

Guide to UVA Student Employment with



Table of Contents

Introduction	3
Twelve “Must Knows” for Hiring Student Employees	4
Student Employment Policies	6
Wage Authorization	6
Assistantship Policy.....	6
Background Screening.....	6
Federal Work-Study	6
Student Employment & Workday	8
Student Information System Integration	8
Student Employment Eligibility Rules	8
Mass Hires with Enterprise Interface Builder (EIB).....	8
Roles & Security	9
Supervisory Organizations	9
Key Reports	9
“Student Workers” Job Family and Job Profiles	10
Student Job Profile Selection Guide.....	11
Job Aids for Hiring Students in Workday	11
Hourly Student Hiring.....	12
Period Activity Pay Student Hiring	15
Create Job Requisition	21
Managing Multiple Jobs: Add Job, Switch Primary Job, End Additional Job, Terminate	22
Additional Job Aids to Review	23
Additional Resources	24

Introduction

Student employment is an essential element of the University's mission and operations. Each year, approximately 5,000 students work in over 7,000 on-Grounds positions, some supporting UVA's education and research programs as part of their academic training, others earning valuable employment experience while supporting University operations.

With the launch of Workday, we have an opportunity to make many elements of managing student employment easier than ever before. However, Workday is just one piece of a complex puzzle that requires the cooperation of many units across grounds and a solid understanding of a variety of policies and procedures. So, while this guide is primarily intended as a storehouse of information related to student employment in Workday, where possible additional contextual information has been interwoven to assist in making the student employment experience as efficient and policy-compliant as possible.

Note: Some units may have unit-specific student employment policies in addition to the University-wide information provided here. Please ensure that you also adhere to any area-specific student employment policies in place.

Twelve “Must Knows” for Hiring Student Employees

While there are many processes and policies governing student employment, the following 12 items are essential when employing students at UVA:

1. Federal law requires all new employees to complete the Form I-9, with part I completed by the employee by the first day of employment and part II completed by the employer within three days of hire. To ensure we are compliant with this requirement, **always enter a student’s effective date as the actual first date of work, rather than an earlier date. Entering an earlier date makes it more likely that we appear out of compliance with this requirement, when in fact the student has not yet begun work. Once the hire is complete, students will receive a Workday inbox task to complete part I. Until the I-9 is complete, they will not receive the Payment Elections task to add direct deposit information.**
2. Students must be enrolled full-time to be eligible for student employment (exceptions are detailed in the [Wage Authorization](#)).
3. Students cannot work more than 20 hours per week in all jobs during any session in which they are enrolled, excluding breaks (exceptions are detailed in the [Wage Authorization](#)). Students on F-1 and J-1 visas cannot work more than 20 hours per week while school is officially in session (no exceptions).
4. Student employees who will have contact with patients or minors must undergo additional background screening as explained in [HRM-034: Background Checks and Ongoing Responsibility for Employees to Disclose Criminal Convictions](#).
5. Student employees may continue to work in a student employment position after Spring graduation until the first day of the Fall semester **on an exception basis. Such exceptions are only allowable for wage assignments that begin at least 30 days prior to the end of the spring term.** Students graduating at the end of the fall semester cannot continue working as a student into the January term/Spring semester. Please see additional related information in the [Wage Authorization](#).
6. Student employees are generally exempt from FICA taxes while enrolled at least half-time (eligibility requirements are detailed in [HRM-008: Student FICA Tax Exemption](#)).
7. If students have been offered a Federal Work-Study (FWS) award, it is in a hiring unit’s best interest to employ the student in a FWS position as the program may fund 75% (or in the case of America Reads, 100%) of the student’s wages; however, this requires additional steps prior to hire, so ensure you follow all guidelines in Student Financial Services’ [FWS Employer Handbook](#) prior to initiating a hire in Workday.
8. Student job requisitions and hires must be initiated under the manager’s Job Management “JM” Supervisory org. If you do not have a JM supervisory org., please contact your HR Business Partner to have one created.
9. In Workday, all managers and individuals with the Student Hiring Support role have the ability to access the *Find External Students* report in Workday that indexes all active students, check a student’s eligibility for student employment and initiate the *Hire Student* task. Managers can initiate *Create Job Requisition* to request a job posting to identify an ideal candidate for a student position. Individuals with Student Hiring Support cannot initiate Create Job Requisition in Workday.
10. Altering the title field on the “Hire Student” task in Workday allows managers or those with the Student Hiring Support role to customize a student employee’s job title, which will populate on a student’s timecard—essential for students with multiple jobs.
11. Students (and all non-exempt employees) can enter hours in Workday retroactively for 30 days after the end of a payroll period; if 30 days have passed, a paper timecard must be submitted to askhr@virginia.edu for processing.

12. Student employees are not eligible for the UVA Health Plan (for employees). Eligibility for the Student Health Plan is entirely separate from a student's employment relationship with UVA; however, graduate students with assistantships may be eligible for health plan subsidies (more information about graduate assistantships can be found in [PROV-001: Graduate Assistantships](#)).

