

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 job aid '[SH-Student Hire \(Hourly\)](#).'

Tasks

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Before You Begin

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 the next [pre-verify student employment eligibility](#) step.

Other Helpful Tips:

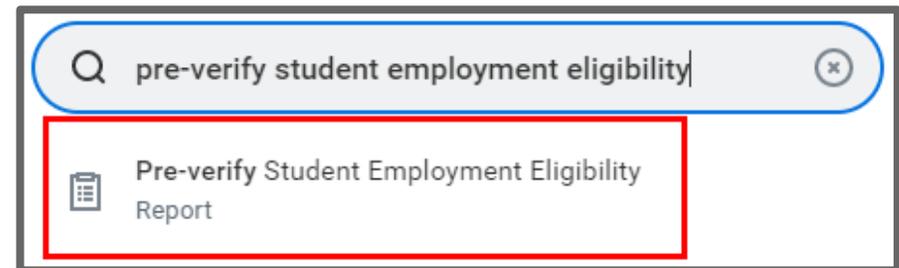
- Always make sure to search to see if the student you wish to hire is a Contingent Worker, so HR can assist with the hire.
- Even if students are already employed, ensure "Hire Student," the "Find External Students" report, or "Pre-Verify Student Employment Eligibility" is used to kick-off all student hires, additional jobs, or rehires—this ensures the student record and the worker record are linked to allow ongoing student employment eligibility checks
- While the process may be different, all student employment policies remain the same, so be sure to review the [Wage Authorization](#) for hour limits (and exceptions), compensation ranges, and more; for Federal Work Study procedures, follow Student Financial Service's guidance in the [FWS Handbook](#), including the posting requirement.

- Students will be able to submit retro timecards for up to 30 days after the close of a payroll period. If they need to submit retro-active hours more than 30 days late, they must complete a [paper timesheet](#), have their manager sign it, and email it to the HR Solution Center at AskHR@virginia.edu. If the form arrives in payroll the Wednesday before the Friday timecard due date, the hours will be paid on the next bi-weekly pay period.
- The integration with SIS runs daily to update student status, enrollment, and Work Study eligibility.
- If your organization needs to hire a large volume (100+) of students at one time, please email the HR Solution Center at AskHR@virginia.edu for additional options and assistance.

Pre-Verify Student Employment Eligibility

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

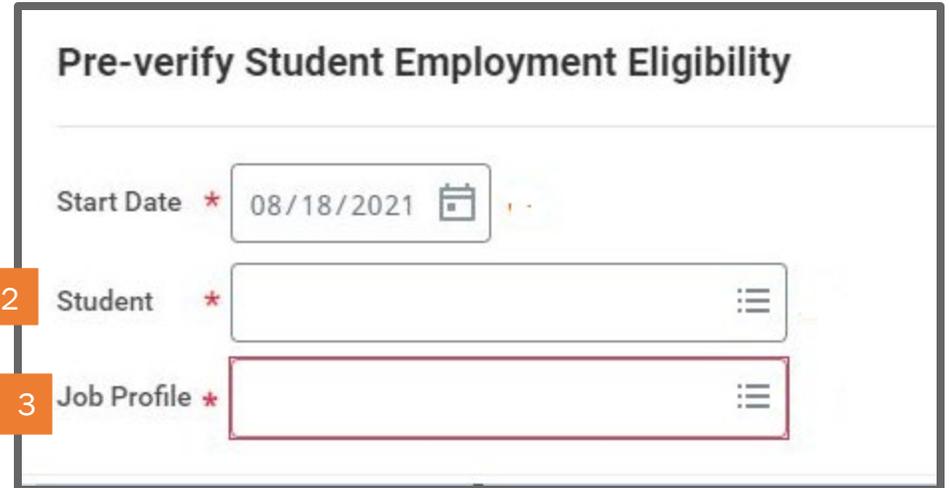
1. Use the Workday search bar to enter “Pre-verify Student Employment Eligibility” and select the report.



2. Enter the name of the student you wish to hire in the **Student** field.
3. 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 Assistants” or “Undergraduate/Graduate Wage.”

