

PHASE	RESPONSIBILITY	ACTION	RESOURCE/AID	NOTES
PLANNING	Hiring Manager	Review Provost's Wage Authorization	Provost's Office Wage Authorization	
	Hiring Manager	Understand what a Federal Work Study (FWS) Student is, reasons why you may choose a FWS student, and how it can reduce expenses from your department's budget; and the different between a FWS and a non-FWS student worker.	Federal Work Study Administrators site	
	Hiring Manager	Develop and gain internal approval on job details, including: <ul style="list-style-type: none"> • Job purpose • Position title • Job responsibilities & duties • Job description • Start and end date • Anticipated working hours and schedule • Wage rate or range • Manager name • Sup Org location for Workday • Name and address of employer 		
	Hiring Manager	Determine method of hiring student worker; understanding options below		(UVA can hire student workers by any one of the following ways)
		Opt 1. If you have pre-identified a student, you can	Please see "Student Hiring" job aids on the	If you have a student pre-identified, you may SKIP TO "HIRING" PHASE

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		hire them directly without posting a job requisition	Workday Training website - or Utilize step-by-step assistance in WDA	
		Opt 2. If you have pre-identified a FWS student, you can create a handshake posting on your own if your department has a Handshake account or contact AskHR to generate a Handshake number, which will not be published.	Contact AskHR	
		Opt 3. Recruit a student worker: If your department has a separate posting and recruiting avenue, you can advertise the job requisition on your own without using handshake or Workday		One option if you do not have a student worker pre-identified
		Opt. 4 Recruit a student worker: Initiate a job requisition in Workday. After you create the job requisition, HR must review and approve it prior to being published.	Please see “Student Hiring” job aids on the Workday Training website - or Utilize step-by-step assistance in WDA	Another option if you do not have a student worker pre-identified
	Hiring Manager	Ensure you have a Job Management Supervisory ORG		Contact your HR Business Partner if you do not have a JM Supervisory Org
JOB REQUISITION POSTING	Hiring Manager or Delegate	Enter job requisition in Workday	See the Creating and Recruiting Positions section of the Workday Training website for	After entering the job req, a Talent Flex team member will then reach out to you.

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			Managers , or view the Job Requisition job aid .” Utilize step-by-step assistance in WDA	
	UVA HR Talent Flex Team	Reviews job requisition and consults with hiring manager for any additional details and/or recommended changes.		
		Upon approval, job requisition goes to school’s financial approver.		
	UVA HR Talent Flex Team	Upon financial approval, job requisition is posted via Workday		
	UVA Career Center	Workday interfaces with Handshake. UVA Student Career Center approves job requisition and it is posted in Handshake		
	UVA HR Talent Flex Team	Talent Flex Team sends job posting confirmation to Hiring Manager and instructions for next steps		
APPLICATIONS	Student Worker Candidates	Job seekers view job listings in Handshake and follow instructions to submit applications in Workday		
REVIEW APPLICANTS	Talent Flex	Reviews all applications received for minimum posted qualifications; moves applications forward to managers in Workday.		
	Hiring Manager	Monitor and review applications received for job requisition in Workday		
	Hiring Manager	If hiring manager wants to interview a candidate(s); select applicant(s) to interview, and contact candidate outside of Workday to set up time.		For student worker positions, there are no requirements regarding how long a position must be posted, if a position

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				must be posted at all, whether the candidate must be interviewed, or what that interview looks like.
JOB OFFER	Hiring Manager	<p>Upon Hiring Manager’s decision, extend job offer to candidate.</p> <p>Check to see if your school or department requires a job offer to be signed by the student worker.</p>		<p>For student worker positions, there is no University standard job offer letter/email.</p> <p>Hiring manager can simply extend the offer and hire the student directly into Workday if the student accepts.</p>
BACKGROUND CHECK (if needed)	Hiring Manager + UVA HR	If your school or department requires a background check for the student position, email AskHR to request it be conducted. HR will confirm once background check is completed. Do not hire the candidate in Workday until background check is complete (if one is required).	See HRM-034: Background Checks, Screenings, and Ongoing Responsibility for Employees to Disclose Criminal Convictions	<p>Reasons why a student position may need a background check include:</p> <ul style="list-style-type: none"> • patient contact • contact with minors • working with valuable documents/artifacts, etc.
HIRING	Hiring Manager	<p>Hire student in Workday</p> <p>For FWS Students, complete the Work Study voucher</p>	<p>For non-FWS and FWS students:</p> <ul style="list-style-type: none"> • Please see “Student Hiring” job aids on the Workday Training website - or • Utilize step-by-step assistance in WDA <p>For FWS students:</p> <ul style="list-style-type: none"> • Complete the Work Study voucher 	<p>For FWS student hires:</p> <ul style="list-style-type: none"> • Be sure to use a FWS job title profile (found in Appendix A of the Work Study Administrator’s Handbook) • Complete the work-study voucher, which will be assigned to you a separate task in your Workday inbox

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ONBOARDING	Hiring Manager	Initiate Onboarding for new hires/re-hire by completing the onboarding set-up task that will be assigned to you automatically in your Workday inbox	Learn more about the I-9 process	New hires at UVA must complete an I-9 form.
		Onboarding steps appear in student's Workday inbox.		
	Hiring Manager	Provide resources and information to new hire to assist in completing their onboarding steps in Workday. Ensure they complete required training courses and onboarding steps in Workday.	Refer student to the Workday Training website . Consider sharing resources to help: <ul style="list-style-type: none">• Set up direct deposit/payment elections• Manage your tax withholdings• Entering time and correcting time in Workday• Navigating your Homepage	Manager should also provide departmental orientation. Contact AskHR for assistance getting student set up or onboarded.
	Payroll Costing Manager	Schedule costing allocation		