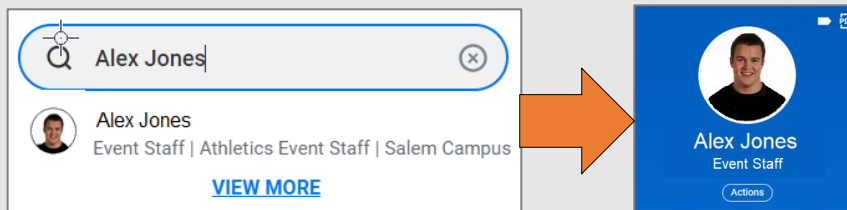


Introduction: This job aid describes the process for hiring a student once a candidate has been selected for the position. Reference the Recruiting job aid for a information on the process leading up to the hire.

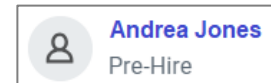
Once you have selected the candidate you would like to hire, you will hire them through Workday. There are two options: hire a new employee or add a job to an existing employee.

Determining Student Employment Status

1. To determine if this is the student's first job on campus or if they are an existing employee, search for their name in the search box. Type in the student's name and hit "enter". If the student's name appears in these search results, you can click on their name and will see their employee profile. This means they are an existing employee and you will add a job through their profile.

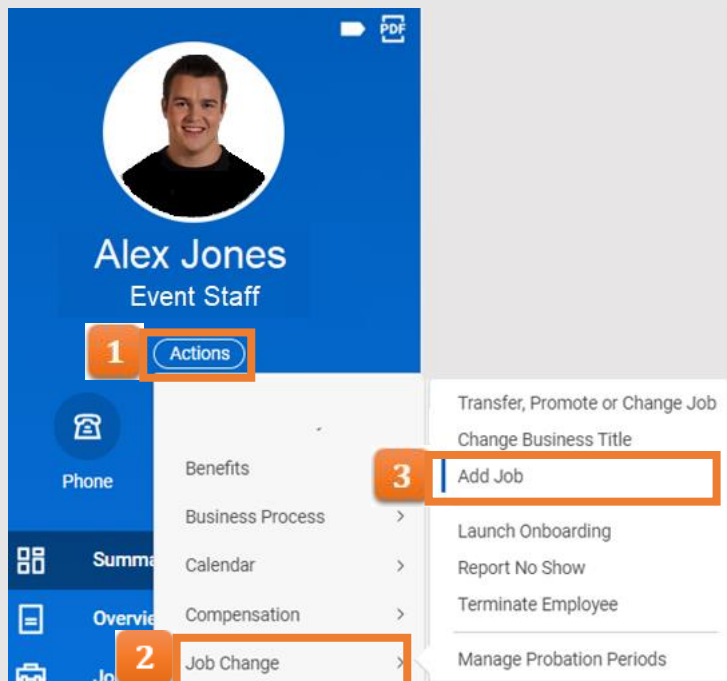


2. If the student's name is listed with "Pre-Hire" next to it, they do not yet have a job on campus and should be hired through the job requisition.



Adding a Job to an Existing Student Employee

1. Access the student's employee profile by searching for their name. Click the **Actions** button. From the Actions menu select **Job Change**, then **Add Job**.



2. The Supervisory Organization and Employee Name should prefill. Confirm they are accurate and click **OK**.


Add Job
For assistance with adding jobs, please contact HR (hr@willamette.edu, X6210).

Supervisory Organization *

Employee *

OK Cancel

3. A form will appear with much of the job information needed pre-filled. Enter the Effective Date and verify the Reason indicates (New Assignment > Additional Job)

Effective Date * 

Reason *

4. Under the Job Details section, select the open position that you are assigning to the employee.

The remainder of the screen should pre-fill for you based on the job requisition – review it for accuracy

Job Details

Position *

Job Requisition R0005378 Facilities Flu Fighters (Open)

Employee Type * Student

Job Profile *

Time Type * Part time

Location * Salem Campus

Work Space

Pay Rate Type

5. Go to the Working Time section. Expand this area and fill in the Frequency as “Monthly”, unit as “Hours”, and Value with the number of months in a year the employee will be working (enter 9 months if you are not sure).

Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

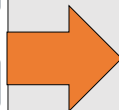
FTE 25%

Work Shift

Frequency

Unit

Value



Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

FTE 25%

Work Shift

Frequency

Unit

Value

6. Expand the Additional Details section and adjust the Job Title to reflect the actual title (it will default to “Student”) and the Business Title will update to match; click **Submit** (no other adjustments need to be made in this area).



7. You will automatically receive two additional tasks – Propose Compensation Hire and Change Organization assignments. You can open them directly from this screen, otherwise they will be directed to your Inbox.