Student Employment Policies

Student employment is governed by a number of intersecting policies. Exactly which of the policies below affects an individual student employee is dependent upon the type of position in which they work and the nature of that work.

Wage Authorization – This document is updated annually.

Policy: <http://provost.virginia.edu/wage-authorization>

Applies to: All student wage employees

Summary: This foundational policy covering all student wage employment defines student employment eligibility rules, hour limits (and the exception process for this rule), compensation ranges, the employment of international students, and more.

Assistantship Policy

Policy: <http://uvapolicy.virginia.edu/policy/PROV-001>

Applies to: Graduate students with assistantships (GTAS/GRAs)

Summary: This policy covers all aspects of graduate assistantships, including types of assistantships, qualifications, supervisory responsibilities, appointment restrictions, tuition remission and adjustment, and health insurance subsidies.

Background Screening

Policy: <https://uvapolicy.virginia.edu/policy/HRM-034>

Applies to: Student employees who have contact with patients or minors

Summary: This University-wide background check policy indicates that while in general student employees are not subject to a background check prior to employment, **any student employee who has contact with patients or minors must undergo additional background screening processes.**

Federal Work-Study – The FWS Employer Handbook is updated annually.

Procedures: <http://sfs.virginia.edu/internal/fwsadmin>

Applies to: Student employees supported with Federal Work-Study funding.

Summary: Federal Work-Study (FWS) is a federal program that supports part-time employment opportunities for students with demonstrated financial need. At UVA, student wages are subsidized at 75% from federal funds, and the remaining 25% is paid by the student's hiring department or approved off-grounds employer. The FWS program is administered by Student Financial Services at UVA, and the Employer Handbook linked above provides a comprehensive resource for hiring units that details hiring policies, compensation ranges, and instructions regarding Labor Distribution. **Because additional requirements must be met prior to hiring a student funded through the FWS program, ensure you have reviewed all**

information in the FWS Employer Handbook prior to initiating an FWS hire in Workday.

Student Employment & Workday

Workday offers a number of key features that streamline the student hiring process. In the next section, you will find step-by-step job aids for all student-specific processes; however, knowing how and why those processes work requires an understanding of a number of foundational Workday features and UVA-specific configurations that drive student employment, which are described below.

Student Information System Integration

The foundation for all student employment in Workday is a daily integration that runs from the Student Information System to Workday. This file populates a basic student object for all active students and includes demographic, enrollment, student employment eligibility, and Federal Work-Study eligibility information. These basic student objects allow users with appropriate security to search for students, check their eligibility for specific jobs, and initiate hiring without entering any demographic information. After hire, the integration also allows these individuals to re-verify in real-time that employed students remain eligible for their student employment positions.

Student Employment Eligibility Rules

Student Employment Eligibility Rules have been configured in Workday to ensure that individuals responsible for hiring student employees can pre-verify that students are eligible for specific jobs and also re-verify that students are eligible for their current jobs any time after hire. Two types of rules have been configured: critical and non-critical. Critical rules prevent a student from being hired if conditions are not met, while non-critical rules providing an alert but allow the process to condition. Currently, only Federal Work-Study eligibility is a critical rule (a student who is not FWS eligible *cannot* be hired into a FWS job profile). Non-critical rules include:

- A student must be enrolled full-time to be eligible for student employment
- A student's level (undergraduate or graduate) must match the selected job profile to ensure compensation ranges are appropriate

These non-critical rules do not stop the hiring process to allow, for example, a student who has not yet enrolled full-time, but who intends to, to be hired while they complete their enrollment. After hire, the *Ineligible Student Employees* report can be run at any time to verify that a currently employed student is eligible for their job based on both critical and non-critical rules. Any student hired who was ineligible at time of hire should have their eligibility verified using this report as soon as they begin work.

Mass Hires with Enterprise Interface Builder (EIB)

For areas with high volumes of student hiring that occur at one time, Workday can facilitate a mass upload of information to initiate individual *Hire Student* tasks. Significant technical preparation and functional data gathering, and validation are required to use this process, so this can only be used for truly high-volume mass hiring events. If you think this may be relevant to your area, please contact your HR Business Partner to initiate a request.

Roles & Security

The responsibility for initiating student hires in Workday rests with two security roles:

- Manager (or their delegate)
- Individuals provisioned with the Student Hiring Support role in Workday.

Both groups have access to the *Find External Students* report, all basic student object data, and all tasks related to hiring students (including *Hire Student*, *Pre-Verify Student Employment Eligibility*, *Add Additional Job*, and *Request Compensation Change*. This provides access to the *Ineligible Student Employees* report. Student Hiring Support role cannot initiate Create Job Requisition.

Individual who are not managers (or their delegates) or Student Hiring Support will not be able to initiate student hiring-related tasks in Workday, nor will they have access to data in the student employee-related reports described in this guide.

Supervisory Organizations

Supervisory Organizations are Workday's primary means of organizing people. Supervisory organizations function much like departments did in our legacy systems; however, anyone who supervises one or more people at UVA has at least one of their own supervisory organizations.

