task that appears.



A screenshot of a search bar in a software application. The search bar contains the text "hire employee" and a magnifying glass icon on the left and a close button (X) on the right. Below the search bar, a dropdown menu is open, showing a single result: "Hire Employee Task" with a calendar icon to its left.

- 2) 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.



A screenshot of a form field labeled "Supervisory Organization" with a red asterisk. To the right of the label is a search box with a magnifying glass icon and a close button (X). Below the search box, a dropdown menu is open, showing a single result: "Anthropology (Temporary)" with a close button (X) and three dots to its right.

- 3) If you determine the employee is a **rehire**, search for them in the **Existing Pre-Hire** drop down menu.

If you determine the employee is a **new hire**, please complete a secondary search in the **Existing Pre-Hire** section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of **Create a New Pre-Hire**. **If they do appear, then they are a rehire.**



A screenshot of a form with two radio button options. The first option is "Existing Pre-Hire" with a red asterisk to its left. The second option is "Create a New Pre-Hire". To the right of the "Existing Pre-Hire" option is a search box with a magnifying glass icon and a close button (X).

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

Part 3: Name and Contact Information

(This section will only appear for new hires.)

- 1) Enter the legal first and last name. Do **not** use preferred names. The employee can enter their preferred name during their onboarding.

Legal Name Information	Contact Information
Country *	<input type="text" value="x United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text" value="Rita"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Book"/>
Suffix	<input type="text"/>

2) Click on the **Contact Information** tab.

3) You are required to enter the employees.

- **HOME** address
- **PERSONAL** email address, do not use any existing Montclair email accounts.
- **PERSONAL** cell phone or home phone

This information will be needed for the employees to claim their NetID.


Do not mark any of this information as Work contact information.



4) Click the **Add** button under **Phone**. Enter the personal phone number for the employee, select the Phone Device, and select **HOME** as the **Type**.

Phone	
Country Phone Code *	<input type="text" value="x United States of America (+1)"/>
Phone Number *	<input type="text" value="973-XXX-XXXX"/>
Phone Extension	<input type="text"/>
Phone Device *	<input type="text" value="Cell Phone"/>
Type *	<input type="text" value="x Home"/>

- 5) Click the **Add** button under **Address**. Enter the employee's home address and select **HOME** as the **Type**. *Do not enter Montclair State University's address as the home address.*

Address



Effective Date * 06/22/2022 

Country *  

Address Line 1 *

Address Line 2



City *

State *  

Postal Code *

County



Usage

Type *  

- 6) Click the **Add** button under **Email**. Enter the employee's personal email address and select **HOME** as the **Type**.

Email

Email Address *

Type *  

- 7) Click **OK** at the bottom of the page.

Part 4: Assignment Information

- 1) Fill in the fields with the following information.
- **Hire Date** = Enter the first day the employee will work (Federal Work Study Student Worker hires cannot start before the first day of classes).
 - **Reason** = Select New Hire or Rehire

- **Employee Type** = Below is the information you need to enter for each type of employee hire.

Student Workers

- **Employee Type** = Fixed Term – Student **OR** Fixed Term - BC Student
- **Job Profile** = Student Worker – UG **OR** Graduate Student Worker
- **Time Type** = Part time (***never select full time***)
- **Location** = Select Montclair Campus, Bloomfield College, 855 Valley Road, 1515 Broad Street, or 150 Clove Road
- **Work Space** = Search for the office location by room number. IF the employee does not have their own office space, then search for and select the building/campus they work in.
- **Pay Rate Type** = Do not change this field. It will automatically populate.
- **Default Weekly Hours** = 0
- **Scheduled Weekly Hours** = 0
- **FTE%** = 0 (***NOTE: Ignore the orange alert message about the FTE equaling zero. The FTE should always be 0 for employees.***)

Open the next section by clicking on **Additional Details**:

> **Additional Details**

- **Job Title** = Type in a unique Job Title that is related to the assignment. **DO NOT** leave the 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 so do not change it.
- **End Employment Date** = Enter the actual assignment end date. Do not use the end of the fiscal year just to keep an employee active longer.