You have submitted

Up Next: Ryan Snyder | Propose Compensation Hire

[View Details](#)

[Open](#)

OR

Awaiting Your Action

Assign Organizations: Andrew Cerqui

Inbox - 33 second(s) ago

Propose Compensation Hire: Andrew Cerqui - Facilities Flu Fighters

Inbox - 33 second(s) ago

8. The “Propose Compensation Hire” and “Change Organization Assignments” screens will pre-fill with the information in the original job requisition, but allow you to revisit and change them if needed.

Propose Compensation Hire Alex Jones ⋮

Facilities Flu Fighters (Unfilled) ⋮

11 minute(s) ago - Effective 01/22/2024

Compensation

Effective Date & Reason

Effective Date
01/22/2024

Reason
Add Additional Employee Job > New Assignment > Additional Job

Total Base Pay

Total Base Pay

- 14.20 USD Hourly added

Start

Details

Effective Date *
01/22/2024

Worker
Alex Jones

Position
Facilities Flu Fighters (Unfilled)

Supervisory Organization
Facilities Students (Alice Anderson)

Organizations

Company

Company *
Willamette University

Cost Center

Cost Center *
80402 Housekeeping

Costing

Fund
10

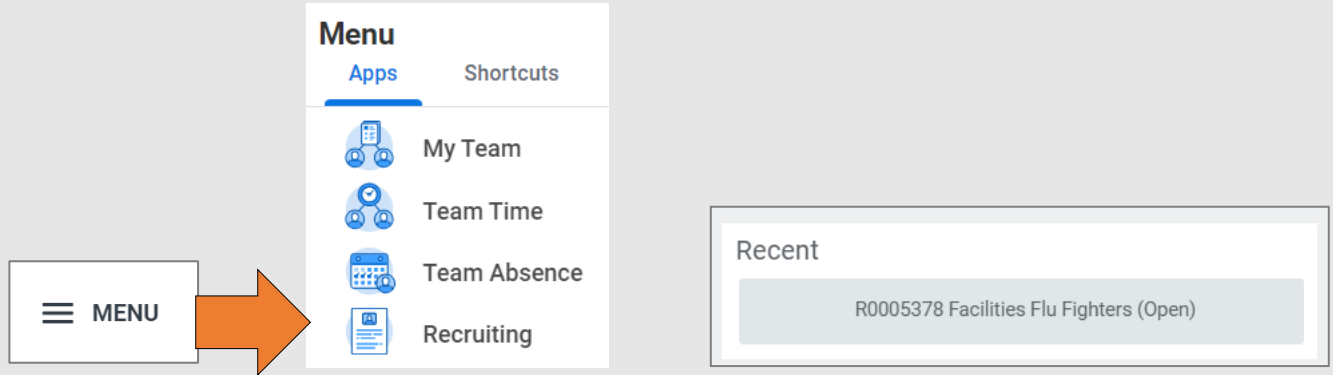
9. Once the above steps are complete, the student will have the additional job on their profile and will be able to enter time worked for this job

Note: Because they were already employed at Willamette, they will not need to complete Workday onboarding again. They may need to complete a background check, depending on their new role at the university, in those cases they will receive an email from HireRight

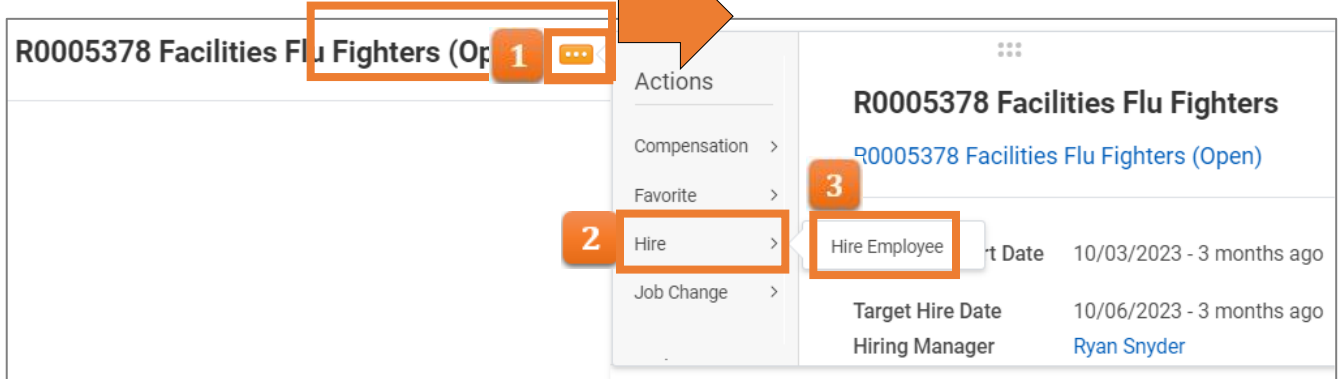
Hiring a New Student Employee

This section describes hiring a student employee who has not held a job at Willamette previously.

