

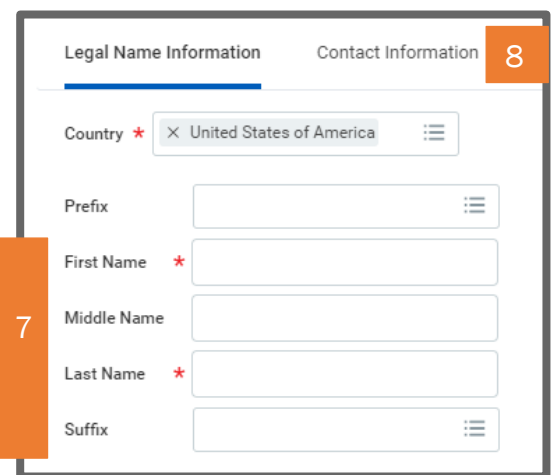
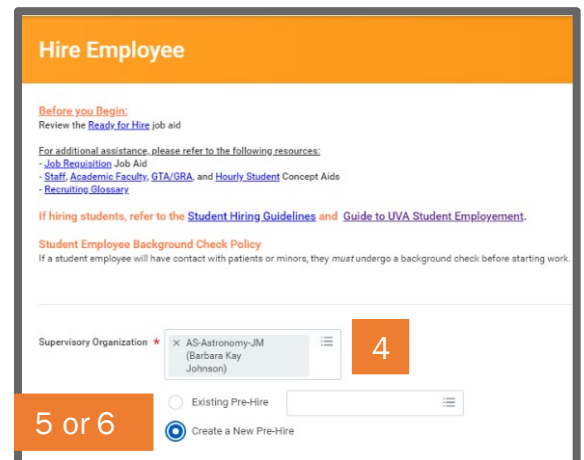
Once a student graduates, under certain circumstances (or with written exception from the Provost and/or Dean of the School) outlined in the [Provost Wage Authorization Policy](#), they can be hired/remain a student employee through the summer after graduation. Carefully review the Provost Policy if you are considering hiring a graduated student. Consult with your HR Professional if you have any questions.

Tasks

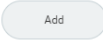
- [Hire Employee](#)
- [Change Organization Assignments](#)
- [Propose Compensation Hire](#)
- [Onboarding Setup](#)
- [Approval by UVA Financial Approver](#)

