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.

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

Note: For detailed information about hiring Federal Work Study students, please see Student Financial Services' FWS Employer Handbook.

Before You Begin

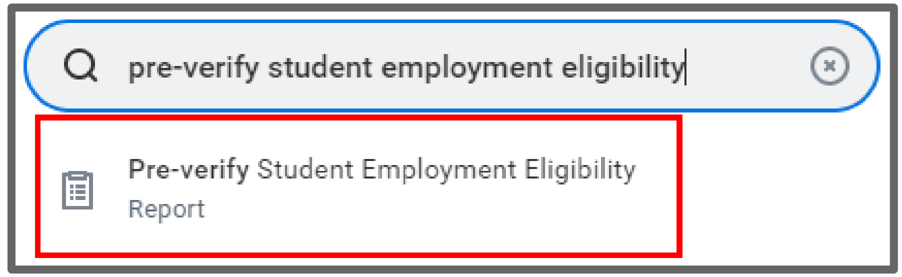
Use the Workday search bar to enter the student's name to check if they're in the system as a Contingent Worker, shown with a [C] behind the name.

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:

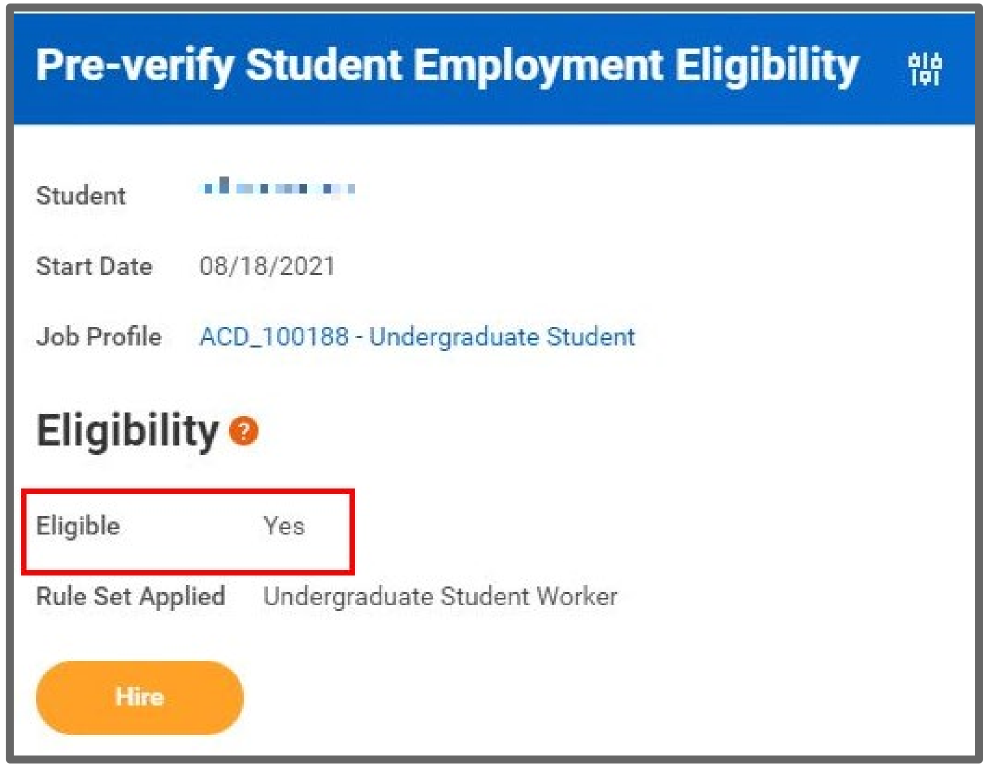
1. Use the Workday search bar to select the "Pre-verify Student Employment Eligibility" report, and click on it.