Note: All job profiles within the “Graduate Teaching/Research Assistants” group and one job profile within the wage group (ACD_100502 – Student – Period Activity Pay) automatically skip the “Propose Compensation” step since they do not receive an hourly rate. If a different job profile is selected, an hourly rate must be entered.

4. Click OK.
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.**”



Pre-verify Student Employment Eligibility

Start Date * 08/18/2021 

2 Student * 

3 Job Profile * 



Pre-verify Student Employment Eligibility 

Student 

Start Date 08/18/2021

Job Profile ACD_101506 - Graduate Instructor A

Eligibility

Eligible Yes

Rule Set Applied Graduate Student Worker

Hire

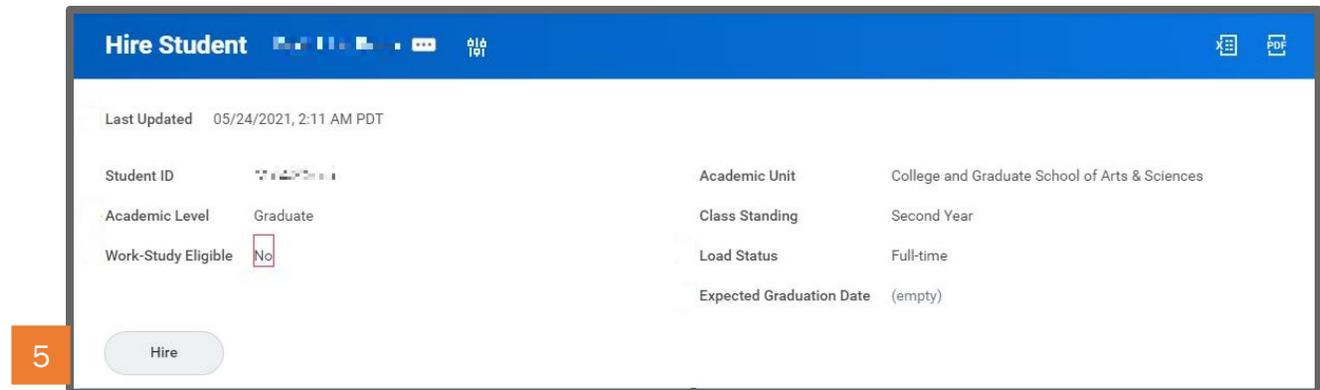
Hire or Add Job

1. If the student is eligible, select the **Hire** button (will appear for students who are not currently employed at UVA) or the **Add Job** button (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 the HR Solution Center at 434-243-3344 or email AskHR@virginia.edu to request that one is created.
3. Click **OK**.



4. Next you will see more information about the student, such as:

- Student ID
- Academic Level
- Work-Study Eligible
- Academic Unit
- Class Standing
- Load Status



This information further helps to define whether the student is eligible for hire. The Load Status must be Full-time to be eligible for student employment.

5. Click the **Hire** button.

6. Enter the Hire Date.

Note: 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.

7. Using the prompt, select a Reason.

8. Using the prompt  icon, select the Employee Type "Student."

9. Using the prompt  icon, select the Job Profile by selecting 'By Job Family>Student Workers>Graduate Teaching/Research Assistants' and choose the appropriate option.