For student employment, the key feature of supervisory organizations to know is that there are two types:

- Position Management (used for regular, benefitted employees)
- Job Management (used for students, wage, temp employees, and non-paid "contingent workers")

Students should *always* be employed in job management supervisory organizations, which are noted with "JM" in their titles. Using a "JM" supervisory organizations means you do not need to create a permanent position in the organization to be able to hire the student.

When initiating a student hire in Workday, if you do not see a supervisory organization for the intended manager that indicates "JM," you will need to contact your HR Business Partner to request that one is created.

Key Reports

- ***Find External Students***: Indexes all active student with basic student objects in Workday built through the Student Information System/Workday integration. Managers and Student Supporting Support can search for students and/or filter based on academic unit, class level, Federal-Work Study eligibility, and more. If the intended student is identified through the report, the *Pre-Verify Student Employment Eligibility* and *Hire Student* tasks can be initiated directly from the report.

- *Ineligible Student Employees*: After selecting a Supervisory Organization, this report returns the names of any students employed by that Supervisory Organization who is no longer eligible for their position based on critical and non-critical student employment eligibility rules. The report also indicates the reason the student is not eligible. If a student is no longer eligible, their student job should be terminated, or if desired, an additional job should be added (e.g., one that is not a FWS job or one that is a Temporary job) and the other ended.

“Student Workers” Job Family and Job Profiles

In Workday, we now have a dedicated job family for student employees. This job family, labeled “Student Workers,” is visible throughout Workday whenever you are selecting a job profile and searching using the “By Category” options. Within this job family are three groups:

- Graduate Teaching/Research Assistants
- Undergraduate/Graduate Wage
- Work Study

Student employees should *always* be employed in one of the job profiles contained within the “Student Workers” job family. Below, you will find a guide to the student job profiles available in Workday and a summary of their intended use. It is essential that the correct job profile is selected as student employment eligibility (particularly related to Federal Work-Study) and compensation (e.g., hourly wage vs. period activity pay) is tied to the job profile selected.

Note: Because the *Job Title* field can be used to customize a student’s job title (and the *Job Title* shows up on the timecard), the guide below indicates the use of a limited number of generic job profiles and the utilization of the *Job Title* field for “working title”-like customization. Many more specific job profiles were converted from our legacy system into Workday because they had incumbents at the time of conversion, but our advice is to discontinue their use going forward to streamline eligibility rules and improve consistency.

Student Job Profile Selection Guide

Job Profile	Pay	Intended Use
Undergraduate/Graduate Wage		
ACD_100188 - Undergraduate Student	Hourly	Undergraduate student employees not funded through FWS who will not have contact with minors or patients. Goes with code 89011.
ACD_101730 - Undergraduate Student Worker (Contact Minor)	Hourly	Undergraduate student employee who will have contact with minors: contact UVAHR prior to hiring as a background check is required
ACD_101729 - Undergraduate Student Worker (Patient Contact)	Hourly	Undergraduate student employee who will have contact with patients: contact UVAHR prior to hiring as a background check is required
ACD_100797 - Graduate Student A	Hourly	Graduate student employees not funded through FWS or assistantships who will not have contact with minors or patients; most common graduate job profile (without an assistantship) . Goes with code 89109.
ACD_101728 - Graduate Student Worker (Contact Minor)	Hourly	Graduate student employee who will have contact with minors: contact UVAHR prior to hiring as a background check is required
ACD_101727 - Graduate Student Worker (Patient Contact)	Hourly	Graduate student employee who will have contact with patients: contact UVAHR prior to hiring as a background check is required
ACD_100502 - Student - Period Activity Pay	Period Activity Pay*	All student employees receiving Period Activity Pay rather than an hourly rate, besides GTAs/GRAs. Used in rare/unique circumstances. Please contact your HR Business Partner or email askhr@virginia.edu to discuss.
Federal Work-Study		
ACD_101731 - Federal Work Study Undergraduate A	Hourly	Refer to SFS' FWS
ACD_101732 - Federal Work Study Undergraduate B	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101733 - Federal Work Study Undergraduate C	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101734 - Federal Work Study Undergraduate D	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101735 - Federal Work Study Graduate E	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101736 - Federal Work Study Graduate F	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101737 - Federal Work Study Graduate G	Hourly	Refer to SFS' FWS Employer Handbook
ACD_100495 - Federal Work Study Wise 75 Percent	Hourly	FWS student employees for College at Wise
ACD_101740 - Federal Work Study America Reads Undergraduate Tutor	Hourly	Refer to SFS' FWS Employer Handbook
ACD_101741 - Federal Work Study America Reads Graduate Tutor	Hourly	Refer to SFS' FWS Employer Handbook
Graduate Teaching/Research Assistants		
ACD_101504 - Graduate Research Student A	Period Activity Pay*	All GRA-As
ACD_101505 - Graduate Research Student B	Period Activity Pay*	All GRA-Bs
ACD_101506 - Graduate Instructor A	Period Activity Pay*	All GTA-As
ACD_101507 - Graduate Instructor B	Period Activity Pay*	All GTA-Bs

*Job Profiles listed as "Period Activity Pay" will automatically skip the "Propose Compensation" step in the hire process; if you intend to pay a student using Period Activity Pay only, ensure one of these job profiles is selected. Otherwise, an hourly rate *must* be entered.

