







## Hiring a Student Employee from a Job Requisition

### Overview

This quick reference guide provides managers with instructions on how to hire a *new* student employee from a job requisition.

Icons:

		<b>Required Field</b>
		<b>Prompt to Select</b>
		<b>Edit Existing Information</b>
		<b>Add Row</b>
		<b>Remove Row</b>

## Notes:

1. Please refer to the QRG, create job requisitions for students, for instructions on creating a student job posting in Workday.
2. *Before hiring any worker, the worker's department must ensure adequate funding with the cost center or grant owner.*
3. *The new hire must not begin working until they complete the I9 employment verification form.*

## Process:

### *Viewing Candidate pool in Workday:*

Click on the histogram, (3 vertical bars) on the left to open the Recruiting Dashboard, in order to find the job requisitions.



In the middle of the page, you will see My Open Job Requisitions – Manager. Click on the job requisition and then on the candidate tab to see the list of candidates.

→ My Open Job Requisitions - Manager

Job Requisition	Is Evergreen	Number Of Active Candidates	Primary Location
R336 Test Student JME (Open)		0	<a href="#">William Paterson University</a>

WP

Recruiting Start Date 01/18/2024 - 18 days ago

Target Hire Date 01/25/2024 - 11 days ago

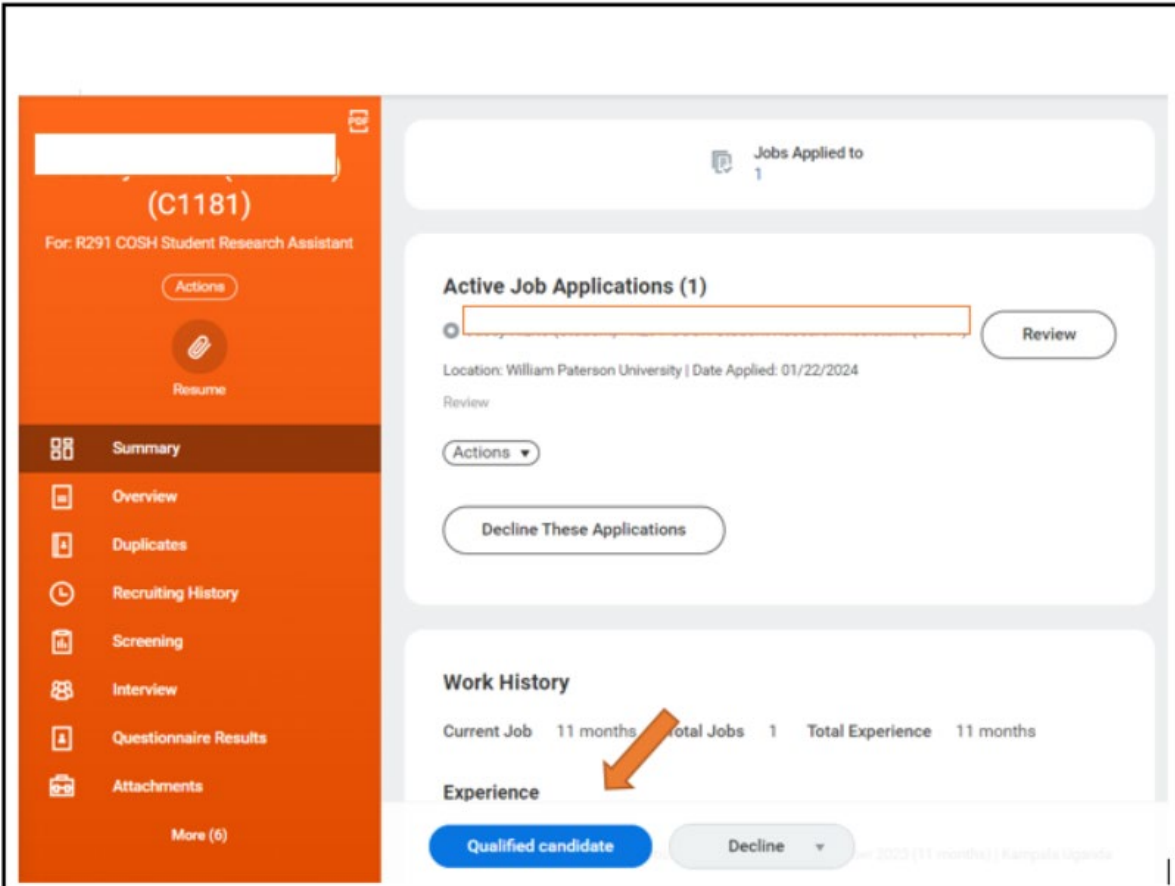
Primary Location [William Paterson University](#)