Federal Work Study Student Workers


- **Employee Type** = Fixed Term – Student **OR** Fixed Term - BC Student
- **Job Profile** = Federal Work Study Student Worker
- **Time Type** = Part time (never select full time)
- **Location** = Select Montclair Campus, Bloomfield College, 855 Valley Road, 1515 Broad Street, or 150 Clove Road
- **Work Space** = Search for the office location by room number. IF the employee does not have their own office space, then search for and select the building/campus they work in.
- **Pay Rate Type** = Do not change this field. It will automatically populate.


- **Default Weekly Hours = 0**
- **Scheduled Weekly Hours = 0**
- **FTE% = 0** (*NOTE: Ignore the orange alert message about the FTE equaling zero. The FTE should always be 0 for employees.*)

Open the next section by clicking on **Additional Details**:



> **Additional Details**


- **Job Title** = Title **must** include “FWS”. Type in a unique Job Title that is related to the assignment. DO NOT leave the 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 so do not change it.
- **End Employment Date** = The date provided by Human Resources which can be found on your Workday Homepage under the **Announcements** section.


Hire Date * 10/01/2023 


Reason x Hire Employee > New Hire 


Job Details


Employee Type * x Fixed Term - Student (Fixed Term)  

Job Profile * x Student Worker - UG ... 

Time Type * x Part time 

Location * x Montclair Campus ... 

Work Space x Montclair Campus > Student Center 

Pay Rate Type x Hourly ... 

▼ **Working Time**

Location Weekly Hours 35

Default Weekly Hours

Scheduled Weekly Hours

FTE 0%

Open the next section by clicking on Additional Details.

> **Additional Details**

Additional Information	
Job Title	Office Assistant
Business Title	Office Assistant
Job Category	Student - Undergraduate
Job Classifications	57005 - Student Employee -UG (Ledger Account)
Additional Job Classifications	<input type="text"/>
First Day of Work	10/01/2023
Continuous Service Date	10/01/2023
End Employment Date	* 06/30/2024

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

Part 5: Employee Hire Checklist

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

To Do

Complete To Do Temporary and Student Employee Hire Checklist

Please review employment policies for [Student Employees](#) and [Temporary Employees](#).

For

Overall Process [Hire:](#)

Overall Status In Progress

Due Date 06/06/2021

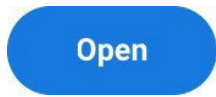
Instructions **I attest that I have received the following documents :**

- I-9 verification completion receipt

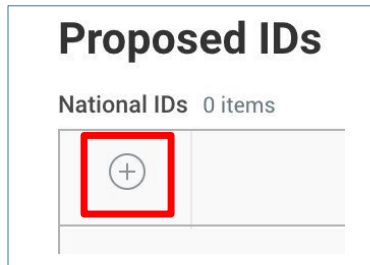
Part 6: Government ID and Personal Information

(If this is a rehire, you will confirm the accuracy of the existing information in Workday.)

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



- 2) Click the plus sign under **Proposed IDs: National IDs**.