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

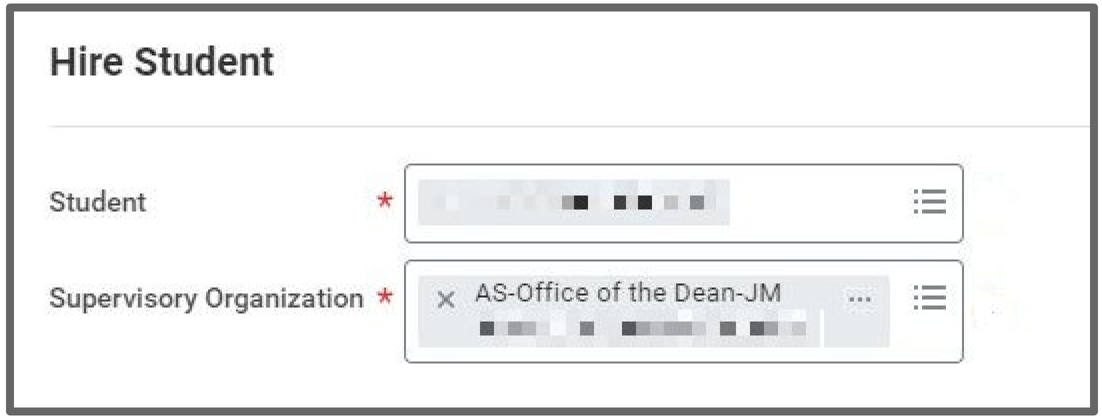
   Note: If the student is not eligible due to not meeting the FWS eligibility rule, Workday will not allow you to proceed with hiring into a work study Job Profile.



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

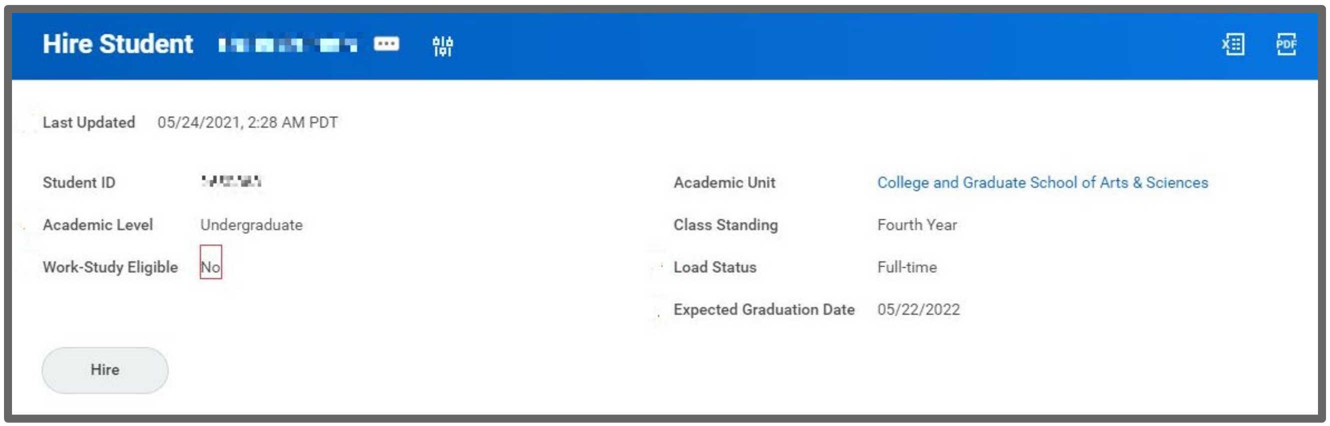
    b. Academic Level

    c. Work-Study Eligible

    d. Academic Unit

    e. Class Standing

    f. Load Status-must be Full-Time.

