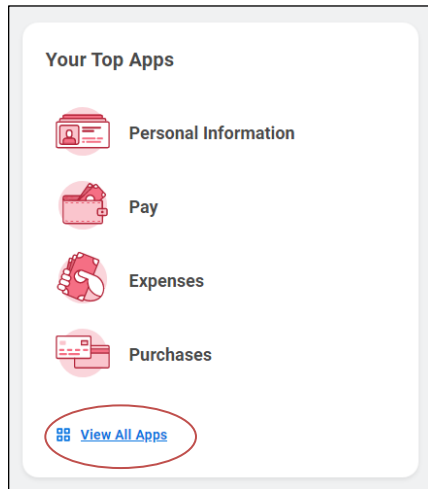
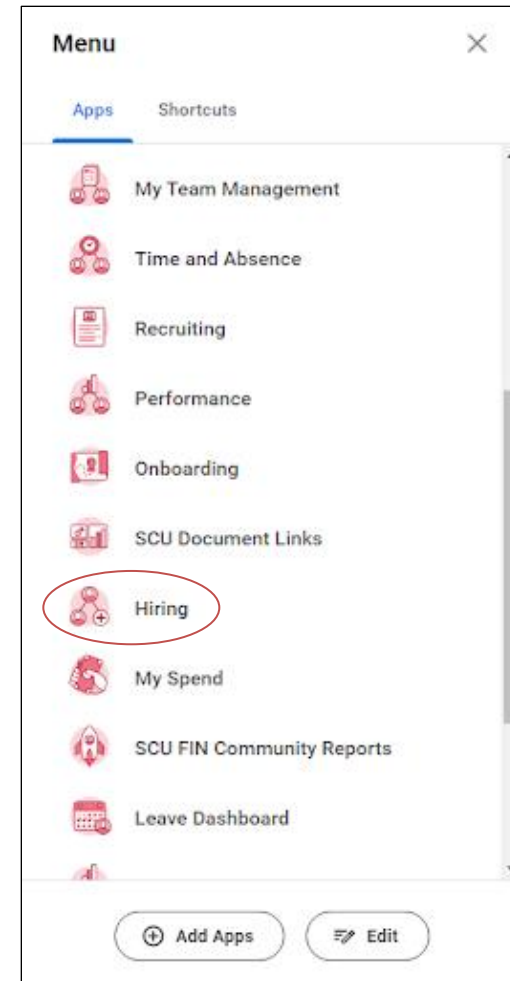


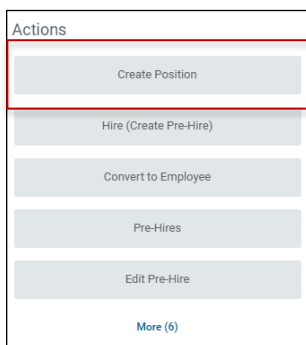
1. Login to **Workday**
2. Click on **View All Apps**:



3. Select the **Hiring** icon:

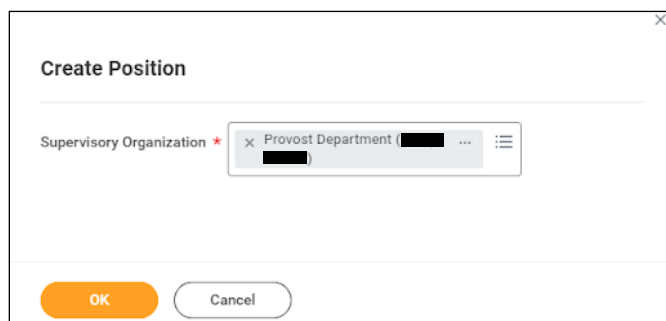


4. **Create Position** under **Actions**:



5. Select the following:

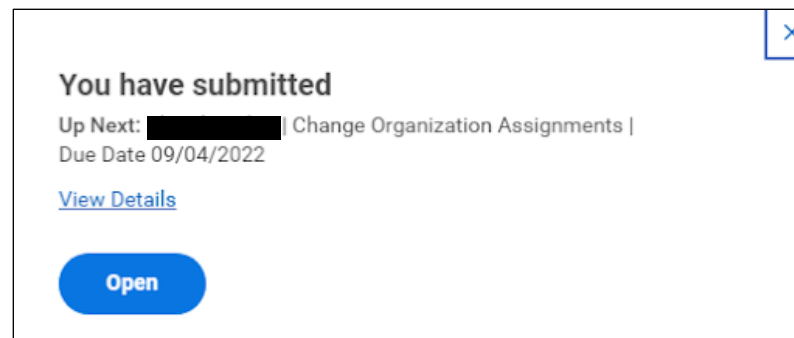
- a. **Supervisory Organization** (defaults to your supervisory organization). Click on “X” if you want to change it to another supervisory organization. Click **OK**




6. **Create Position**:


- a. **Position Request Reason** > **Create Position** (Budgeted)
- b. Enter a **Job Posting Title**
- c. **Number of Positions**: One student per position (Can create more than one at a time)
- d. **Availability Date**: Use the current pay period to ensure student has timely access to the timesheet. Either **1st** or **16th**.
- e. **Earliest Hire Date**: Use same date from “Availability Date”
- f. **Job Profile** > **By Job Family** > **Student Group** > **Student** > Select general for all students **0015**

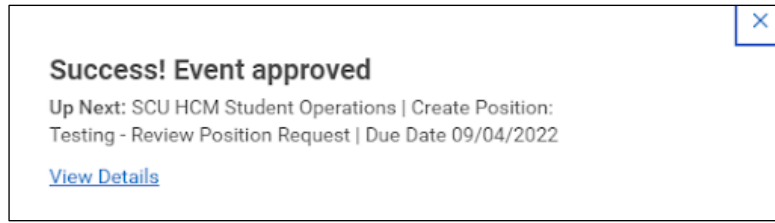
- g. Job Description Summary: Department Description
- h. Job Description: Enter Qualifications and Duties & Responsibilities.
- i. Location: All Locations > Student Worker Location
- j. Time Type: Part Time
- k. Worker Type: Employee
- l. Worker Sub-Type: Student (fixed-term)
- m. Click **Submit** (**Note: All other fields can be left blank for student positions**)



7. Click on **OPEN** to enter or edit information on the **Change Organization Assignments** (**Note: Do not enter FD13000 or FD14000**):

- a. Click on the pencil icon  to enter or edit information on the Organizations:
- b. Company: Santa Clara University
- c. Cost Center (**Enter your Department's cost center**)
- d. Leave Business Unit blank
- e. Costing: Use this for your funding string information (Program / Fund) (**Note: FUND & PROGRAM is required**)
- f. Other: DNU-Work-Study Award leave blank. Fill out either Class or Activity if required for funding string.
- g. Click **Submit** to continue

8. 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



9. Click on **Hiring** icon and under **View** to see your open positions.

What's Next?

- Now you are ready to Hire a student employee through the **Find Students Report** guide.