Job Aids for Hiring Students in Workday

In this section, you will find condensed versions of the most common Workday job aids related to student hiring. For the most complete and up-to-date job aids, please visit the Workday training site at <http://workday.hr.virginia.edu>. Click on Workday Training for Managers and then click the Job Aid: Student Hiring & Faculty Wage Hiring. We highly recommend using the Workday Digital Assist (WDA), the University's primary tool for just-in-time guidance within Workday. If you do not have WDA. Visit the [WDA](#) page to download the browser extension.

Hourly Student Hiring

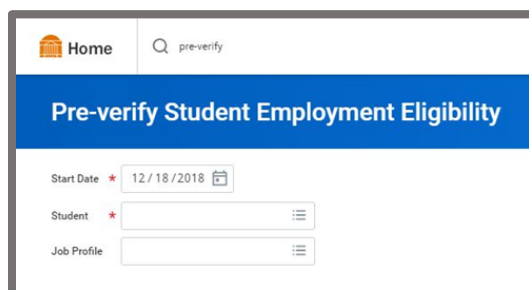
Managers and individuals with the Student Hiring Support role can initiate student hires. Because all active students will already have a basic student record in Workday, this requires minimal data entry and student eligibility can be verified in Workday prior to and after hire.

If a student employee will have contact with patients or minors, they *must* undergo additional background screening prior to initiating the hire student process in Workday. Please contact the HR Solution Center at askhr@virginia.edu or 434-243-3344 to request this.

Note: This job aid covers hiring hourly/wage student employees; if hiring a student paid with Period Activity Pay (GTAs, GRAs, etc.), please refer to the appropriate job aid.

Step 1: Pre-Verify Student Employment Eligibility

1. Use the Workday search bar to enter the student's name to check if they're in the system as a Contingent Worker, shown with a [C] behind the name or are actively employed with the Medical Center.
2. If found as a Contingent Worker or a Medical Center employee email AskHR@virginia.edu who will assist with the hire. Otherwise, go to Step 3.
3. Use the Workday search bar to select the "Pre-verify Student Employment Eligibility" report.
4. Enter the name of the student you wish to hire in the Student field. In the Job Profile field, use the prompt icon to select **By Job Family**, then **Student Workers**, then identify an appropriate job profile within "Undergraduate/Graduate Wage" or "Work Study", then click **Submit**
5. Ensure that the student is eligible for the selected job profile by reviewing the result for "Eligible?" If yes, continue by clicking the button at the bottom of the page. For first time hires, this will display "Hire"; for students already employed, all current jobs will display and the button will read "Add Job." **If the student is not eligible due to not meeting the FWS eligibility rule, Workday will not allow you to proceed with hiring into a work study Job Profile.**







Step 2: Hire or Add Job

1. If the student is eligible, select **Hire** (will appear for students who are not currently employed at UVA) or **Add Job** (will appear for students who are currently employed at UVA).

2. In **Supervisory Organization**, ensure a Job Management organization (will include “JM” in the name) is selected. If not, select the manager’s “JM” organization. If no “JM” organization is available, please contact your HR Business Partner to request that one be created.
3. Click **OK**.
4. Enter the **Hire Date** and **Reason**.

Federal law requires all new employees to complete the Form I-9, with part I completed by the employee by the first day of employment and part II completed by the employer within three days of hire. To ensure we are compliant with this requirement, always enter a student’s effective date as the actual first date of work, rather than an earlier date. Entering an earlier date makes it more likely that we appear out of compliance with this requirement, when in fact the student has not yet begun work. Once the hire is complete, the student will receive a Workday inbox task to complete part I. Until the I-9 is complete, they will not receive the Payment Elections task to add direct deposit information.

The screenshot shows a 'Job Details' form in Workday. At the top, 'Effective Date' is set to 01/07/2019 and 'Reason' is 'Add Additional Employee Job > Add Additional Job > Add Job'. The 'Job Details' section includes: 'Job Requisition' (empty), 'Employee Type' (Student), 'Job Profile' (ACD_100188 - Undergraduate Student), 'Time Type' (Part time), 'Location' (102 Cresap Road), 'Work Space' (empty), 'Pay Rate Type' (Hourly), and 'Scheduled Weekly Hours' (10). At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

5. Using the prompt  icon, select the **Employee Type** “Student.”
6. Using the prompt  icon, select the **Job Profile** used in “Pre-Verify Student Employment Eligibility” Step 3. Refer to the *Student Job Profile Selection Guide* earlier in this document for assistance in selecting an appropriate job profile.
7. Using the prompt  icon, select the **Time Type** “Part Time.”
8. Using the prompt  icon, select the **Location** of work.
9. Update the **Scheduled Weekly Hours** to the intended work hours per week; this should always be 20 hours/week or less. Do not change the **Default Weekly Hours** field.
- Optional: Click **Additional Information** to display additional fields.
10. Optional: edit the Job Title to create a “working title” that will display on the student’s timecard, which is useful for students with multiple positions. And click **Submit**.