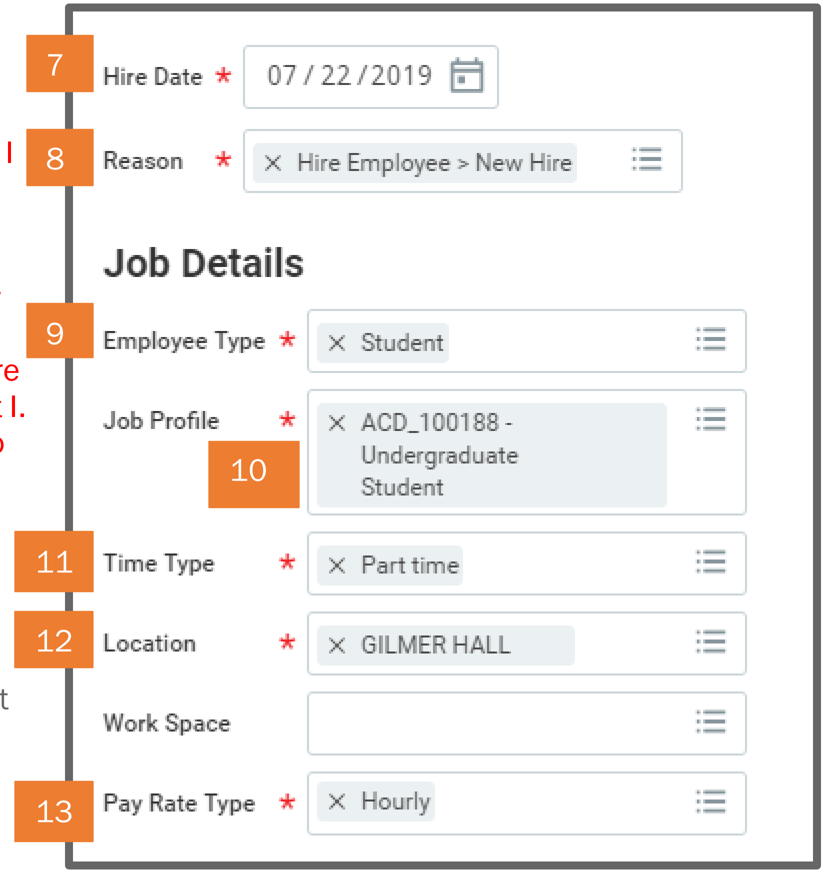


5. This information further helps to define whether the student is eligible for hire.

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.

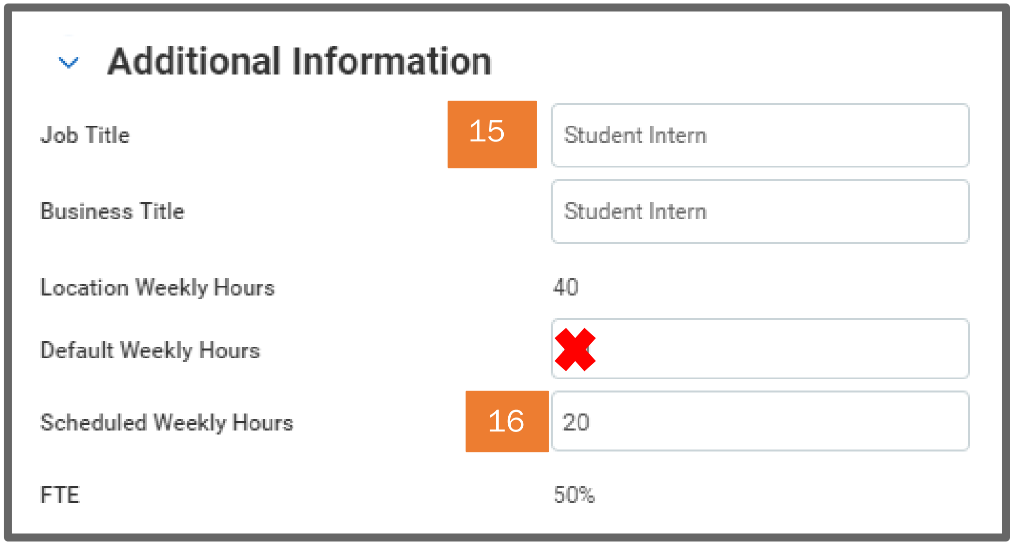
8. Using the prompt, select a **Reason.**
9. Using the prompt icon, select the **Employee Type** "Student."
10. Using the prompt icon, select the **Job Profile** used in "Pre-Verify Student Employment Eligibility" Step 3.
11. Using the prompt icon, select the **Time Type** "Part Time."
12. Using the 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**.

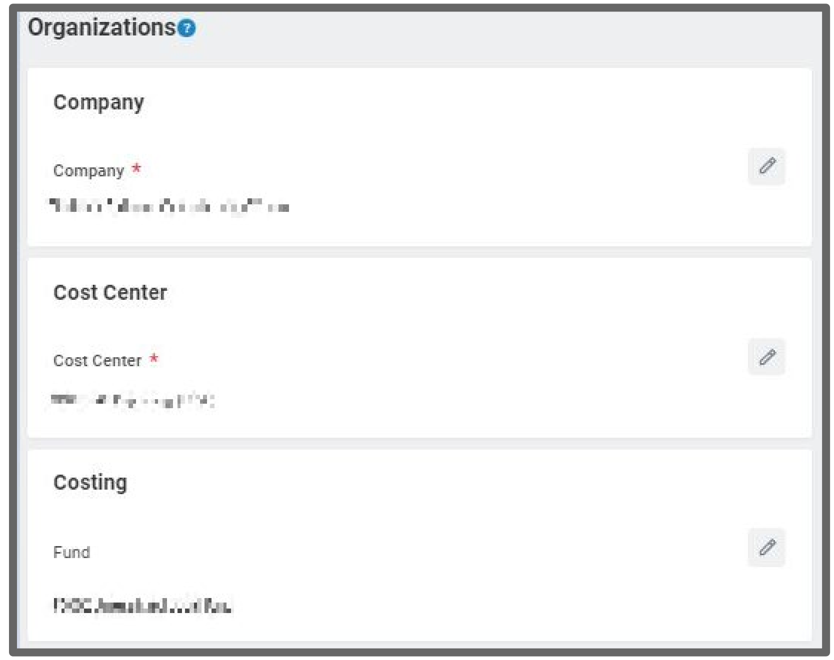


18. You will receive a ‘You have submitted’ confirmation. You can click on the **Open** button within the submit confirmation to go to the next step. If you do not click the **Open** within the confirmation the next step will be in your inbox.