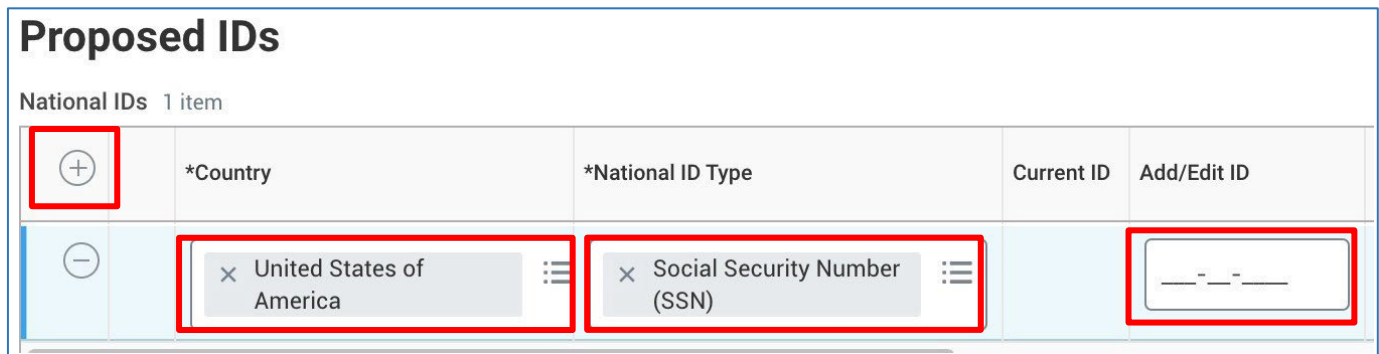
- 3) Enter the following information.

- **Country** = United States of America
- **National ID Type** = Social Security Number (SSN)
- **Add/Edit ID** = The employee's Social Security Number. **Never enter a fake number as the SSN.**
- **Do not enter any other information on this page.**

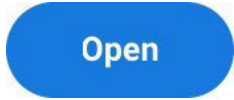
Important: If you receive an error message about a duplicate government ID, **DO NOT CONTINUE**. It could mean the following:

- A possible duplicate employee that already exists in Workday **OR**
- A new hire/rehire in the process of being hired by another department.

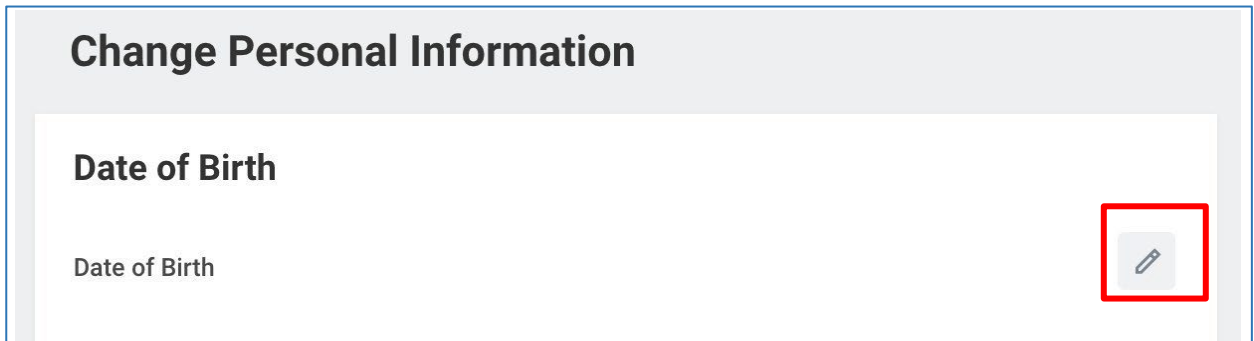
Click the **Cancel** button at the bottom of the page and create an additional job for the new hire/rehire or contact the Workday Customer Care for assistance (973-655-5000, option 3 or WCCSupport@montclair.edu).



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



- 6) Click on the edit icon and enter the employee's date of birth.



- 7) Click **Submit** at the bottom of the page.

Part 7: Propose Compensation

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



- 2) To add the hourly rate, click the edit pencil in the subsection labeled **Hourly**. The hourly rate must be at least the minimum wage, which may be subject to change after the publication of this document.

Hourly

Assignment Details	
● 14.13 USD Hourly added	
Plan Name	
● Hourly Plan added	
Effective Date	
● 10/28/2023 added	

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

- 3) Review the [Student Employment Guidelines](#). If the proposed hourly rate is greater than the compensation guidelines, a justification **MUST** be provided in the comment section.