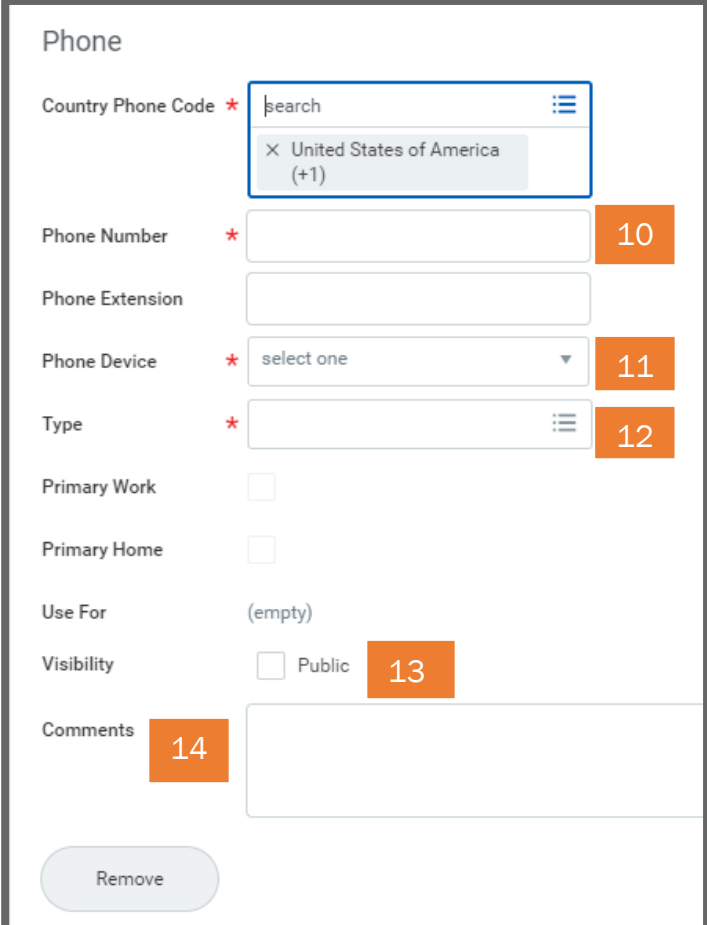
Hire Employee

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



Phone

Country Phone Code * 

Phone Number * **10**

Phone Extension

Phone Device *  **11**

Type *  **12**

Primary Work

Primary Home

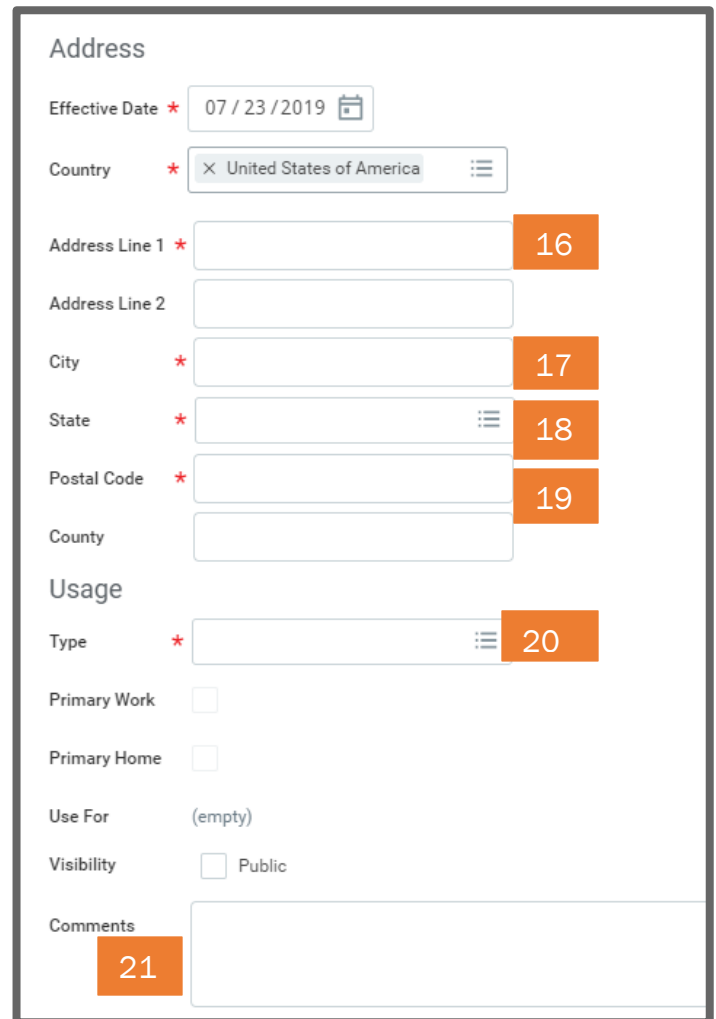
Use For (empty)

Visibility Public **13**




Comments **14**

15. Click the Add  button in the **Address** section.

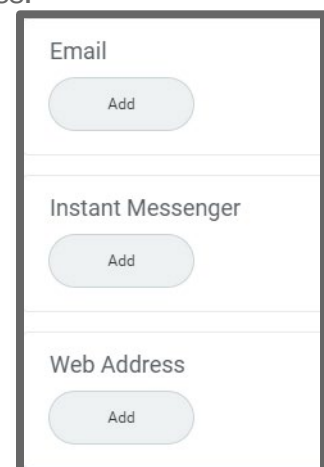
- 16. Enter the number, and street name in the **Address Line 1** field.
- 17. Enter the **City** in the City field.
- 18. Using the prompt in **State**, choose the State.
- 19. Enter the **Postal Code** in the Postal Code field.
- 20. Using the prompt in **Type**, choose the Type of address, either home or work.
- 21. Enter **Comments** as desired.



The screenshot shows a form titled "Address" with the following fields and callouts:

- Effective Date ***: 07 / 23 / 2019 
- Country ***: X United States of America 
- Address Line 1 ***: **16**
- Address Line 2**:
- City ***: **17**
- State ***:  **18**
- Postal Code ***: **19**
- County**:
- Usage**
 - Type ***:  **20**
 - Primary Work**:
 - Primary Home**:
 - Use For**: (empty)
 - Visibility**: Public
- Comments**: **21**





- 22. If desired, you may add an email, instant messenger, or web address.
- 23. Click **OK**.