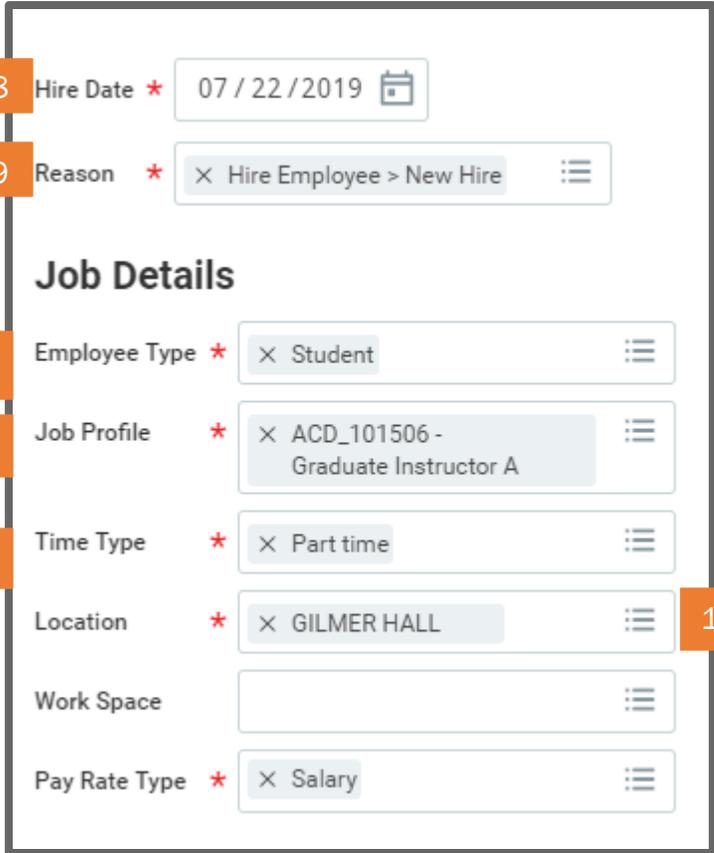
Note: Graduate Instructor A's, do not have their master's degree.

Graduate Instructor B's have their master's degree and are working on a PHD.

10. Using the prompt  icon, select the Time Type "Part Time."

11. Using the prompt  icon, select the Location of work.

12. Click the blue arrow  in front of Additional Information.



The screenshot shows a web form for hiring a student. It includes fields for Hire Date (07/22/2019), Reason (Hire Employee > New Hire), Job Details (Employee Type: Student, Job Profile: ACD_101506 - Graduate Instructor A, Time Type: Part time, Location: GILMER HALL, Work Space, Pay Rate Type: Salary). A blue arrow points to the right of the form, indicating the next step.

Change Organization Assignments

This step will be available in the confirmation of the previous step to the person who initiated “Hire Student” in Workday.

1. 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 or Add Job process.
2. Click **Submit**.

Organizations

Company

Company * [dropdown] [edit icon]

Cost Center

Cost Center * [dropdown] [edit icon]

Costing

Fund [dropdown] [edit icon]

3. You will see a ‘Success! Event submitted’ confirmation and an Open button to enter the Period Activity Pay. If you do not click the **Open** within the confirmation the next step will be in your inbox. Click the **View Details** link to view the process.

Success! Event submitted

Up Next: Add Period Activity Pay

[View Details](#)

Open

Add Period Activity Pay

This step will be available in the confirmation of the previous step to the person who initiated “Hire Student” in Workday.

1. After submitting the “Change Organization Assignments” task, select the “Open” button to take action immediately. If you clicked out of the submit confirmation, this will be in your inbox.
2. The **Effective Date** will default to today’s date.
3. Enter the **Academic Period** to which this activity applies.

See the [Dates for Academic Periods](#) tip sheet for the dates for each period.

4. The **Period Activity Rate Matrix** will auto-fill. If it does not autofill, use the prompt to select the value.
5. Click **OK**.

Add Period Activity Pay

Before You Begin
The **Effective Date** should always be today. For future-dated hires, the Effective Date should be the date of hire.

Activity Dates should reflect the start and end of the activity for which you are entering payments (for example, the start and end dates of the semester in which a faculty member is teaching).

The **Payment Dates** default from the **Activity Dates**; however, they can be edited. The **Payment Dates** drive when, and in how many payments, the Period Activity Pay will be paid so it is important to determine how many payments you want to be made. Workday will evenly distribute payment based the number of payroll periods that fall within the selected **Payment Dates**. If any portion of a payroll period is within the selected payment dates, a full payment will be paid in that payroll period.

For more information
Review the [Period Activity Pay](#) job aids to get started.