Step 3: Change Organization Assignments

This step will be immediately routed to the person who initiated “Hire Student” in Workday.

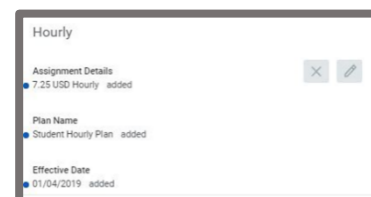
11. After submitting the “Hire Student” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately, or go to your inbox and select the **Assign Organizations** task at any time.
12. Review the information and click **Submit**.

Note: Changing the department here will route UVA Financial Approver tasks and payroll costing notifications for the hire to the assigned person(s) for the new department.

Step 4: Propose Compensation Hire

This step will be immediately routed to the person who initiated “Hire Student” in Workday.

13. After submitting the “Assign Organizations” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately, or go to your inbox and select the **Propose Compensation Hire** task.
14. Find the section labeled “Hourly” and enter the desired hourly rate by clicking the gray pencil icon and entering the rate in the “Amount” box. **Note:** rates above or below the range defined for the selected job profile will automatically route to Compensation for approval.



15. Click **Submit**.

Step 5: Approval by Financial Approver

The assigned UVA Financial Approver for the selected Supervisory Organization will receive a task to approve the hire.

They can **Approve**, **Send Back**, or **Deny** the hire. If **Send Back** is selected, the initiator can revise and resubmit; if **Deny** is selected, the process is terminated.

Step 6: Onboarding Setup

16. If **Approve** is selected by the Finance Approver:
 - If an active employee who is receiving an additional job, the process will successfully complete;
 - If a new hire, the initiator of the hire will receive the Onboarding Setup task and kickoff onboarding tasks for the student in Workday, including the Form I-9, tax and payment elections, and more;

Then

- The department is responsible for scheduling/maintaining the payroll costing allocation.

Period Activity Pay Student Hiring

Managers and local resources with the Student Hiring Support role can initiate student hires. Because all active students will already have a basic record in Workday, this requires minimal data entry and student eligibility can be verified in Workday prior to and after hire. **Note: This job aid covers hiring students who receive period activity pay (a fixed sum distributed in equal payments across a specified period of time, like GTAs and GRAs) rather than an hourly rate; if hiring an hourly student, please refer to the appropriate job aid.**

Please refer to policy [PROV-001: Graduate Assistantships](#) or contact the Office of Graduate and Postdoctoral Affairs if you have questions about whether your assignment should be classified as a GTA or GRA position.

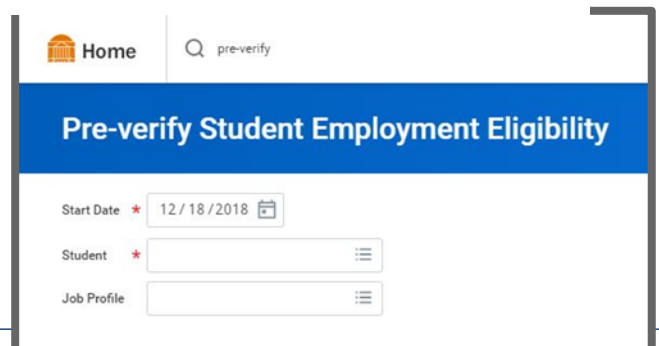
Compensating a student on period-activity-pay for anything other than a GTA/GRA assignment would be rare and would require consultation with your HR Business Partner and may require approval from the Compensation Team.

If a student employee will have contact with patients or minors, they *must* undergo additional background screening prior to initiating the hire student process in Workday. Please contact the HR Solution Center at askhr@virginia.edu or 434-243-3344 to request this.

Step 1: Pre-Verify Student Employment Eligibility

If you already know the student you wish to hire, the “Hire Student” process can be initiated in a number of places in Workday. To make use of Workday’s student pre-employment eligibility check, you can:

1. Use the Workday search bar to enter the student’s name to check if they’re in the system as a Contingent Worker, shown with a [C] behind the name.
2. If found as a Contingent Worker, email AskHR@virginia.edu who will assist with the hire. Otherwise, go to Step 3.
3. Use the Workday search bar to select the “Pre-verify Student Employment Eligibility” report.
4. Enter the name of the student you wish to hire.
5. In the Job Profile field, use the prompt icon to select “By Job Family,” then “Student Workers,” then identify an appropriate job profile within “Graduate Teaching/Research



Home | pre-verify

Pre-verify Student Employment Eligibility

Start Date * 12/18/2018

Student * [dropdown]

Job Profile [dropdown]


Assistants” or “Undergraduate/Graduate Wage.”