Overview **Candidates** Details Organizations Job Postings

Mass Actions

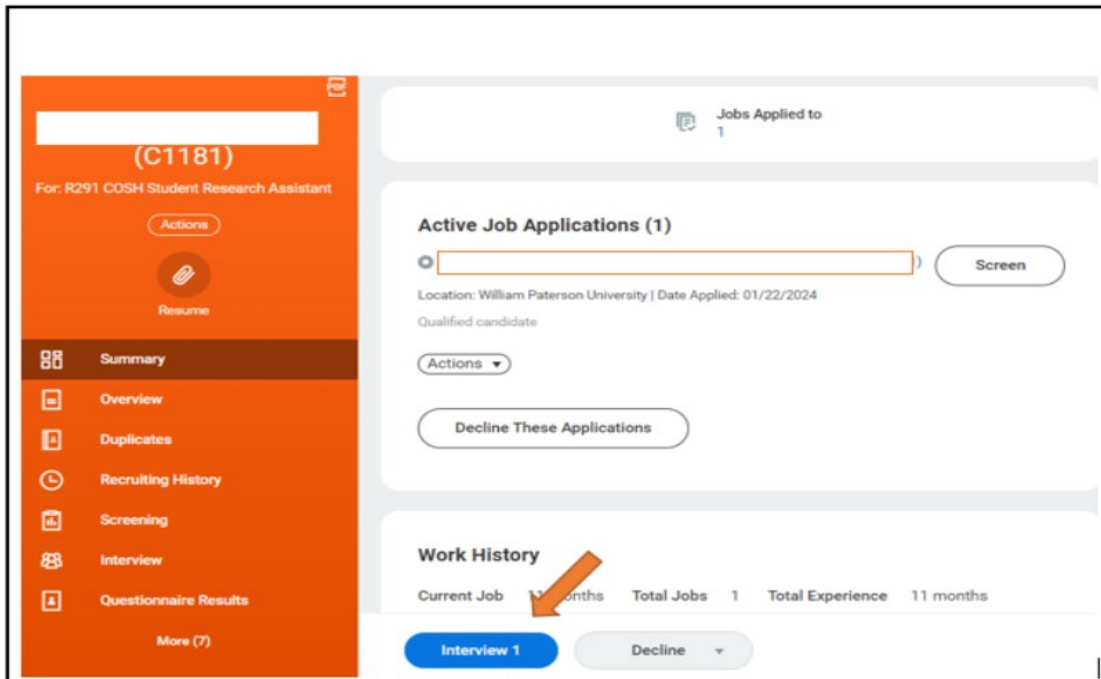
### *Reviewing Candidates:*

1. Click on the name of each candidate to move them through the hire process.

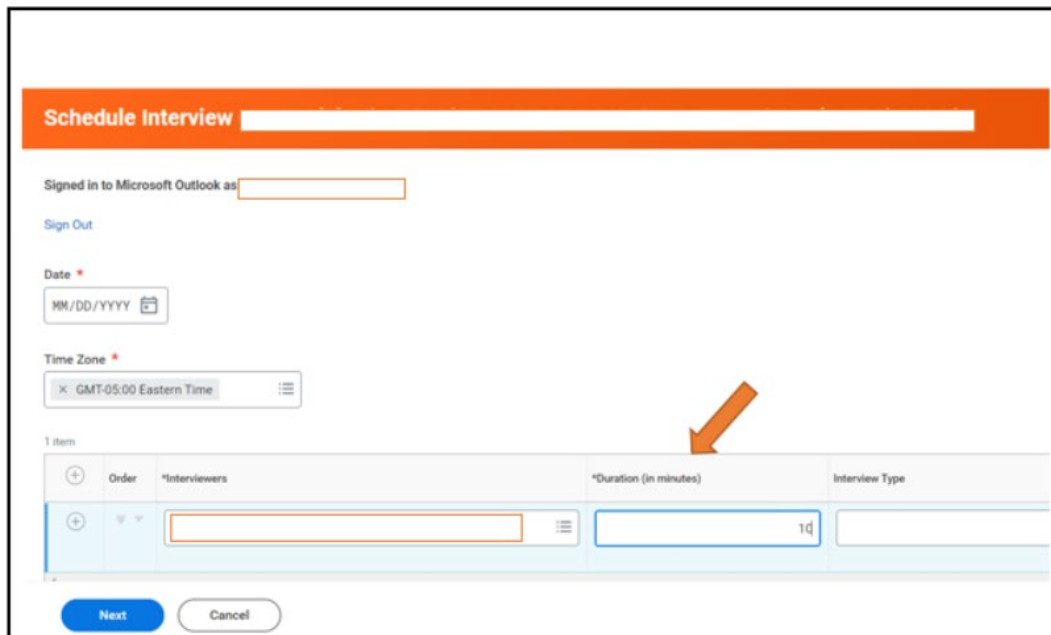