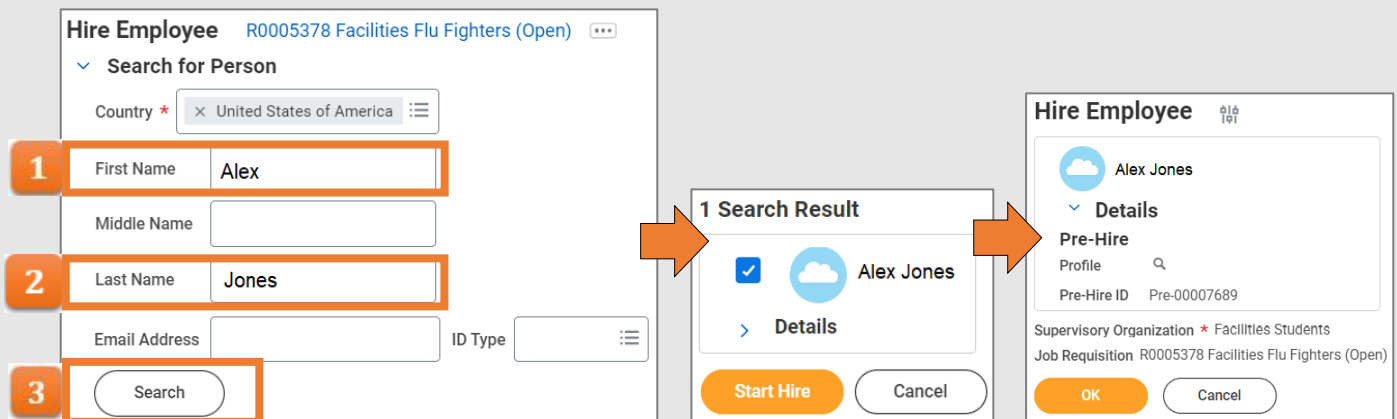
- From the home screen click on the menu icon and select Recruiting from the menu. Select the appropriate job requisition found in the Recent area found at the bottom of the screen.



- Select the Actions menu, then Hire, then Hire Employee.



- All students are uploaded into Workday as “Existing Pre-Hires.” Enter the student first and last name and click Search. The student name will appear under the search button. Click in the box next to the student name to select them and then click the Start Hire button. A summary of the requisition with the student name will appear, click **OK** to continue.



(Note: If they do not appear in the pre-hire area contact WITS Admin for assistance at x6576).



4. You are led to the new hire form with several fields pre-populated. Enter the Hire Date and Reason at the top of the screen (generally “New Hire”).

5. The **Job Details** portion of this screen should pre-fill for you based on the job requisition and pre-hire you selected on the previous screens – review it for accuracy.

6. Expand the Working Time section and fill in the Frequency as “Monthly”, unit as “Hours”, and Value with the number of months in a year the employee will be working (enter 9 months if you are not sure)

7. Expand the Additional Information section and adjust the Job Title to reflect the actual title (it will default to “Student”) and the Business Title will update to match. Click submit as no other adjustments need to be made in this area.

8. You will automatically receive two additional tasks – Propose Compensation Hire and Change Organization assignments. You can open them directly from this screen, otherwise they will be directed to your Inbox.

<p>You have submitted Up Next: Ryan Snyder Propose Compensation Hire View Details Open</p>	OR	<p>Awaiting Your Action</p> <ul style="list-style-type: none">  Assign Organizations: Andrew Cerqui Inbox - 33 second(s) ago  Propose Compensation Hire: Andrew Cerqui - Facilities Flu Fighters Inbox - 33 second(s) ago
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9. The Propose Compensation Hire and Change Organization Assignments screens will pre-fill with the information in the original job requisition, but allow you to revisit and change them if needed

<p>Propose Compensation Hire Alex Jones ... Facilities Flu Fighters (Unfilled) ...</p> <p>11 minute(s) ago - Effective 01/22/2024</p> <p>Compensation</p> <p>Effective Date & Reason Effective Date 01/22/2024 Reason Add Additional Employee Job > New Assignment > Additional Job</p> <p>Total Base Pay Total Base Pay • 14.20 USD Hourly added</p>	<p>Start</p> <p>Details Effective Date * 01/22/2024 Worker Alex Jones Position Facilities Flu Fighters (Unfilled) Supervisory Organization Facilities Students (Alice Anderson)</p> <p>Organizations</p> <p>Company Company * Willamette University</p> <p>Cost Center Cost Center * 80402 Housekeeping</p> <p>Costing Fund 10</p>
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10. Once the above steps are complete, the student employee will receive login information from Workday to their personal email; NOT their Willamette email. They will also receive directions to complete their on-boarding, including completing their I-9 process (within 3 business days), and any required training.

Note: Please make sure the student understands these emails are forthcoming, and that they need to complete them immediately upon receipt.