

Keep in Mind:

- This process is for when the student being hired has already been identified.
- No job postings, interviews or recruiting required.

1. Login to **Workday**

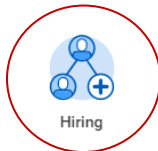
2. Select the **Hiring** icon



Recruiting

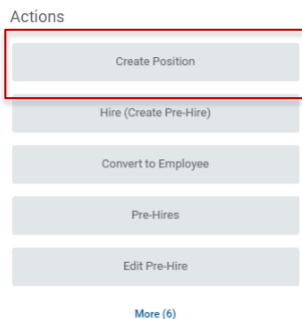


Recruiting Dashboard



Hiring

3. **Create Position** under **Actions**



4. Select the following:

- Supervisory Organization** (defaults to your supervisory organization) click **OK**

Create Position

Supervisory Organization * X Ignatian Center
Department (Abigail Denk)

5. **Create Position**

- Position Request Reason** > **Create Position** (Budgeted)
- Enter a **Job Posting Title** (Note: This will be the position actual job title)
- Number of Positions**: Always one student per position
- Availability Date**: Use current pay period, either **1st** or **16th**.
- Earliest Hire Date**: Use same date from "Availability Date"
- Job Profile** > **By Job Family** > **Student Group** > **Student** > Select general for all students **0015**
- Job Description Summary: Department Description
- Job Description: Enter Qualifications and Duties & Responsibilities.
- Location: All Locations > Student Worker Location
- Time Type: Part Time
- Worker Type: Employee
- Worker Sub-Type: Student Fixed Term
- Click **Submit** (Note: All other fields can be left blank for student positions)

You have submitted

Create Position: Student Assistant 2 Testing 5/8 **Actions**

Up Next

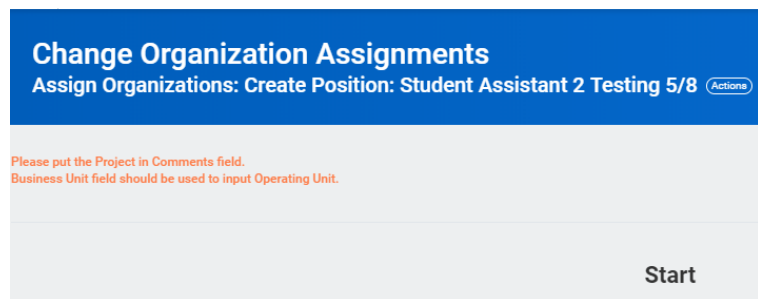



Change Organization Assignments
Due Date: 05/10/2019

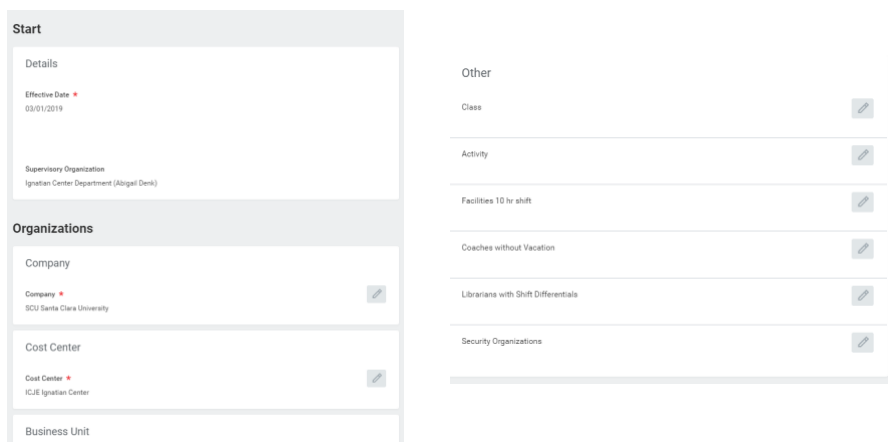
Open

> **Details and Process**


6. Click on **OPEN** to enter or edit information on the **Change Organization Assignments**:

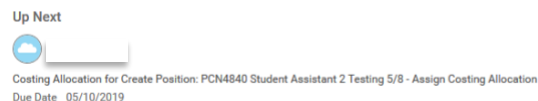
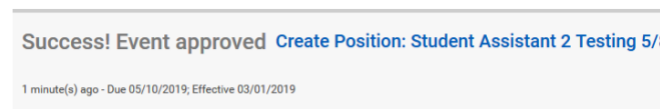


- Click on the pencil icon  to enter or edit information on the Organizations:
- Company: Santa Clara University
- Cost Center ([Enter your Departments cost center](#))
- Costing: Use this for your funding string information (Grant / Program / Fund) (**Note: FUND & PROGRAM is required; SPO needs to be approved first**)
- Other: Fill out either Class or Activity if required for funding string.
- Click **Submit** to continue



7. Click on **OPEN** to enter or edit information on **Compensation for Position Event**:

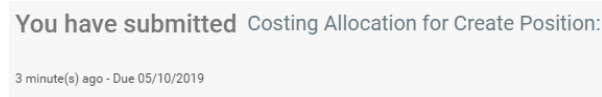
- Scroll to the bottom section and use pencil icon  to edit hourly rate (**Note: defaults to minimum hourly rate**)
- Click on **APPROVE** to continue
- Up Next: Student Employment for Approval



> **Details and Process**

8. Check your  inbox to complete **Costing Allocation for Create Position** (**Note: Student Employment needs to approve first**):

- If you are adding additional funding distribution information, click on **Add** if not click on **Submit**



> **Details and Process**

9. Click on **My Open Positions** to view position

What's Next?

- Now you are ready to Hire a student employee either through My Open Position or Find External Students
- All 13001 FUND will go to SPO for approval first