Student Hiring: Hire Student (Graduated)

Once a student graduates, if they plan to work in the summer per the Provost Policy, you can hire the student for the summer after graduation. Use this job aid if the student is hired for the first time.

Tasks

- Hire Employee
- Change Organization Assignments
- Propose Compensation Hire
- Onboarding Setup
- Approval by UVA Financial Approver

Hire Employee

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. Search for the Hire Employee task in the Workday search bar.

4. On the Hire Employee task, select the appropriate Supervisory Organization based on who will supervise the student worker. Ensure a Job Management organization (which will include “JM” in the name) is selected. If no “JM” organization is available for the intended supervisor, please contact the HR Solution Center at 434-243-3344 or AskHR@virginia.edu to request that one is created. All students should be hired into Job Management supervisory organizations.

5. If the student was a prior worker and is terminated, enter the name of the student in the Existing Pre-Hire field. Skip steps 6-11. If not go to the next step.

6. Select the Create a New Pre-Hire radio button and click OK.

On the Legal Name Information tab:

7. Enter the student’s: First Name, Middle Name and Last Name.

8. Click on the “Contact Information” tab.
9. Click the Add button in the Phone section.

10. Enter a Phone Number in the Phone Number field.

11. Using the drop-down, choose a Phone Device to identify the type of phone number.

12. Using the prompt, choose the Type of phone number, either Home or Work.

13. If you wish to make this phone number Public, click the Visibility checkbox.

14. Enter Comments as desired.

15. Click the Add button in the Address section.
16. Enter the number, and street name in the Address Line 1 field.

17. Enter the City in the City field.

18. Using the prompt in State, choose the State.

19. Enter the Postal Code in the Postal Code field.

20. Using the prompt in Type, choose the Type of address, either home or work.

21. Enter Comments as desired.

22. If desired, you may add an email, instant messenger, or web address.

23. Click OK.
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24. Enter the **Hire Date**. Ensure the Hire Date aligns with the student’s actual start date, even if in the past.

25. Enter the **Reason**, either New Hire or Rehire if previously employed.

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

27. In the **Job Profile** field, use the prompt icon to select “By Job Family,” then “Student Workers,” then the appropriate sub-family, then the desired job profile. Ensure it aligns with the student’s status (undergraduate vs. graduate, graduate assistant, federal work study, etc.).

28. Using the prompt icon, select the **Time Type** “Part time”

29. Using the prompt icon, select the **Location**.

30. The **Pay Rate Type** will default based on the Job Profile selection.

31. Click on the arrow in front of **Additional Information** to reveal additional fields.

32. 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.

33. If you wish to change the **Business Title** you may do so.

34. Do **not** update the **Default Weekly Hours**, as that’s the base for all hours.

35. Update the **Scheduled Weekly Hours** to the intended work hours per week; this should always be 20 hours/week or less for students.

36. Click **Submit**.
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Change Organization Assignments

1. After submitting the Hire Employee task, the Change Organization Assignments task will appear. 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 make changes as desired. Each of these fields must have a value.

3. Click Submit.

Propose Compensation Hire

1. After submitting the Change Organizations Assignments task, the Propose Compensation Hire task will appear. Select the Open button to take action immediately, or go to your inbox and select the Propose Compensation Hire task at any time.

2. Find the section labelled “Hourly” and enter the desired hourly rate by clicking the gray pencil icon and entering the rate in the Amount box.

3. Click Submit.

Onboarding Setup

1. After submitting the Propose Compensation Hire task, the initiator will receive the Onboarding Setup task. Select the Open button to take action immediately, or go to your inbox and select the Onboarding Setup task at any time.

2. Click Submit.

Once the Onboarding Setup has been submitted, the Onboarding process will automatically begin. Proceed to the Onboarding job aid for more details.

NOTE: If a student is already employed, HR will use “Add Additional Job” to add a job and “Change Job” to make job updates (including supervisory organization) for a student worker. Please see “Add Additional Job” and “Change Job” job aids for assistance with current student workers.
The assigned UVA Financial Approver (or delegate) 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.