Effective Date 08/18/2021

Academic Period * ⋮

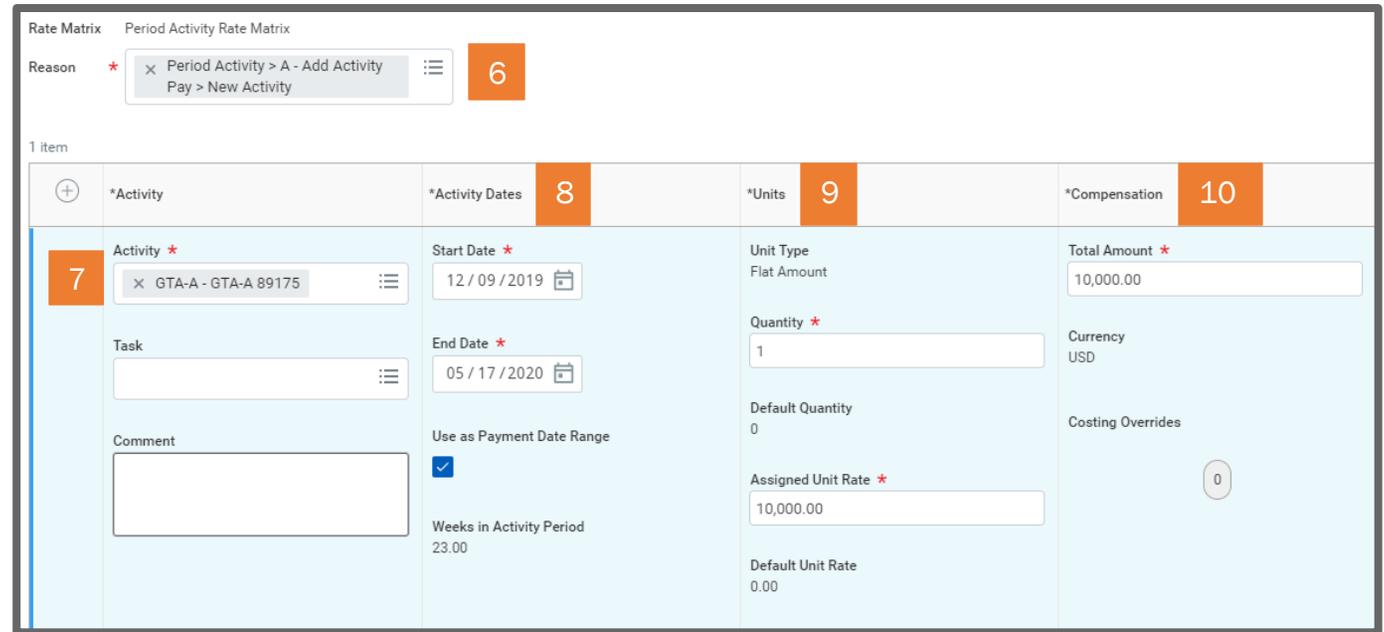
Period Activity Rate Matrix * ⋮

6. Using the prompt icon , select a Reason.

7. Then scroll down to the Activity field. Use the prompt icon  to select the Activity. Use the category ASSIST-Graduate Assistantship.

8. In the Activity Dates column, use the calendar icon to select the Start Date and End Date.

9. In the Units column, enter the Quantity of units (typically 1 for this type of payment), and an Assigned Unit Rate (e.g., amount paid per unit).



The screenshot shows the 'Period Activity Rate Matrix' form. At the top, there is a 'Reason' dropdown menu with a prompt icon and a callout '6'. Below it, a table with one item is shown. The table has columns for '*Activity', '*Activity Dates', '*Units', and '*Compensation'. The first row contains the following information:

- *Activity:** A dropdown menu with a prompt icon and callout '7' is set to 'GTA-A - GTA-A 89175'. Below it are fields for 'Task' and 'Comment'.
- *Activity Dates:** 'Start Date' is '12 / 09 / 2019' and 'End Date' is '05 / 17 / 2020', both with calendar icons and callout '8'. There is a 'Use as Payment Date Range' checkbox (checked) and 'Weeks in Activity Period' set to '23.00'.
- *Units:** 'Unit Type' is 'Flat Amount', 'Quantity' is '1' (with callout '9'), 'Default Quantity' is '0', 'Assigned Unit Rate' is '10,000.00', and 'Default Unit Rate' is '0.00'.
- *Compensation:** 'Total Amount' is '10,000.00' (with callout '10'), 'Currency' is 'USD', and 'Costing Overrides' is '0'.