The screenshot shows a form with three sections, each with an "Add" button:

- Email**: Add
- Instant Messenger**: Add
- Web Address**: Add


Student Hiring: Hire Student (Graduated)

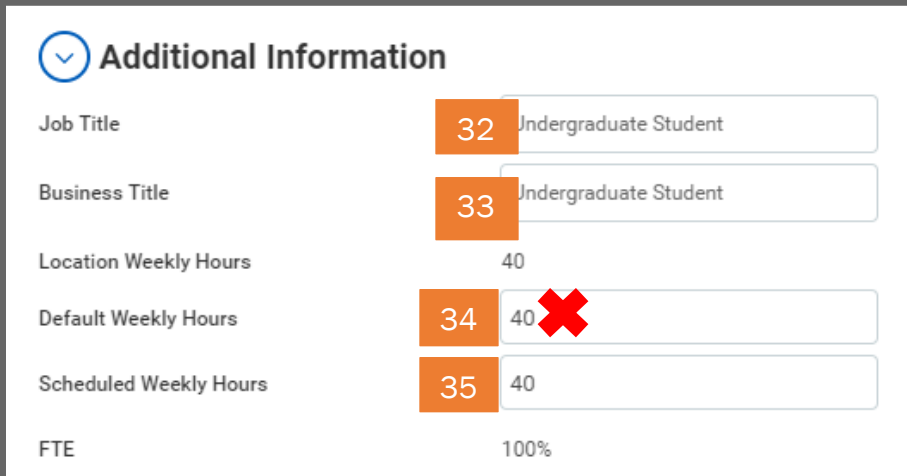
- 24. Enter the **Hire Date**. Ensure the Hire Date aligns with the student’s actual start date, even if in the past.
- 25. Enter the **Reason**, either New Hire or Rehire if previously employed.
- 26. Using the prompt  icon, select the **Employee Type** “Student.”
- 27. In the **Job Profile** field, 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.



The screenshot shows a form with the following fields and callouts:

- Hire Date ***: MM / DD / YYYY, callout 24
- Reason ***: dropdown menu, callout 25
- Job Details** section:
 - Job Requisition**: dropdown menu
 - Employee Type ***: dropdown menu, callout 26
 - Job Profile ***: dropdown menu, callout 27
 - Time Type ***: dropdown menu, callout 28
 - Location ***: dropdown menu, callout 29
 - Work Space**: dropdown menu
 - Pay Rate Type ***: dropdown menu, callout 30

- 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.

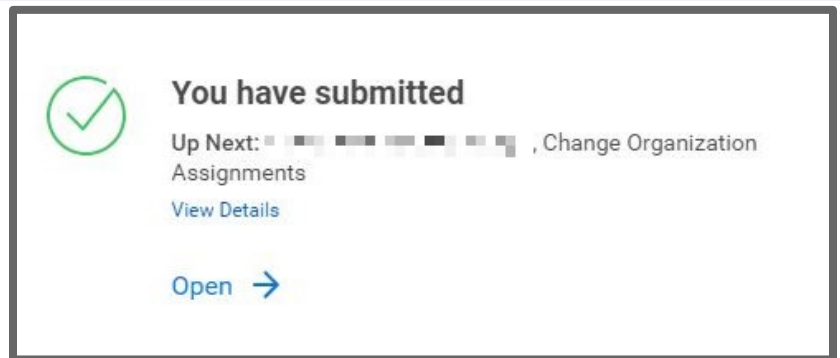


The screenshot shows the **Additional Information** section with the following fields and callouts:

- Job Title**: dropdown menu, callout 32, value: Undergraduate Student
- Business Title**: dropdown menu, callout 33, value: Undergraduate Student
- Location Weekly Hours**: text input, value: 40
- Default Weekly Hours**: text input, callout 34, value: 40 with a red X
- Scheduled Weekly Hours**: text input, callout 35, value: 40
- FTE**: text input, value: 100%

