Managers and local resources with the Student Hiring Support role can initiate student hires. If students are identified for hire through a job requisition in Workday (and pushed to Handshake for visibility), the HR Talent Flexibility team can also 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. If the student is Federal Work Study, the voucher process is now a step within the Hire/Add Job process.

**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 ‘SH-Student Hire (GTA GRA Period Activity Pay)’ job aid.

### Tasks

- **Before You Begin**
- **Pre-Verify Student Employment Eligibility**
- **Hire or Add Job**
- **Change Organizations Assignments**
- **Propose Compensation Hire**
- **Approval by UVA Financial Approver**
- **Complete the Federal Work Study for Voucher Questionnaire**
- **Onboarding Setup**
- **Review and Submit Federal Work Study Voucher**

**Note:** For detailed information about hiring Federal Work Study students, please see Student Financial Services’ [FWS Employer Handbook](#).
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 employee eligibility step.

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, and click on it.

2. Enter the name of the student you wish to hire in the Student field.

Start Date: 07/24/2019

Student

Job Profile
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 “Undergraduate/Graduate Wage” or “Work Study.”

4. 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.”

   **Note:** 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.

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**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 the HR Solution Center at 434-243-3344 or email AskHR@virginia.edu to request that one be created.

3. Click OK.

4. Next you will see more information about the Student, such as:
   a. Student ID
   b. Academic Level
   c. Work-Study Eligible
   d. Academic Unit
   e. Class Standing
   f. Load Status—must be Full-Time.

5. This information further helps to define whether the student is eligible for hire.
6. Click the **Hire** button.

7. Enter the **Hire Date**.

   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.

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

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

10. Using the prompt icon, select the **Job Profile** used in “Pre-Verify Student Employment Eligibility” Step 3.

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

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

13. The **Pay Rate Type** will default based on the Job Profile you selected.

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. Student workers can work no more than 20 hours/week between all of their jobs.

17. Click **Submit**.

### 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 task will be in your inbox.

2. Review the information. Change the Department as desired. A value must be in Company, Costing, and Department.

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

4. After submitting the “Change Organization Assignments” task, you will see yourself as “Up Next.” Select the “Open” button to take action immediately. If you clicked Done, the Propose Compensation Hire task will be in your inbox.

5. Find the section labelled Hourly and enter the desired hourly rate by clicking the pencil icon.

6. Enter the hourly rate in the Amount field.
   
   **Note:** If you enter a rate above or below the range defined for the selected job profile it will automatically route to Compensation for approval. You will receive an alert as well.

7. Click the Save icon.

8. Click Submit.

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**Approval by Finance 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.
The Complete Federal Work Study Questionnaire for Voucher is assigned to the initiator of the hire/add additional job. If you’re hiring a Work Study student, this step is now in Workday and allows your information to go to the Student Financial Services to set-up your account/PTAO to pay the student. For more information review the Federal Work Study Handbook.

1. Find the Complete Federal Work Study Questionnaire for Voucher: [First Name, Last Name] in your inbox and click on it.

2. Enter an answer for each question of the questionnaire. Questions include:
   a. Start Date of the FWS position.
   b. End Date of the FWS position.
   c. Project Number
   d. Handshake Job ID
   e. Job Duties and Qualifications FWS eligibility been checked? Yes/No
   f. Is the hourly rate higher than the page range posted in the FWS Handbook for the job category? Yes/No
      i. If Yes, you must provide an explanation or justify the higher rate.

3. Click Submit.
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.

Review and Submit Federal Work Study Voucher

The Review Documents: Submit FWS Voucher step is assigned to the initiator of the hire/add additional job. This step finalizes the FWS Voucher process.

1. Refresh your screen.
2. Click on the Review Documents: Submit FWS Voucher task in your inbox.

3. The voucher was created based on your answers in the questionnaire. Click the link beside of document to review the Work-Study voucher.

4. After reading the Signature Statement, check the I Agree checkbox.

5. Enter additional comments as desired.

6. Click Submit.