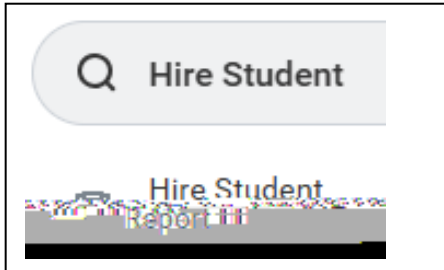


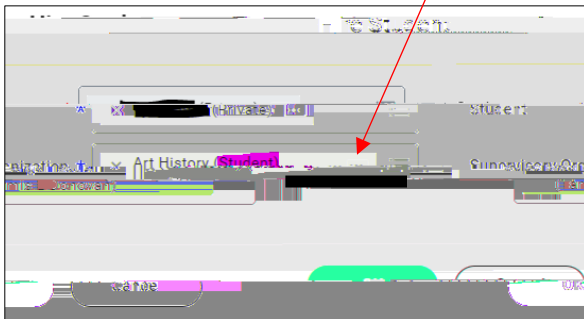
Hiring a Student Employee without a Job Requisition

1. Enter Hire Student into the search bar. Click on the Hire Student Report that appears below the search bar.



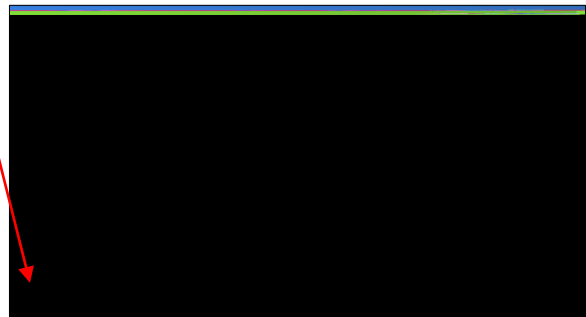
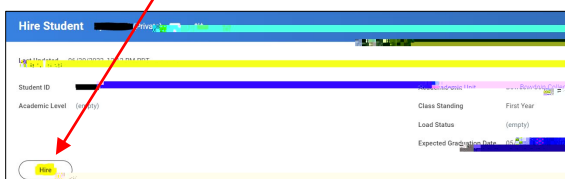
Note: All students have a Workday profile, regardless of their employment status. New hires are required to complete the electronic and employment forms through Workday before starting employment. Documents must still be presented in person at SEO.

2. Enter the student's name, then ensure your STUDENT Supervisory Organization appears and then click OK. If not correct, select the correct STUDENT Organization.



NEWHIRE

ADD JOB





10. In the Additional Job Classification field, click Weeks Per Year then select 10-0 weeks/0.00 FTE
IMPORTANT You MUST use 0.00 FTE Additional Job Classification for student employees, as they
are not eligible for benefits.

11. In the End Employment Date field enter 08/31/year of expected graduation

12. Click Submit A confirmation screen will



Note: If uncertain what the pay rate is for a specific position, please contact the Student Employment Office.

15. Click **Submit**. A confirmation screen opens showing the next step in the hiring process.

16. Click **Open to Change Organization Assignments**. The Organization Assignment is where you will assign a cost center (project number).

17. Scroll to **Cost Center** section and click the pencil to edit the field. Then type the cost center name. A cteblr 2.0



NEXT STEPS:

If HIRE was selected (student's first job on campus)

- Student employees will receive a notice in their Bowdoin email reminding them that they need to log into Workday and complete their onboarding (employment forms).
- Supervisor will receive an email that the student is not yet authorized to work.
- Supervisor will receive a follow up email once student meets with Student Employment Office to complete the I9 form. Student may begin working.

If ADD JOB was selected:

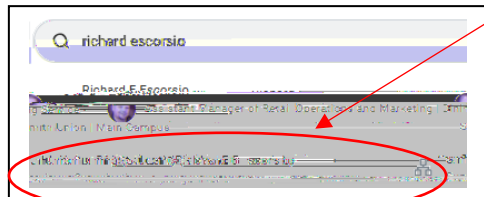
- Student employee may begin working. No additional paperwork is required.

NOTE If you are hiring an international student for their first campus job then additional steps are required. The supervisor will receive an email notification from Workday regarding these steps. Be aware that the process will take a few weeks and the student may not begin working until the process is complete.

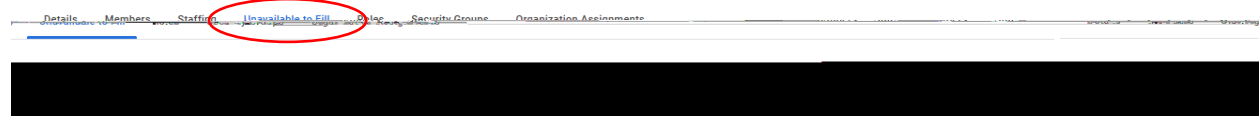
HELPFUL REPORTS

Student Onboarding Summary - This report will identify the status of the employment forms for new hires. 100% ready to work!

To view active and future dated hires Enter your name in the search bar and click on your student organization. Select the organization with (Student) listed.



The Unavailable to Fill tab will only appear if there are future dated hires. Once the date is present, the employee will move to the Members tab.



The Memberstab will show active student employees.