2. Mark the applicant as ‘qualified candidate’ and then you will be prompted to screen them. Click “open” or check your Workday task inbox for the next steps.

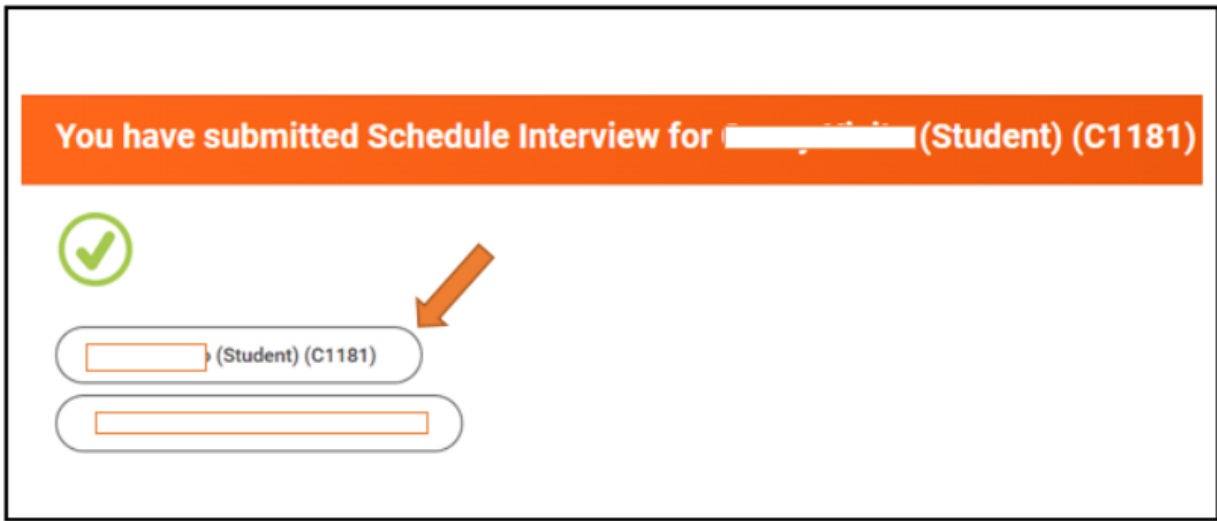
### 3. Scheduling Interview:



