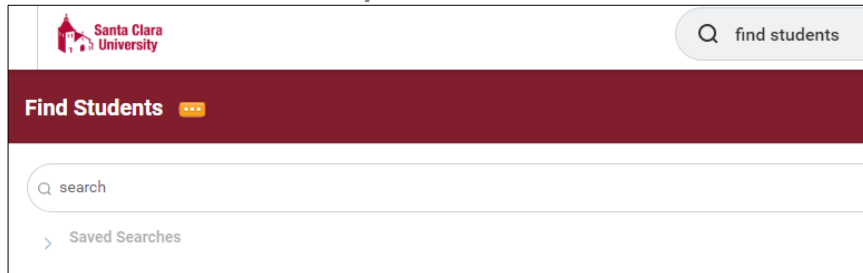


Hiring a Student Employee: Find Students

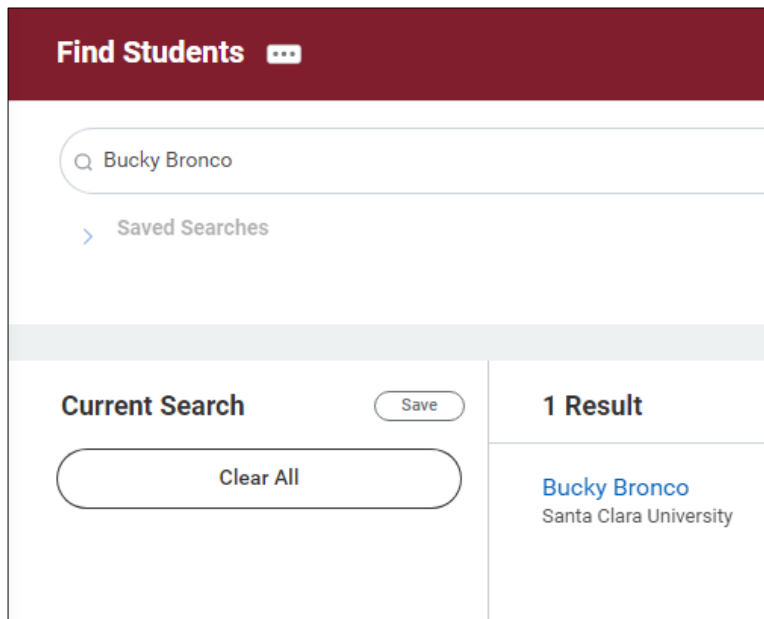
Student Employee

Once you created a job requisition or create a position, you are ready for the final step of hiring a student employee. **Find Students Report** is an option to hire a student if you already know your candidate.

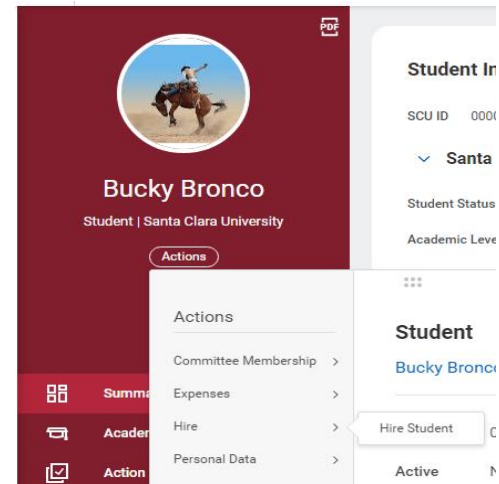
1. Login to **Workday**
2. Search for **Find Student report** in search box.



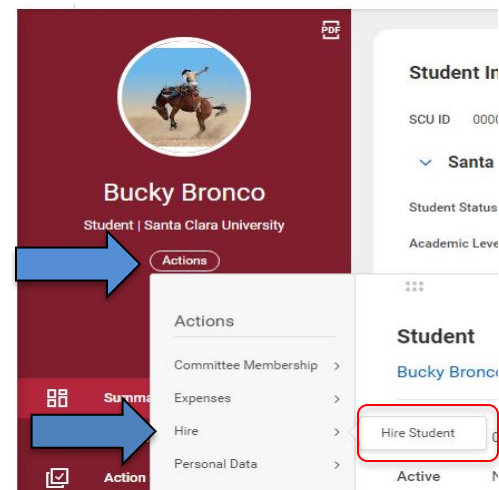
3. Review Results
4. Search for your candidate (example: Bucky Bronco)



5. Click on name, you will see profile. Verify that student is Active and you can view student ID.



6. Click on **Actions** → **Hire** → **Hire Student**. Verify the candidate's name and supervisory organization. Click **OK**.



7. Click on either “Hire” or “Add Job”

8. Fill Out the following:

- a. **Hire Date:** Select beginning of pay period either **1st** or **16th**
(**Note: A student cannot be hired before the Recruiting/Create Position Start Date**)
- b. **Reason:** Hire Employee > New Hire (**Note: For “Add Job,” → New Assignment → New Position**)
- c. **Position:** Select “Position without Job Requisition” if you only Create a Position prior. (**Note: Fields will populate**)
 - i. Select “Position with Job Requisition” if you created a Job Requisition prior. (**Note: Fields will populate**)
 - ii. Click on **Additional Information** for New Hire and **Working Time** for Add Job:
 1. Scheduled Weekly Hours > **10** (**Note: remove 40 and enter 10**) For New Hire you will see once you click on “Additional Information.” For Add Job, you will see above “Working Time.”
Important: Do not change Default Weekly Hours, only Schedule Weekly Hours
 2. End Employment Date (**Note: Can be the end of academic year, Ex. 07/01/2023**)

d. Click on **Submit**, now click on OPEN to Review and Submit **Change Organization Assignments** (**Note: time to make any edits if necessary, this is a Review**)

9. Click on OPEN to Review and Submit **Propose Compensation Hire** (**Note: time to make any edits if necessary, this is a Review**)

10. Up Next: Goes to Student Employment for Approval

11. After Student Employment approves the hire of the student you will receive the **Costing Allocation** to add any additional funding information (ex: grant or activity). (**Note: If you don’t need to add any additional funding information please click on ‘Submit’ to complete hire**).

12. Enter in the **Costing Allocation Level: Worker and Position**

Note:

- Position will be removed from “My Open Positions” once filled