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

- **Before You Begin**
- Pre-Verify Student Employment Eligibility
- Hire or Add Job
- Change Organizations Assignments
- Approval by UVa Financial Approver
- Add Period Activity Pay
- Onboarding Setup

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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 select the “Pre-verify Student Employment Eligibility” 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.”

3. 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).

4. 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.

5. Click OK.
6. Next you will see more information about the Student, such as:
   - Student ID
   - Academic Level
   - Work-Study Eligible
   - Academic Unit
   - Class Standing
   - Load Status

   ![Hire Student](image)

   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.

7. Click the **Hire** button.
8. 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.

9. Using the prompt, select a **Reason**.

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

11. 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.

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

13. Using the prompt icon, select the **Location** of work.

14. Click the blue arrow in front of Additional Information.
15. 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. This title can be more specific to the role for which you are hiring.

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

**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.

17. Click **Submit**.

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**Change Organization Assignments**

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

1. After submitting the “Hire Student” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately. If you clicked Done, this will be in your inbox.
2. Review the information. There must be a value in each of the fields. If you manage multiple departments, you may alter the department.

Note: changing the department here will route UVA Financial Approver tasks for the hire to the assigned person for the new department.

3. Click Submit.

Approval by Finance Approver

You will see an ‘Up Next’ assigned to the UVA Financial Approver (or delegate) for the selected Supervisory Organization who 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.
Add Period Activity Pay

You will see an ‘Up Next’ assigned to the initiator of the hire to enter the period activity payments.

1. Find the Period Activity Pay: [First name, Last name] in your inbox and click on it.

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.
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).

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.


15. Click Submit.

You will see an ‘Up Next’ assigned to the UVA Financial Approver (or delegate) for the selected Supervisory Organization who will receive a task to approve the period activity payment.
Onboarding Setup

The Onboarding step is assigned to the initiator of the hire. The following link is a job aid that outlines both the student’s and the manager’s tasks for onboarding. This task sets off the onboarding for the student.

1. Find the **Onboarding Setup for Hire: [First name, Last name]** in your inbox and click on it.

2. Click **Submit**.