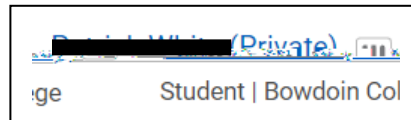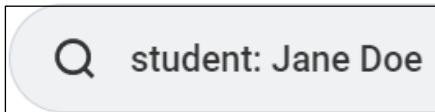# Hiring a Student Employee without a Job Requisition

1. Search   Workday search bar   student: student name

All students have a Workday profile, regardless of their employment status. New hires are required to complete the electronic I-9 and employment forms through Workday before starting employment. I-9 documents must still be   at SEO.

2.   STUDENT Supervisory Organization   OK
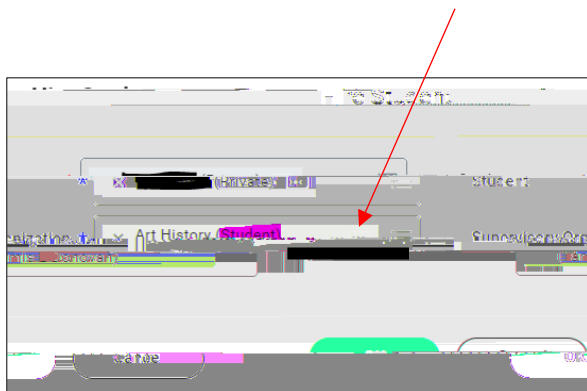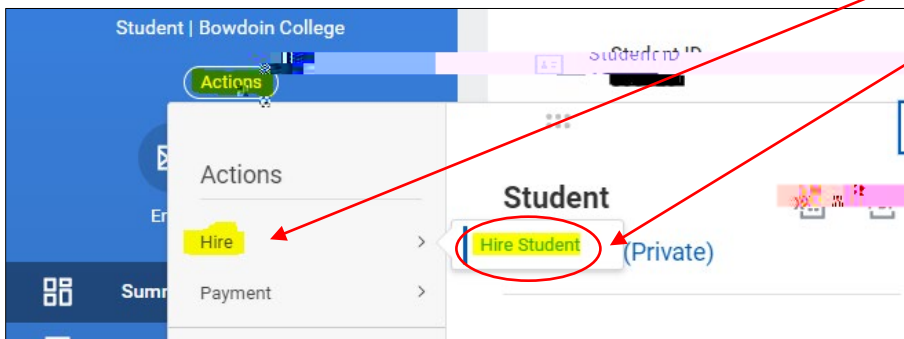
4.   Hire   Add Job

     NEW HIRE   ADD JOB

                              BEFORE

5.   **Hire Date**   **Add Job**
            Effective Date   *Note: The job will not*
       be visible, nor will the employee be able to enter hours in Workday   .

8.   **Additional Information**

9.   **Default Weekly Hours**
         0

10.   **Scheduled Weekly Hours**
         0

If the Job Title is different from the Job Profile, you can edit the Job Title field. Keep the format the same using the department name-job title. When entered, the business title will automatically change to match the job title.

11.   **Additional Job Classifications**   **Weeks Per Year**   **0-0 weeks/0.00 FTE**
     IMPORTANT:

12.   **End Employment Date**

End Employment Date   * 08/31/2026

13.   **Submit**

14.   **Open**   **Note:**

15. Hourly

Amount *

0.00
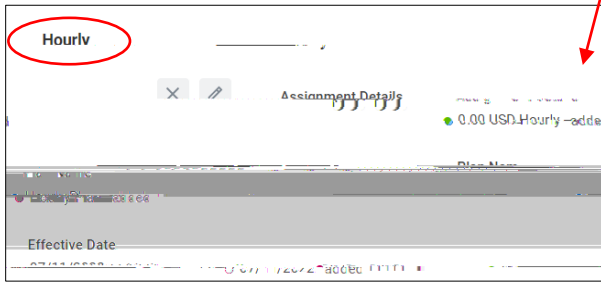
Note:

16. Submit

17. Open
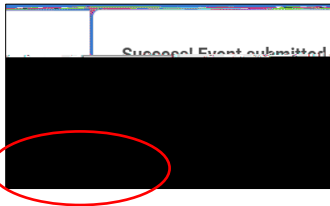
18. Cost Center
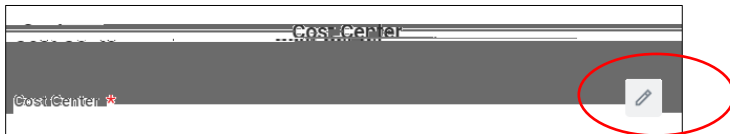
19. Complete Questionnaire

YES

NO