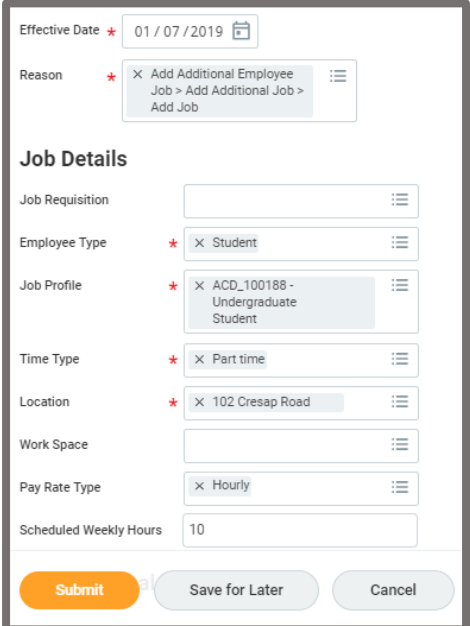
6. Click **Submit**.
7. Ensure that the student is eligible for the selected job profile by reviewing the result for “Eligible?” If yes, continue by clicking the button at the bottom of the page. For first time hires, this will display “Hire”; for students already employed, all current jobs will display and the button will read “Add Job.”

Step 2: Hire or Add Job

8. If the student is eligible, select **Hire** (will appear for students who are not currently employed at UVA) or **Add Job** (will appear for students who are currently employed at UVA).
9. In **Supervisory Organization**, ensure a Job Management organization (will include “JM” in the name) is selected. If not, select the manager’s “JM” organization. If no “JM” organization is available, please contact the HR Solution Center at 434-243-3344 or askhr@virginia.edu to request that one is created.
10. Click **OK**.
11. Enter the **Hire Date** and **Reason**.




Federal law requires all new employees to complete the Form I-9, with part I completed by the employee by the first day of employment and part II completed by the employer within three days of hire. To ensure we are compliant with this requirement, always enter a student’s effective date as the actual first date of work, rather than an earlier date. Entering an earlier date makes it more likely that we appear out of compliance with this requirement, when in fact the student has not yet begun work. Once the hire is complete, the student will receive a Workday inbox task to complete part I. Until the I-9 is complete, they will not receive the Payment Elections task to add direct deposit information.

12. Using the prompt  icon, select the **Employee Type** “Student.”



The screenshot shows a web form with the following fields and values:

- Effective Date: 01 / 07 / 2019
- Reason: Add Additional Employee Job > Add Additional Job > Add Job
- Job Details section:
 - Job Requisition: (empty)
 - Employee Type: Student
 - Job Profile: ACD_100188 - Undergraduate Student
 - Time Type: Part time
 - Location: 102 Cresap Road
 - Work Space: (empty)
 - Pay Rate Type: Hourly
 - Scheduled Weekly Hours: 10
- Buttons: Submit, Save for Later, Cancel

13. Using the prompt  icon, select the **Job Profile** used in “Pre-Verify Student Employment Eligibility” Step 3. Refer to the *Student Job Profile Selection Guide* earlier in this document for assistance in selecting an appropriate job profile.
14. Using the prompt  icon, select the **Time Type** “Part Time.”
15. Using the prompt  icon, select the **Location** of work.

16. If **Pay Rate Type** defaults to “Salary,” please do not change the value to “Hourly” which may kick-off automated emails to enter hours for pay, which does not apply to Period Activity Pay-receiving student employees.
17. Update the **Scheduled Weekly Hours** to the intended work hours per week; this should always be 20 hours/week or less. Student workers are allowed to work no more than 20 hours/week between all of their jobs. Do not update the **Default Weekly Hours** field.
18. Optional: Click **Additional Information** to display additional fields.
19. Optional: edit the Job Title to create a “working title” that will display on the student’s timecard, which is useful for students with multiple positions. **Note: Students hired into a Job Profile within the “Graduate Teaching/Research Assistants” group or ACD_100502 – Student – Period Activity Pay will not submit a timecard.**
20. Click **Submit**.

Step 3: Change Organization Assignments

This step will be immediately routed to the person who initiated “Hire Student” in Workday.

21. After submitting the “Hire Student” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately, or go to your inbox and select the **Assign Organizations** task at any time.
22. Review the information and click **Submit**. Note: changing the department here will route UVA Financial Approver tasks for the hire to the assigned person for the new department.

Step 4: Approval by Financial Approver

The assigned UVA Financial Approver (or delegate) for the selected department will receive a task to approve the hire. Since Period Activity Pay has not been entered yet, no compensation information will appear on screen.



They can **Approve**, **Send Back**, or **Deny** the hire. If **Send Back** is selected, the initiator can revise and resubmit; if **Deny** is selected, the process is terminated.

Step 5: Period Activity Pay

If Approve is selected:

Period Activity Pay task will appear in the initiator’s inbox. This step will be immediately routed to the person who initiated “Hire Student” in Workday.

