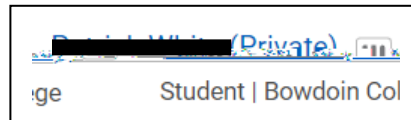
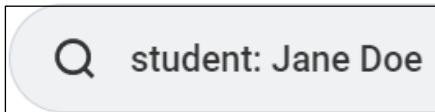


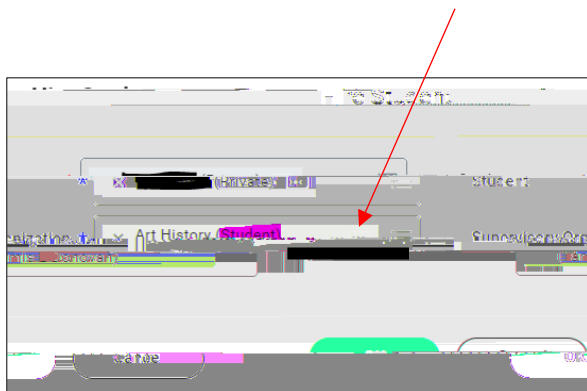
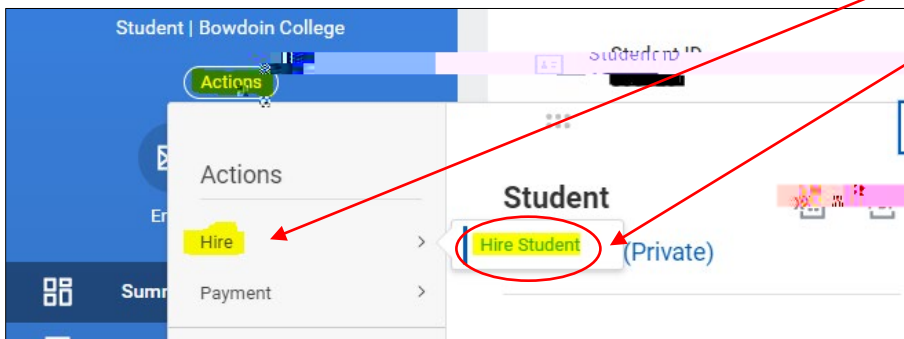
## Hiring a Student Employee without a Job Requisition

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  
Effective Date

*be visible, nor will the employee be able to enter hours in Workday*

Add Job

*Note: The job will not*

.



8. Additional Information

9. Default Weekly Hours  
0

10. Scheduled Weekly Hours  
0

The screenshot shows a form with several fields. A red circle highlights the 'Additional Information' field at the top. Below it, the 'Job Title' field contains 'Art History-Research Assista'. The 'Business Title' field also contains 'Art History-Research Assista'. Below these are 'Location Weekly Hours' and 'Default Weekly Hours' fields, both containing '40'. At the bottom, the 'Scheduled Weekly Hours' field contains '0'. Red arrows point from the numbered text on the left to these specific fields in the screenshot.

*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  
IMPORTANT:
- Weeks Per Year 0-0 weeks/0.00 FTE

The screenshot shows the 'Additional Job Classifications' section of a form. It includes a search bar and a table with columns for 'Additional Job Classifications (Per Year)', 'Weeks Per Year', and 'FTE'. A red circle highlights the search bar. Another red circle highlights the input fields in the table. Red arrows point from the text 'Weeks Per Year' and '0-0 weeks/0.00 FTE' to these input fields.

12. End Employment Date \_\_\_\_\_

End Employment Date \* 08/31/2026

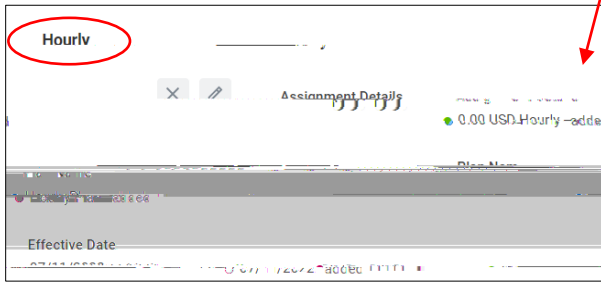
13. Submit

14. Open

The screenshot shows a button labeled 'Open' in a pink color. A red circle highlights the button. The button is part of a larger interface with other text and elements visible in the background.

Note:

15. Hourly

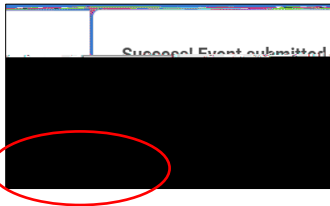


Amount \*

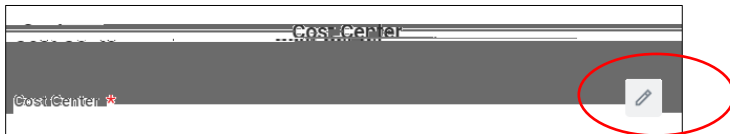
Note:

16. Submit

17. Open



18. Cost Center





19. Complete Questionnaire

NO

YES