Compensation Plan
Hourly Plan
Total Base Pay Range
14.13 - 50.00 USD Hourly
Amount *
<input type="text" value="20.00"/>

Guidelines

Total Base Pay Range

- 14.13 - 50.00 USD Hourly added



Compensation Package

- Student - Undergraduate added

Grade

- Student - Undergraduate - Schedule G added

Grade Profile

(empty)

Step

(empty)

Progression Start Date

(empty)

Salary

Add

4) Click **Submit** at the bottom of the page

Part 8: Organization Assignment

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

Open

- 2) Select the correct company, either Montclair State University or Bloomfield College of Montclair State University.
- 3) Enter the Cost Center that will be used to pay the employee. The other Worktags will automatically populate based on the Cost Center that was entered.

*****Special instructions for Federal Workday Student Workers*****

All departments are required to enter their own department cost center information at this step. The department will only enter FWS account information on the Assign Costing Allocation step (last step in hire process). See the Assign Costing Allocation section (Part 9) below.

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

- *Cost Center = CC10096 Anthropology Department*

Organizations

Company

Company *

Montclair State University

Cost Center

Cost Center *

CC10096 Anthropology Department

Costing

Program

N10 Instruction

Fund

F10 Unrestricted Operating Fund

Other

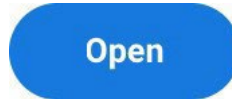
Division

D22 College of Humanities and Social Sciences

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

Part 9: Costing Allocation

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



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

A screenshot of a web interface. The top section is titled "Include Existing Allocations" and contains date pickers for "From" (07/01/2022) and "To" (MM/DD/YYYY), and a "Refresh Costing Allocation Data" button. Below this is the "Costing Allocation Details" section. It features a dropdown menu for "Costing Allocation Level" with a red box around the label and the dropdown itself. The dropdown is open, showing options: "select one", "Worker, Position, and Earning", and "Worker and Position" (which is highlighted with a red box). To the left of the dropdown is the label "Earning". At the bottom left of the section is an "Add" button.

3) If the assignment is not funded by a grant, gift, Federal Work Study, or split funded, you can click the “Submit” button at the bottom of the page without entering anything else on this page. *You only need to select the costing allocation level.*

If the assignment is funded by a grant, gift, Federal Work Study, or split funded, continue to the next step to enter the Costing Allocation Details.

4) To add the Costing Allocation Details, scroll down and click the **Add** button.

A screenshot of the "Costing Allocation Details" form. It shows a dropdown menu for "Costing Allocation Level" with a red asterisk and the selected value "Worker and Position". Below it is the "Earning" field, which is empty and labeled "(empty)". There is also a checkbox for "Copy Position Restriction Costing Allocation" which is unchecked. At the bottom of the form, the "Add" button is highlighted with a red box.

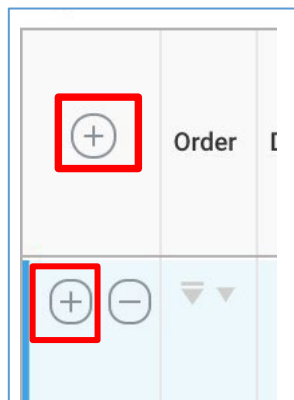
- Enter the **start date and end date** of the costing allocation details. The End Date *should always be the last day of the pay period* in which the assignment end date lands. View [payroll calendar](#) to help locate the pay period end date.
- Add your worktags. We suggest you enter the grant, gift, FWS, or alternative cost center worktag first (if applicable) because it will automatically pull in the related worktags.

For Federal Work Study funded positions you need to enter the grant code under the additional worktags column. The other fields will automatically populate.

Note: The FWS grant code changes every year. The new code can be found on your Workday Homepage under the Announcements section.

*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%.



5) Click **Submit** at the bottom of the page

HELP CONTACT INFORMATION

For assistance, contact Workday Customer Care 973-655-5000 and select option 3 OR send an email to WCCSupport@montclair.edu