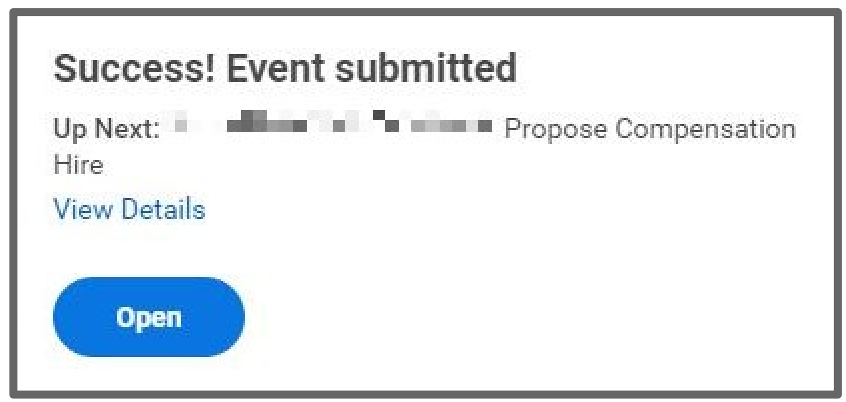
Change Organization Assignments

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

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



4. You will see a 'Success! Event submitted' confirmation and an Open button to enter the compensation. 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.