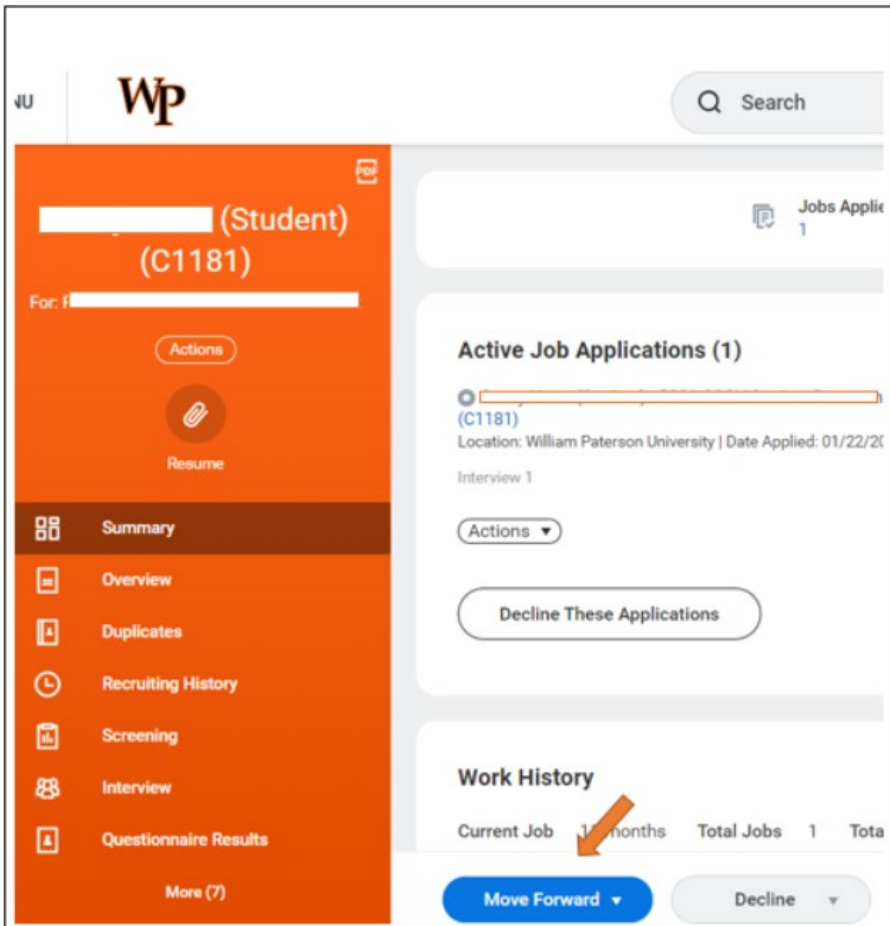
### 4. Click on Interview 1 to begin scheduling the interview.



### 5. In the next page select the time and click next.



6. Once the interview is complete, go back to the candidate to move them forward to the hire process:



7. Click on “offer” to proceed:



8. In the offer step, enter the expected start date, reason for hire, end date and business title.

9. Click “next” to review and Submit this step.

**Start**

**Details**

Target Hire Date (Job Requisition) ↶ ✓  
01/25/2024

Hire Date \*  
 📅

Hire Reason \*  
 ⋮

Location \*  
 ⋮

Document Language  
 ⋮

Proposed End Date (Job Requisition)



