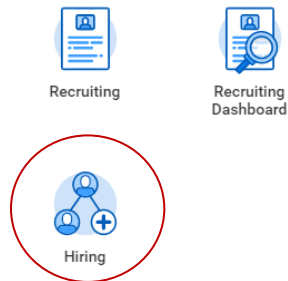


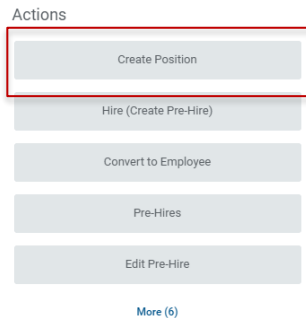
**Keep in Mind:**

- 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

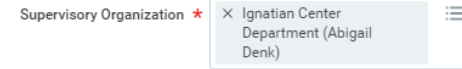


3. **Create Position** under **Actions**



4. Select the following:
  - a. **Supervisory Organization** (defaults to your supervisory organization) click **OK**

## Create Position



5. **Create Position**

- a. **Position Request Reason** > **Create Position** > **Budgeted**
- b. Enter a **Job Posting Title** (Note: This will be the position actual job title)
- c. **Number of Positions**: Recommend one position per student (Note: Can add more than one position if all will be the same)
- d. **Availability Date**: Use **current** pay period, either **1<sup>st</sup>** or **16<sup>th</sup>**.
- 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 (Note: Can be left blank)
- h. Job Description: Enter Qualifications and Duties & Responsibilities. (Note: Can be left blank)
- i. Location: All Locations > Student Worker Location
- j. Time Type: Part Time
- k. Worker Type: Employee
- l. Worker Sub-Type > Worker Types > Student Fixed-term
- m. 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

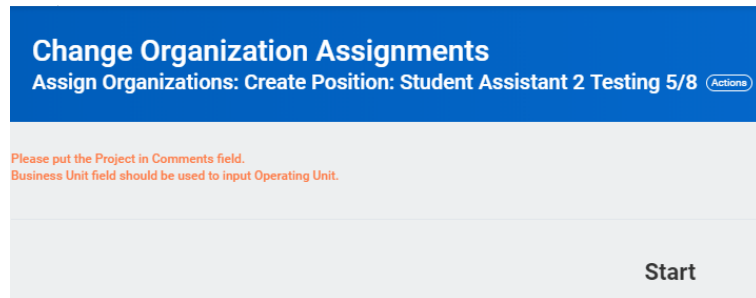
Abigail Denk

Change Organization Assignments  
Due Date 05/10/2019


[Open](#)

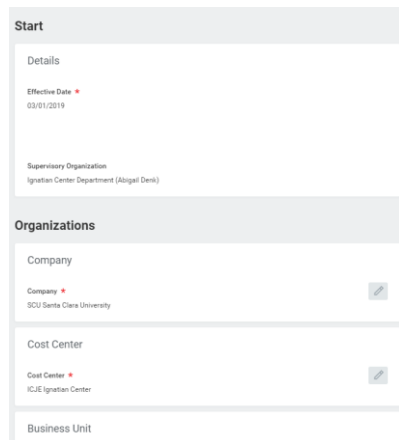
> [Details and Process](#)

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




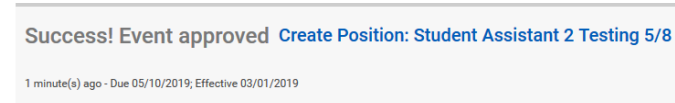
Please put the Project in Comments field.  
Business Unit field should be used to input Operating Unit.

- a. Click on the pencil icon  to enter or edit information on the Organizations:
- b. Company: Santa Clara University
- c. Cost Center (Enter your Departments cost center)
- d. Costing: Use this for your funding string information (Grant / Program / Fund) **(Note: FUND & PROGRAM is required)**
- e. Other: Leave blank (Note: Add Activity, Class & Grant/Project in Costing Allocation)
- f. Click **Submit** to continue

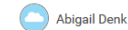


7. Click on **OPEN** to enter or edit information on **Compensation for Position Event**:

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




Up Next



Costing Allocation for Create Position: PCN4840 Student Assistant 2 Testing 5/8 - Assign Costing Allocation  
Due Date 05/10/2019

> Details and Process

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

- a. If you are adding **Activity, Class & Grant/Project** Class funding distribution information, click on **Add...continue** on next page



Costing Allocation for Create Position: PCN10023 Research Assistant-2  
54 second(s) ago - Due 11/27/2019

### Assign Costing Allocation for Create Position

1 minute(s) ago - Due 11/27/2019

Event Costing Allocation for Create Position: PCN10023 Research Assistant-2

Effective Date 11/16/2019

Costing Allocation Level \* Position Restriction



Process History

9. Continue... **Costing Allocation for Create Position:**

- a. Effective Date -> Leave as is don't update if it matches original position hire date.
- b. Scroll to the right and click on 'Worktag' add Activity, Class or Grant/Project
- c. Click on Submit

Copy Costing Allocation

Start Date: 11/16/2019  
End Date: MM/DD/YYYY

**Default Organizational Assignments (As of Start Date)**  
Cost Center: ITTCB IT Tech & Comm Services  
Fund: 11001 Education & General Fund  
Program: IS

> Costing Allocation Attachments

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Cost Center	Program	Fund	Additional Worktags
	Cost Center: ITTCB IT Tech & Comm Services Fund: 11001 Education & General Fund Program: IS					

Remove

Submit Save for Later Cancel

- Activity >
- Business Unit >
- Class >
- Project >
- Search

Dis Per

10. 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