Hire a Student Worker

This process is for student workers who are being hired for their first position or a rehire.
A “rehire” is someone who has (terminated) next to their name in Workday. Watch notes information, as there will be some steps you can skip.

You will need several pieces of information about the employee if they have never been entered into Workday:

- Legal—First and last name
- Home address
- MSU email address
- Date of birth (DOB)
- Social Security number (SS#)

For all hires, you will need budget information:

- Federal Work Study Authorization (Federal Fund Award Certificate)
- Cost Center
- Fund
- PS Accounts
- If GRANT or FWS: Project ID

Notes

- Ensure the worker is a Montclair State Student, if not, use Temporary Hire
- 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
  - Student with Graduate Assistantships can not have additional jobs

For additional information, please refer to: Employers Guide to Student Employment Program
STEP 1

- From your home page, search for your new hire to see if they already have an account in Workday.
- Be sure to click “People” in the “Categories” column to get a comprehensive list.
- Move to Step 2 if you do not see their name, or you see their name with “(Terminated).”

Notes

- If you do not see new hire’s name—Move to Step 2
- If you see their name with (Terminated) next to it — Move to Step 2
- You do see the name of the person you want to hire:
  - Ensure they are in the supervisory org in which you are assigned the appropriate role and you will do “Extend End Date.”
  - If you can’t see them in one of your orgs and they belong to another org, you must do an “Add job” (Use how to guide for reference)

Hint: the best way to ensure you do not create duplicate people in the Workday system is by the SS#. If people are in your org, you can see their SS#. If people have the same name but different SS#s then they are a new hire.
**STEP 2**

- Type "Hire Employee" in the search bar.
- Click on ‘Hire Employee—Task’

**STEP 3**

- The Supervisory Organization box, click on the prompt icon.
- Navigate to the correct Temporary supervisory org.
- Click "Existing Pre-Hire" if they are already in Workday or to do an extra search. Type in the name. If it appears, skip to Step 6 after clicking "OK".
- If it does not appear or you are sure they are new, click the "Create a New Pre-Hire" radial button. Move to Step 4 after clicking "OK".

**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 4

- Type in the legal first name box and type in the last name.
- If your new hire uses their middle name and would like you to put it in the system, please use the “Middle Name” box
- Do not click “Ok” yet.
- Click “Contact Information” Move to Step 5

STEP 5

All boxes with the red asterisk * are required

- Click “Add” under the “Phone” area. Fill in a work contact number.
- Click “Add” under the “Address” area.
- Effective Date is the same as the hire date
- In “Usage Type”, select “home” using the prompt box or type the word “home”
- Click “Add” under the Email area. Enter email address and select or type “Home.”

Do not use phone, unless necessary
Area code & phone numbers are separate boxes.
USE A DASH -
Select “Work” in the “Type” box

Ensure this is NOT checked.
Student number can not be public.
STEP 6

- 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”

STEP 7

You will next see an “Up Next” screen.
“New Student Documentation Checklist”
Click “To Do”
STEP 8

- Ensure that you have all of the student hire documents, as shown on the screen, for your new hire.
- You will keep these documents in your department.
- **Click** submit when you have all documentation ready.

STEP 9

- **Click** “Open” under “Edit Government IDs”

**NOTE:** for Rehires, **click Open**, then “Approve” without editing.
STEP 10

- Click on the plus sign under the first row of Proposed IDs / National IDs.
- In “Country” column, either click on the prompt and select “United States of America” or type the name.
- In the “National ID Type,” use the prompt and select Social Security Number (SS#)
- In the “Identification #,” type the SS# of the hire.
- Click “Approve”

Note:

For Rehires, you click “Approve” without editing.

STEP 11

- Click “Open” under the “Change Personal Information”

Note:

The process will stop if there is a duplicate SS#. If this happens, contact HR to have the additional pre-hire deleted and search for the worker as a pre-hire or active employee.
STEP 12

- Click the check box or anywhere in the white space of the "Date of Birth" (DOB) box.
- Enter the DOB of the hire.
- Click "Submit".

**NOTE:** Rehires - DOB will already be populated. Click "Submit" without editing.

STEP 13

- Click "Open" under the "Propose Compensation Hire"
STEP 14

- 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 15

- Click “Open” under Change Organization Assignments
**STEP 16**

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 17**

- Click “Open” under “Assign Costing Allocations for the Employee”
**STEP 18**

- In the "Costing Allocation Level," **select** "Worker and Position"

**GRANTS & Federal Work Study ONLY:**

- Click "Add" and proceed to Step 20 **BEFORE** clicking submit.

- **Click** Submit if no grant or FWS information is needed.

**Step 19**

**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 on the next page.

**Note:**

**FEDERAL WORK STUDY—**

- For Fiscal Year 2018: Project Number= 6FWS18
Next up will be the approval process

Once the hire is approved, you will then enter Manage Period Activity Pay for only these categories: RAs and Americorp

Allow 24—48 hours after approval for CWID to be pulled into Workday from Banner before student can log into Workday.

Let the student employee know that they can log into Workday once you see the CWID appear

Once the student worker can log in, they will have some tasks for on-boarding:

- Review / Update Personal Information
- Enter/Update Emergency Contacts
- Complete Election Withholding for taxes
- Disability and Veterans Reporting

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!

- Show the Learning and Resources Worklet on the Workday Home page to your new employees
- Always refer to the “How to” guides for assistance