1. Find the Period Activity Pay: (First Name, Last Name) task in your inbox, and click on it.
2. Review the auto-filled **Effective Date** to ensure its correct.
3. Enter the **Academic Period** to which this activity applies. The **Period Activity Rate Matrix** will auto-fill. Click **OK**.

4. Using the prompt icon , select a **Reason**, then scroll down to the **Activity** field. Use the prompt icon  to select the **Activity**.
5. Using the calendar icon, select the **Start Date**, **End Date**, **Quantity** of units, and an **Assigned Unit Rate** (i.e. amount paid per unit). The **Total Amount** will auto-calculate based on the quantity and rate. Optionally, enter a **Task** and/or **Comment** (e.g. Lit 301, Section 11).
6. Click the + sign to add additional Period Activity Payments.
7. Optional: Enter a comment.
8. Click **Submit**.

Step 6: Onboarding Setup

If **Approve** is selected:

- If an active employee who is receiving an additional job, the process will successfully complete;
- If a new hire, the Onboarding Setup task will route to the person who initiated “Hire Student” and kickoff onboarding tasks for the student in Workday, including the Form I-9, tax and payment elections, and more;

Step 7: Approval by UVA Financial Approver

The assigned UVA Financial Approver for the selected department will receive a task to approve the hire.

They can **Approve**, **Send Back**, or **Deny** the hire. If **Send Back** is selected, the initiator can revise and resubmit; if **Deny** is selected, the process is terminated.

Graduated Student Working During the Summer

A graduated student may only work during the summer with **an approved exception from the Provost’s Office**. Once a student graduates if they plan to work in the summer up to the first day of classes per the Wage Authorization, you can hire the student following these steps:

Step 1: Hire Employee

1. Search for the 'Hire Employee' task.
2. On the 'Hire Employee' task, select the appropriate JM Supervisory Organization.
3. Select 'Create a New Pre-Hire' radio button.
4. Click **OK**.
5. On **Legal Name Information** tab, enter the student's first and last name.

6. Click on the 'Contact Information' tab.
7. Enter at least once piece of contact information, preferably **phone number, address, and email**.
8. Click **OK**.
9. Enter the **Hire Date** and **Reason**. Ensure the Hire Date aligns with the student's actual start date, even if in the past.

10. Using the prompt icon, select the **Employee Type** "Student."
11. Using the prompt icon, select the **Job Profile**.
12. Using the prompt icon, select the **Time Type** "Part Time."
13. Using the prompt icon, select the **Location**.
14. Update the **Scheduled Weekly Hours** to the intended work hours per week; this should always be 20 hours/week or less. Do not update the **Default Weekly Hours** field.
- Optional: Click **Additional Information** to display additional fields.
15. Optional: edit the Job Title to create a "working title" that will display on the student's timecard, which is useful for students with multiple positions. And click **Submit**.

Step 2: Change Organization Assignments

This step will be immediately routed to the person who initiated "Hire Employee" in Workday.

1. After submitting the "Hire Employee" task, you will see yourself as "Up Next." Select the "Open" button to take action immediately, or go to your inbox and select the **Assign Organizations** task at any time.

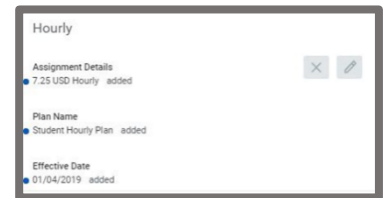
2. Review the information and click **Submit**.

Note: Changing the department here will route UVA Financial Approver tasks and LD notifications for the hire to the

Step 3: Propose Compensation Hire

This step will be immediately routed to the person who initiated “Hire Employee” in Workday.

1. After submitting the “Assign Organizations” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately, or go to your inbox and select the **Propose Compensation Hire** task.
2. Find the section labeled “Hourly” and enter the desired hourly rate by clicking the gray pencil icon and entering the rate in the “Amount” box. **Note:** rates above or below the range defined for the selected job profile will automatically route to Compensation for approval.
3. Click **Submit**.



Step 4: Onboarding Setup

If **Approve** is selected by the Finance Approver:

- If an active employee who is receiving an additional job, the process will successfully complete;
- If a new hire, the initiator of the hire will receive the Onboarding Setup task and kickoff onboarding tasks for the student in Workday, including the Form I-9, tax and payment elections, and more;

Step 5: Approval by Financial Approver

The assigned UVA Financial Approver for the selected Supervisory Organization will receive a task to approve the hire.

They can **Approve**, **Send Back**, or **Deny** the hire. If **Send Back** is selected, the initiator can revise and resubmit; if **Deny** is selected, the process is terminated.

Hiring Students Employed with the Medical Center

If you are interested in hiring a student who is actively employed at the University Medical Center and plans to continue working in that position, in addition to your academic student assignment, please contact your HR Business Partner or email askhr@virginia.edu for assistance. **Please note that the student is still limited to working 20 hours or less per week across all assignments and the student will not be eligible for FICA exemption on the academic assignment.**

Academic departments that wish to hire Medical Center employees as student workers should be aware that the academic student assignment will have to be set up under the Medical Center organization and the student must be paid through Kronos. The student will be paid on the Medical Center bi-weekly payroll schedule, not the academic bi-weekly pay schedule.