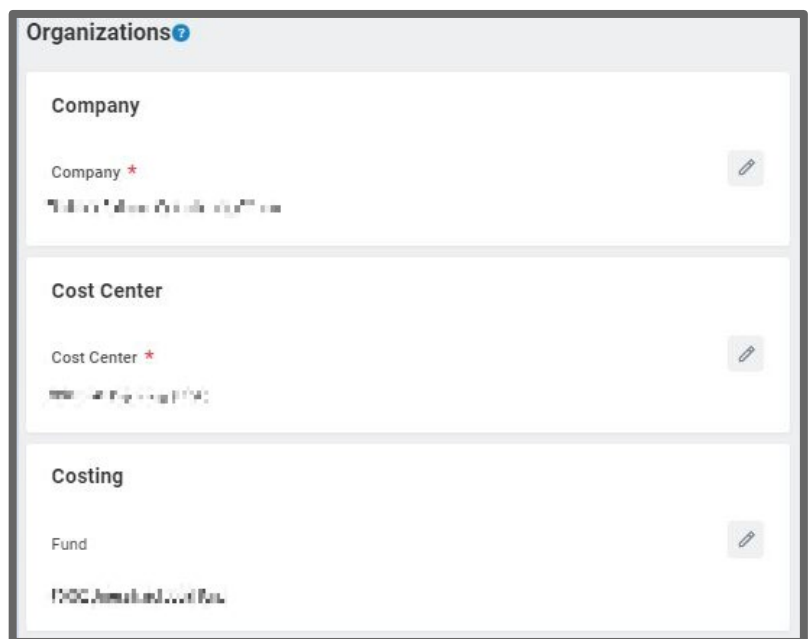
- 34. Do not update the **Default Weekly Hours**, as that’s the base for all hours.
- 35. Update the **Scheduled Weekly Hours** to the intended work hours per week; this should always be 20 hours/week or less for students.
- 36. Click **Submit**.

37. You will receive a submit confirmation. You can click on the **Open →** link within the submit confirmation to go to the next step. If you do not click the **Open →** link within the confirmation the next step will be in your inbox

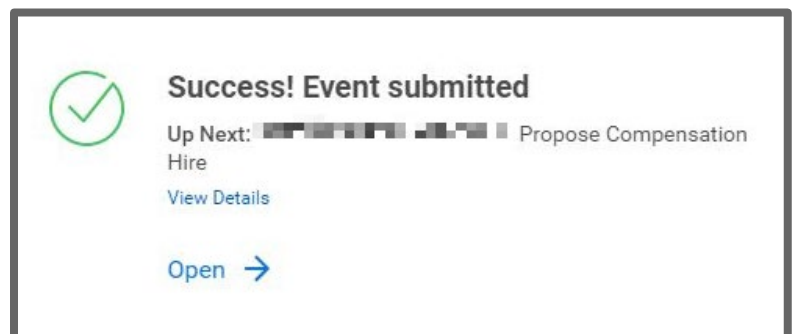


Change Organization Assignments

1. After submitting the "Hire Student" task, select the "**Open →**" button to take action immediately. If you clicked out of the confirmation, this will be in your inbox.
2. The **Company, Cost Center, and Costing** will default in. Edit if this position does not fall under the defaulted company or Supervisory Organization selected during the Hire Employee process.
3. Click **Submit**.

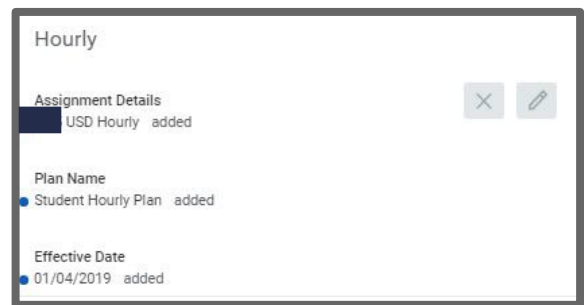


4. You will receive a submit confirmation. You can click on the **Open →** link within the submit confirmation to go to the next step. If you do not click the **Open →** link within the submit confirmation the next step will be in your inbox



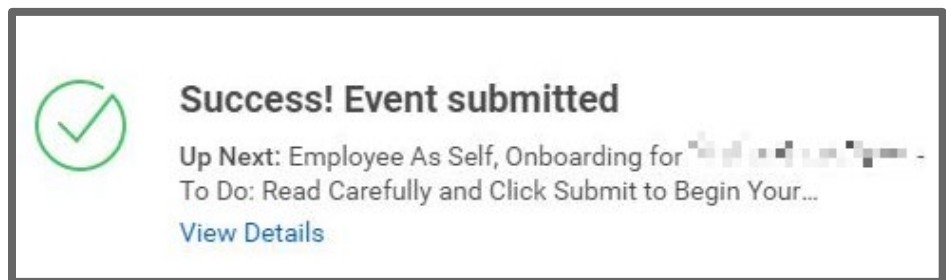
Propose Compensation Hire

1. After submitting the “Change Organization Assignments” task, select the “**Open→**” button to take action immediately. If you clicked out of the confirmation, this will be in your inbox.
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**.
3. You will receive a ‘Success! Event submitted’ confirmation. Click the **View Details** link to view the process.
4. Click **Done**.



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.

UVA Financial Approver

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.