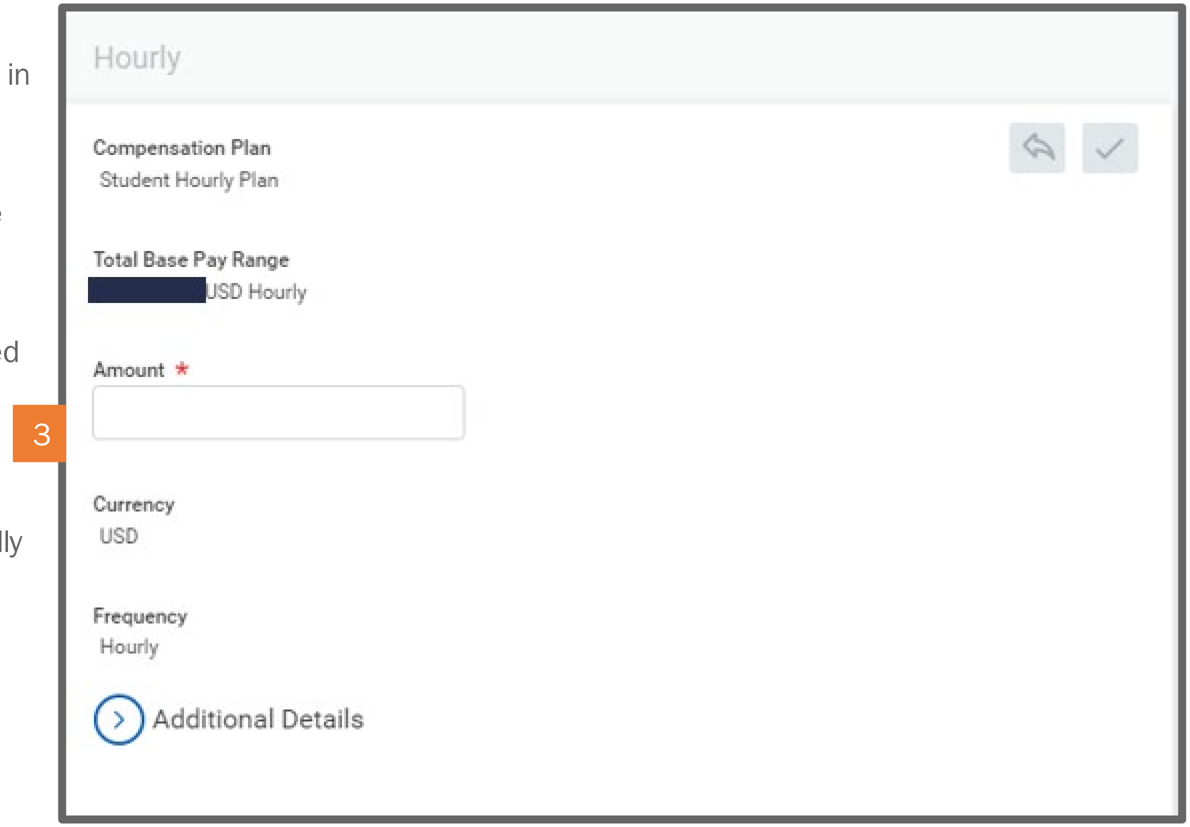


Propose Compensation Hire

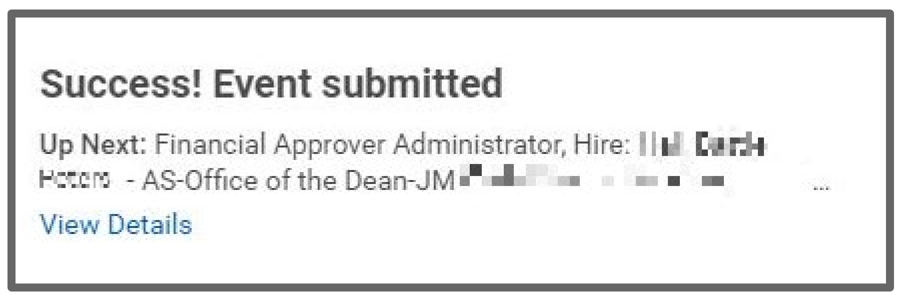
This step will be available in the confirmation of the previous step to the person who initiated “Hire Student” in Workday.

1. After submitting the “Change Organization Assignments” task, select the “**Open**” button to take action immediately. If you clicked out of the confirmation, this will be in your inbox.
2. Find the section labelled **Hourly** and enter the desired hourly rate by clicking the pencil icon.
3. 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.
4. Click the **Save** icon.
5. Click **Submit.**



6. You will receive a **Success! Event submitted** confirmation and an Up Next for your Financial Approver. Click the View Details link to view the process.
7. Click **Done.**



Approval by Finance Approver

The assigned UVA Financial Approver (or delegate) for the selected Supervisory Organization will receive a task to approve the hire.

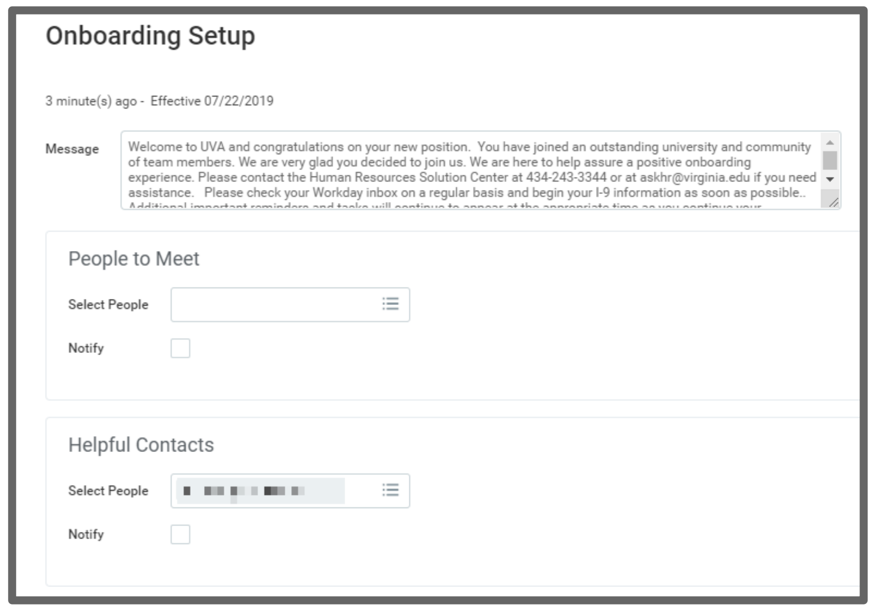
They can **Approve**, **Send Back**, or **Deny** the hire. If **Send Back** is selected, the initiator can revise and resubmit; if **Deny** is selected, the process is terminated.

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

Onboarding Setup

The Onboarding step is assigned to the intiator of the hire. 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. Find the **Onboarding Setup for Hire: [First name, Last name]** in your inbox and click on it.
2. Click **Submit**.



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

4. Click **Done**.