

Processing a New Hire: Student Positions

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Before You Begin

- Follow the required stages of the [recruiting process](#) for student positions (**Review, Screen, Interview, Ready for Hire**) to advance the candidate up to the point of hire.
- Students **MUST** apply to open positions to be considered/hired.

Hiring for an Additional Job?

If you are hiring a **current workstudy student for an additional or secondary job**, you must respond to the **Staffing Action** inbox task before proceeding:

1) Find the **Ready for Hire for Job Application** task in your Workday inbox.

2) Under **Action**, select **Add Additional Job**.

3) Click **Submit**. You will now receive the **Hire** inbox task.

Complete *Hire* Inbox Task

When you move a candidate into the **Ready to Hire** stage (the final step in the [recruiting process](#)), you will receive a **Hire** task in your Workday inbox:

1) Set the official **Hire Date**.

2) Review and update job details (autofilled from the requisition), if needed.

- The **Scheduled Weekly Hours** must be less than 20. **Students can work a maximum of 20 hours per week across all positions combined** during periods of enrollment. During non-enrollment periods students can work 37.5 hours (i.e., winter or summer break), with the exception of international students, who are only eligible to work 20 hours per week.

3) Click **Submit**.

Propose Compensation

1) Find the **Propose Compensation Hire** task in your Workday inbox (you'll receive it once you submit the **Hire** task).

2) Click the **Add** button beneath the **Hourly** section.

3) Under **Compensation Plan**, select **Hourly Plan**.

4) Enter the desired hourly pay rate in the **Amount** field.

- This number must fall within the **Total Base Pay Range** listed.

5) Click **Submit**.

Change Organization Assignments

1) Find and open the **Change Organization Assignments** task in your inbox.

2) Review the org assignments from the requisition and make changes as appropriate.

- Note that these org changes are specific to the hiring instance, so they won't replace position defaults.
- For **workstudy jobs**, make sure to select **Federal Workstudy** as the **Object** code.

3) Click **Submit**.

- For **workstudy jobs** this task routes to Financial Aid for approval.
- For **non-workstudy jobs**, this task routes to Human Resources for approval.

See [Concept: Organization Assignments for Jobs](#) for more information on the recommended process for assigning orgs.

Approvals

After you “initiate the hire” for the student worker, a series of approval steps follow. Until the job is approved and the student’s employment has been verified, the student **CANNOT** start working.

[Track the approval process for pending hires](#) from the **Staffing** tab of your supervisory organization.

Employment Verification

Before a student can be scheduled for work hours, they must complete the Employment Verification (I-9) process. To do so, the student must visit the HR Office on either the Oakland or San Francisco campus, bringing [acceptable employment verification documents](#).

Once the student presents their documents and their employment is verified by the Department of Homeland Security, the student will receive the **Complete I-9 Form** task in their Workday inbox.

Once the student completes the form both the student worker and the student supervisor will receive a notification that the student can start working.