

Each College and Department are responsible to initiate the **Hire Student** process in Workday. Upon submission, the Talent Acquisition department will proceed to onboard the student employee.

STUDENT HIRE PROCESS

Student positions:

- Federal Work Study Student Employment (FWS)
- Howard University Student Employment Program (HUSO)
- Graduate Assistants
- Post Doctorial Students
- Student Research Assistants
- Teaching Assistants (TA)

Active students:

Active students, as designated in Banner, are available for student hire in Workday. If a student has a hold on their Banner account, and/or is not actively enrolled at Howard, that student will not be searchable within Workday.

Student hiring guidelines:

- Student positions in Workday must be active in Workday prior to beginning the Student Hire process. Use the **Create Position** process to establish new student positions.
- Student employment follows the same guidelines as staff and faculty related hiring and onboarding procedures.

STUDENT POSITION VERIFICATION


The first step in any hire is to review the position details to verify it aligns with expectations:

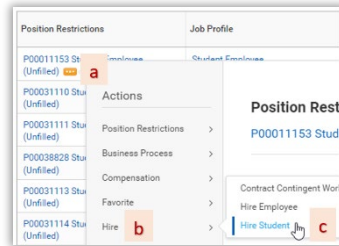
- **Available Position:** Identify an existing and active **unfilled** position in Workday prior to beginning the Job Requisition process. **The Position must be in the approved budget for this fiscal year.**
 - ✓ **If an active position does not exist**, use the [Create Position for Staff](#) process to establish the new position.
 - ✓ **If the position is currently filled**, the [Termination](#) process for the current staff member must be initiated prior to the initiation of a new job requisition.
- **Position Details:** Review the position details and confirm the position is budgeted appropriately.
 - ✓ **All changes to the position details must be made on the position directly.**
 - ✓ To edit Organization worktags: from the Position click **related actions** and select the **Change Organization Assignments** task
- **Budget Changes:** The cost center manager reviews with budget officer to complete any edits on the position budget prior to beginning the job requisition.
 - ✓ Use **Create Budget Amendment for Organization** process to initiate budget amendments for an existing position.
 - ✓ Use the **Cost Allocation** process to split the cost of the position between cost centers, grants, projects, etc.




INITIATE STUDENT HIRE

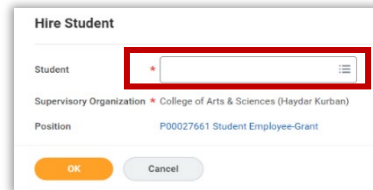
From the Search field:

1. Type **View Supervisory Organization**
The Search defaults to your supervisory organization. To select a different supervisory organization, click prompt and type the name of the department or the department manager's name. Scroll and click to select
2. Click **OK**
3. Click the **Staffing** tab.
4. Scroll to find the available position. (If the position is not visible, begin with the Create Position process to establish a new position)
 - a. Click the related actions button for the position. 
 - b. Hover over **Hire >**
 - c. Click **Hire Student**



From the Hire Student window:

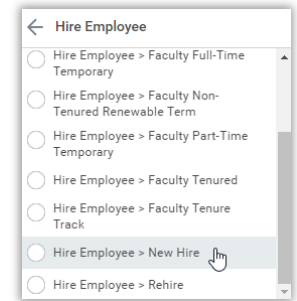
5. Click **Student**.
 - a. Type the first few letters of the student's name
 - b. Scroll to select the desired student. *If the student's name does not appear on the list, they do not have an active student record and are not eligible for hire.*
6. Click **OK**.
7. Click **Hire**. To correct or change the selected student, click **Change Selection** icon. 



ENTER / CONFIRM JOB DETAILS

From the Hire Student screen:

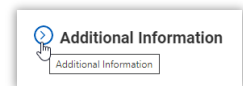
8. **Hire Date:** **Date must be the beginning of a payroll period.** Please review the payroll period schedule for applicable dates
9. **Reason:**
 - a. Select **Hire Employee**.
 - b. Click **Hire Employee > New Hire**
10. **Employee Type:** Type **Student** and press **Enter**



Other **Job Details** default from the position.

Any changes needed must be made directly to the position.

11. Click **> Additional Information** to expand this section and verify the specifics of the position.

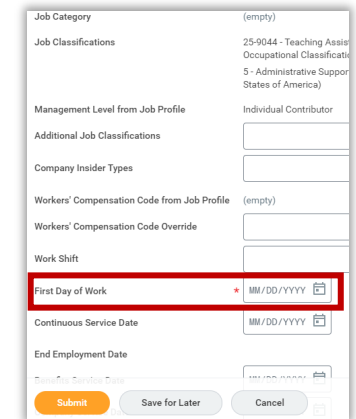


Information defaults from the position. **Any changes needed must be made directly to the position.**

12. Scroll to enter the **First day of Work.** (required)

13. **Attachments:** Click to add Attachments as needed

14. Click **Submit**.



STUDENT HIRE ONBOARDING

Once the Hire Student process is submitted, the Talent Acquisition department will be notified to facilitate the onboarding of the student. Notification is sent via Workday to the student to complete the following activities:

- **Background Investigation**
- **Demographic information to complete:**
 - o Address
 - o Date of Birth
 - o Social Security Number
 - o Telephone Number
 - o Email Address
 - o Federal/State Tax Withholding forms
 - o Direct Deposit/Visa Pre-Pay information
- **Employment Eligibility Verification (I9) form**

Student will complete their onboarding directly through Workday, Onboarding tasks can be completed either using the Workday mobile application (app) or access via desktop.

Notification will be automatically sent through Workday to the original requester advising the student has been hired.

The hiring manager will be responsible for approving hours submitted by the student on a biweekly basis.