05/17/2024

Proposed End Date \*

02/06/2024

## Job Details

Job Profile



Student Non-FWS

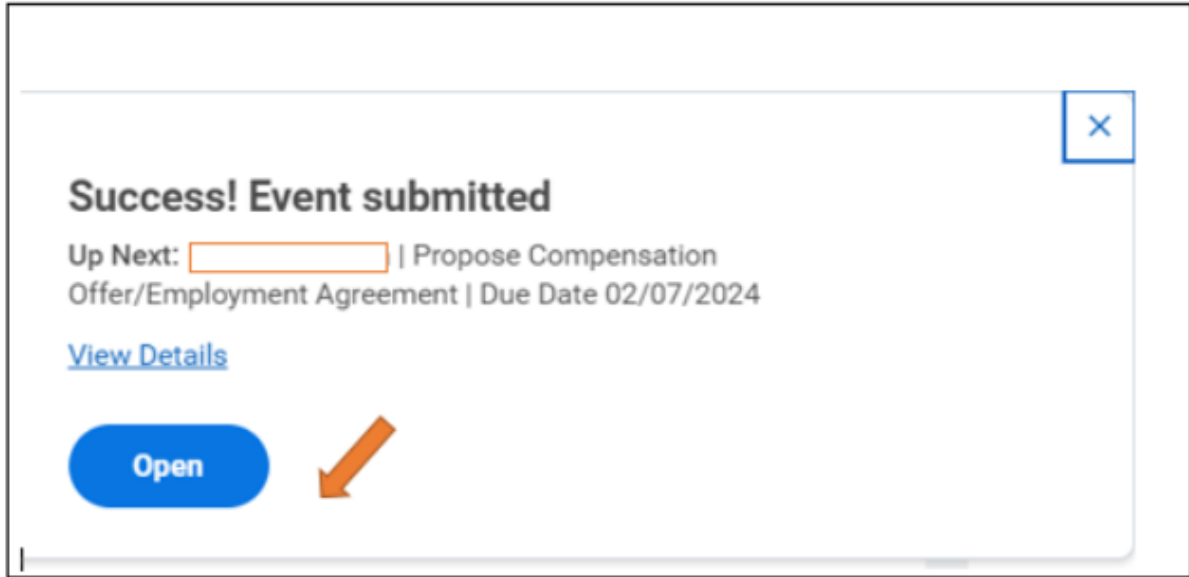
Business Title \*

Student Assistant

10. Review and Submit

11. Propose Compensation:



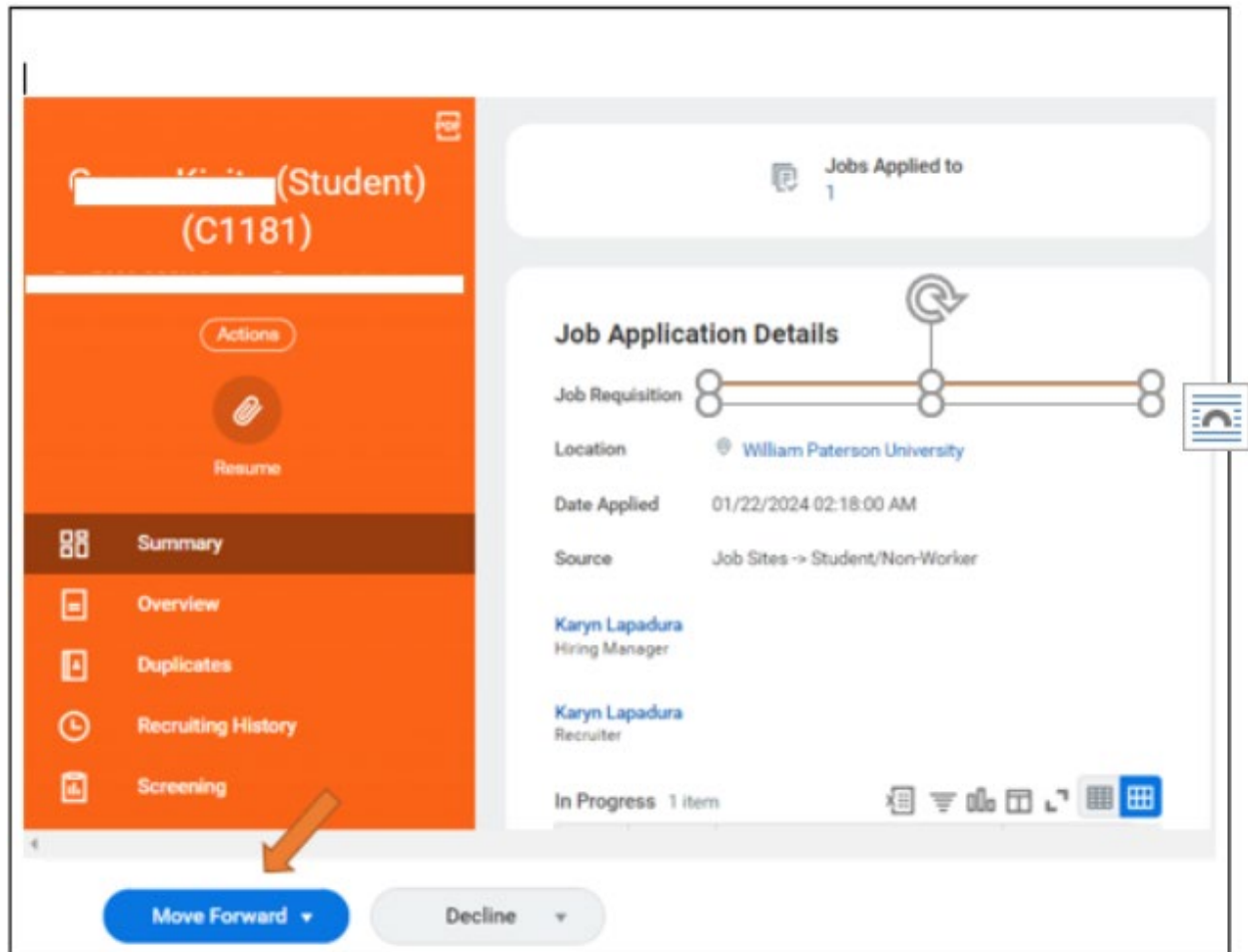


12. To add the hourly rate, click the edit pencil in the subsection labeled 'Hourly'.  
*The hourly rate must be at least the minimum wage.*



13. Click submit at the bottom of the page.

14. Once approved by HR, there will be a Workday inbox item for you to move the candidate to the next step - Ready for hire.



15. Once HR approves the hire and assigns the work schedule, the task will be routed to you to review and edit the compensation(if applicable).

16. To add / edit the hourly rate, click the edit pencil in the subsection labeled 'Hourly'. *The hourly rate must be at least the minimum wage.*

**Hourly**

Assignment Details

- 0.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 12/11/2023 added

17. Click submit at the bottom of the page.

18. Assigning Costing Allocation (formerly known as the FOAP in Banner)

- ❖ Click the Open button to continue the process.
- ❖ Identify the costing level and which earnings to allocate:
- ❖ Choose: **Worker and Position** to allocate all earnings for the worker's position.
- ❖ Click on 'Add' to add the cost center / Grant details.
  - For Federal Work study positions, enter 'FWS' under grants and choose the Federal work study for the current fiscal year.

**Assign Costing Allocation for Hire Employee**

**Event Details**

Event: Costing Allocation for Hire Salary Structure  
 Effective Date: 12/08/2023

**Include Existing Allocations**

From: 12/08/2023 To: MM/DD/YYYY

**Costing Allocation Details**

Costing Allocation Level:

Earnings:

Copy Position Description Costing Allocation:

Enter your comment:

Process History

Enter any comments and click Submit.

### **Additional Notes**

1. The business process will now be directed to Budget / Grants for approvals.
2. Once the hire is fully approved, you will receive a notification to set up onboarding for the student. Please complete this task timely.
3. After the onboarding set up is completed by the manager, students will receive email notifications to complete onboarding tasks in Workday. This includes:
  - a. Personal Information
  - b. Contact Information
  - c. Section 1 of I9
4. The I9 Ambassador in your department will be notified once the Section 1 of I9 is completed by the student.
5. All Payroll forms including W4s and direct deposit will be available to the student in Workday after the I9 is completed.
6. Form I9 must be completed within 3 days of hire.