When it has been determined that the student will work in both positions concurrently, the academic department will need to contact askfinance@virginia.edu to request a Passthrough Cost Center be created, if one does not already exist. Please use this [Template](#) to request the passthrough cost center. Prior to completing this form, please run the “FDM for Medical Center Passthrough Cost Centers” report in Workday to confirm that one has not already been established for your FDM string.

Once the passthrough cost center has been established, the cost center and the terms of the hire (student’s name, computing ID, JM supervisory organization, start date, hourly rate, location, and scheduled weekly hours) should be emailed to askhr@virginia.edu, so that a member of the Health System Recruitment Team can create the position in Workday.

Because the academic student assignment will need to be paid through Kronos, the academic supervisor will need to enroll in “Kronos Timekeeper/Approver Training” through Workday Learning. The academic supervisor will need to request [Account Access](#) (use your academic network ID/password to login) and sign the [User Agreement](#). Additionally, the supervisor must complete the following forms and submit to payroll: [Kronos Timekeeper Responsibility Agreement](#) and the [Kronos Security Request Form](#).

Create Job Requisition

If you are interested in posting to recruit the perfect student employee (including posting for a FWS student), you will use the “Create Job Requisition” task in Workday to begin the process. Once submitted, your request will be routed to the HR Talent Flexibility team that reviews job requisitions for students. Once it has been reviewed, the job posting will be automatically pushed to Handshake, the student recruiting platform managed by the UVA Career Center, for visibility. On the Handshake posting, students will be linked back to Workday to complete an application and go through the screening process. With Workday, all job posting creation and screening processes will now occur in one system for all employee types, with the added bonus of advertising for student positions on the popular Handshake platform!

Please keep in mind that only the supervisor and their delegate can create a job requisition in Workday. Individuals holding the Student Hiring Support role will not be able to create the job requisition on someone’s behalf.

For assistance with the “Create Job Requisition” task, we highly recommend using the Workday Digital Assist (WDA), the University’s primary tool for just-in-time guidance within Workday. If you do not have WDA. Visit the [WDA](#) page to download the browser extension.

****The advertising of student positions is not currently required.**

If you are hiring a student into a federal work-study position and need a Handshake ID number, please contact askhr@virginia.edu.

For additional assistance, please reach out to the HR Talent Flexibility team by contacting askhr@virginia.edu or calling 434-243-3344.

Managing Multiple Jobs: Add Job, Switch Primary Job, End Additional Job, Terminate

If a student has only one job and it has ended, please use “Terminate Employee” to initiate the termination.

Use “Add Additional Job” to add a new job to a student worker. If the previous job has ended, use “Switch Primary Job” to make the new job primary, then use “End Additional Job” to end the previous job. This ensures there is no unnecessary break in employment.

For assistance with these tasks, please find the appropriate job aids on the Workday training site at <https://hr.virginia.edu/workday-central/workday-training/workday-training-managers>.

Additional Job Aids to Review

The Workday training site (<http://workday.hr.virginia.edu>) includes many more job aids that may be useful in managing and also *assisting* student employees. The following may be especially useful:

- Time Support Role
- Manager Timecard Approvals
- Enter Time for Employee
- Enter Time
- Payment Elections
- Contact Change
- Complete Form I-9
- Change Personal Information
- View and Print Payslip
- Manage Tax Withholdings
- Direct Deposit and Payment Elections
- Onboarding-HR-Student Worker
- Termination Manager
- End Additional Job
- Request Compensation Change
- Supervisory Org
- Outlook Notifications
- Inbox Filters and Archive
- Inbox and Tasks
- Inbox and Notifications
- Employee Self-Service
- Accessing Workday Mobile

Additional Resources

Most questions involving student employment can be answered by reviewing the policy and procedural documents linked to in the *Student Employment Policies and Procedures* section of this guide.

For additional assistance, please contact one of the following areas based on your specific need:

Entity	For?	Contact Information
HR Solution Center	<ul style="list-style-type: none"> • Student background checks • Workday assistance • Employee inquiries (pay, etc.) 	askhr@virginia.edu 434-243-3344 http://hr.virginia.edu
Workday Training	<ul style="list-style-type: none"> • Self-paced Workday help 	http://workday.hr.virginia.edu
Student Financial Services	<ul style="list-style-type: none"> • Federal Work Study 	sfs@virginia.edu 434-982-6000 http://sfs.virginia.edu
Office of the Executive Vice President and Provost	<ul style="list-style-type: none"> • Graduate assistantship policy • Wage authorization memo • Student employment policy exceptions 	http://provost.virginia.edu
UVA Career Center	<ul style="list-style-type: none"> • Student career resources • Internships • Handshake 	careercenter@virginia.edu 434-924-8900 https://career.virginia.edu
International Students & Scholars Program	<ul style="list-style-type: none"> • Student employee visas (F-1/J-1) 	issp@virginia.edu 434-982-3010 http://issp.virginia.edu