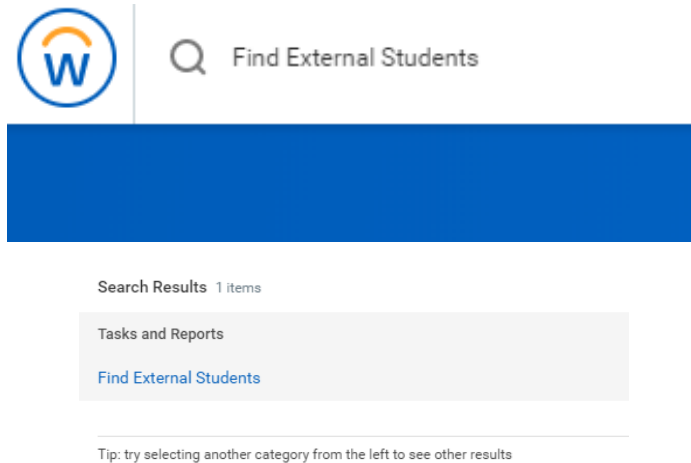
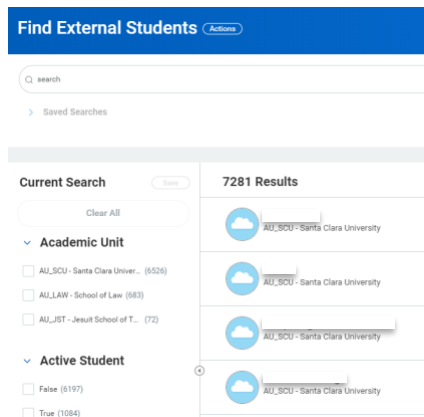


Once you created a job requisition or create a position, you are ready for the final step of hiring a student employee. Find External Student is an option to hire a student if you already know your candidate.

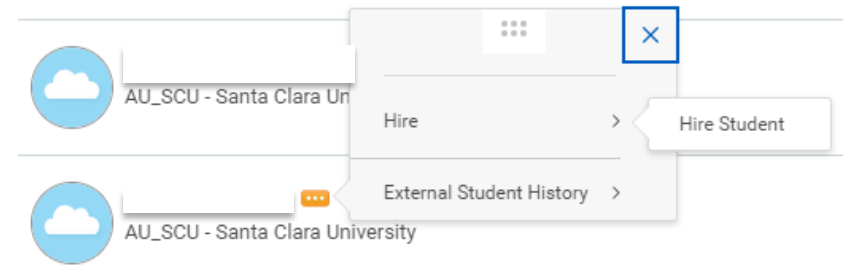
1. Login to **Workday**
2. Search for **Find External Students** click on link



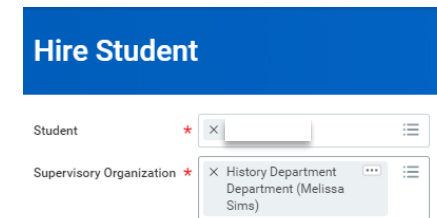
3. Review Results
4. Search for your candidate



5. Put cursor next to the last name until you see the following symbol click on the symbol and then click on **Hire**.



6. 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 current 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," you can leave blank. This will give you an alert, but you can proceed**)
 - 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**, Enter:
 1. Part Time

2. Scheduled Weekly Hours > **10** (Note: remove **40** and enter **10**)
3. End Employment Date (Note: Can be end of academic year, Ex: 07/01/2020)

d. Click on **Submit**

Hire Student
 History Department Department (Melissa Sims)

Hire Date: 08/01/2019
 Reason: Hire Employee - New Hire

Job Details

Position: PCN8458 Student Assistant - 8/5 Pt. 3
 Employee Type: Student (Fixed Term)
 Job Profile: 0015 - Student Worker - Hourly
 Time Type: Part time
 Location: Student Worker Location
 Pay Rate Type: Hourly

Additional Information

9. Click on OPEN to Review and Submit **Change Organization Assignments** (Note: time to make any edits if necessary)

Change Organization Assignments
 Assign Organizations: Hire: Andres - PCN4840 Student Assistant 2 Testing 5/8

Start

Details

Effective Date: 03/01/2019
 Position: PCN8458 Student Assistant 2 Testing 5/8 (8458)
 Recommended Organization: Igniter Center Department (Hogel Sims)

10. Click on OPEN to Review and Submit **Propose Compensation Hire** (Note: time to make any edits if necessary)

Propose Compensation Hire
 Andres - PCN4840 Student Assistant 2 Testing 5/8 (Unfilled)

Compensation

Effective Date & Reason

Effective Date: 03/01/2019
 Use Next Pay Period: No
 Reason:

11. Up Next: Goes to Student Employment for Approval

Success! Event submitted
 Propose Compensation Hire: Andres - PCN4840 Student Assistant 2 Testing 5/8

Up Next
 SCU HCM Student Operations
 Approval by SCU HCM Student Operations
 Due Date: 05/10/2019

> Details and Process

12. Once Student Employment Approves the Hire you will receive Notification click to review details

What's Next?

- Position will be removed from "My Open Positions" once filled.