10. In the Compensation column, the Total Amount will auto-calculate based on the Quantity times the Assigned Unit Rate.

11. The Payments column displays the same dates as the Activity Dates. If the Activity Dates include a retro-active date (a payroll that has already processed), alter the Payments dates to a current or future pay period, or the Period Activity Pay will not pay.

12. Click the + sign to add additional Period Activity Payments.

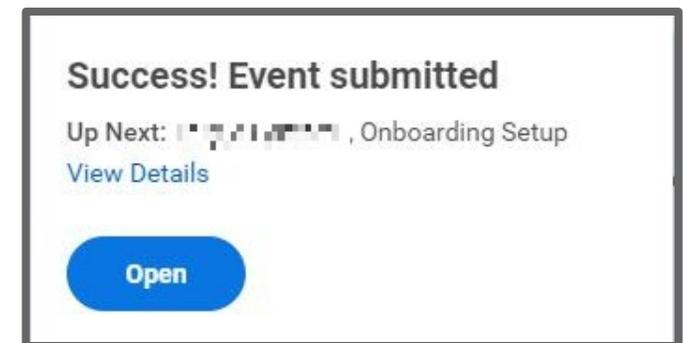
13. Enter a comment that includes the PTAO.

14. Optional: Upload an attachment.

15. Click Submit.

4. You will see a 'Success! Event submitted' confirmation and an Open button to go to the next step. Click the View Details link to view the process.

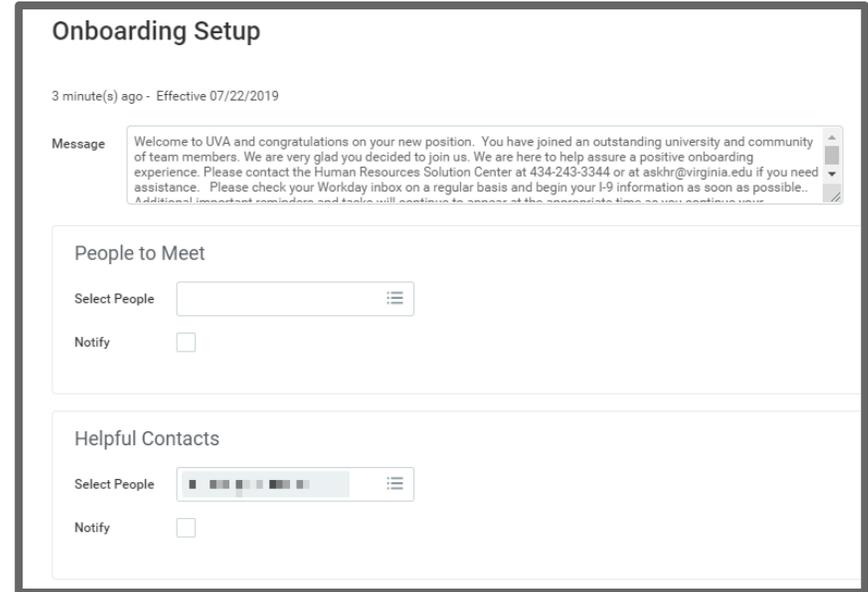
16. Click Done.



Onboarding Setup

This step will be available in the confirmation of the previous step to the person who initiated “Hire Student” in Workday. The following link is a job aid that outlines both the student’s and the manager’s tasks for [onboarding](#). This tasks sets off the onboarding for the student.

1. After submitting the “Period Activity Pay” task, select the “Open” button to take action immediately. If you clicked out of the submit confirmation, this will be in your inbox
2. Click **Submit**.



3. You will receive a ‘Success! Event submitted’ confirmation. Click the **View Details** link to view the process.
4. Click **Done**.

