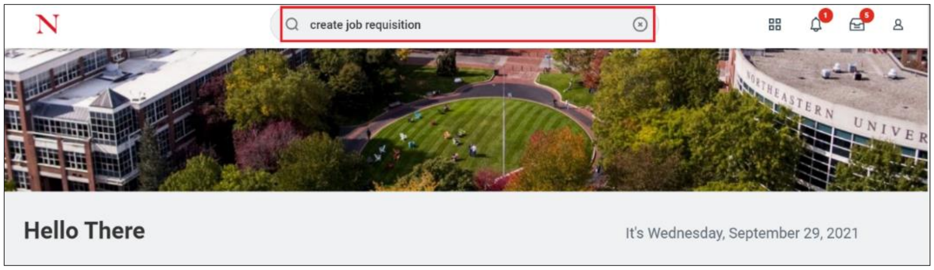
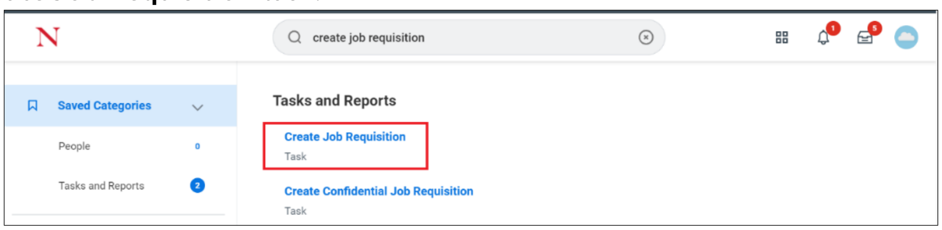
There are two steps to hiring a student through student employment**: Creating a Job Requisition,** and **Hiring a Student**

Steps to create a job requisition:

1. In the Workday **Search** bar, enter **create job requisition**.



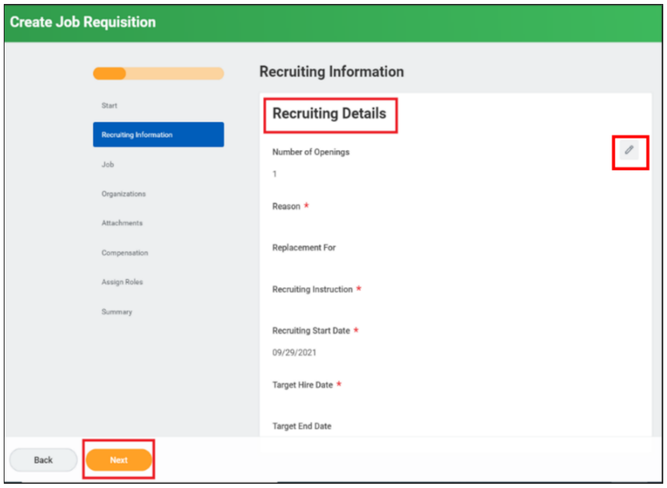
2. Click on the **Create Job Requisition** task.

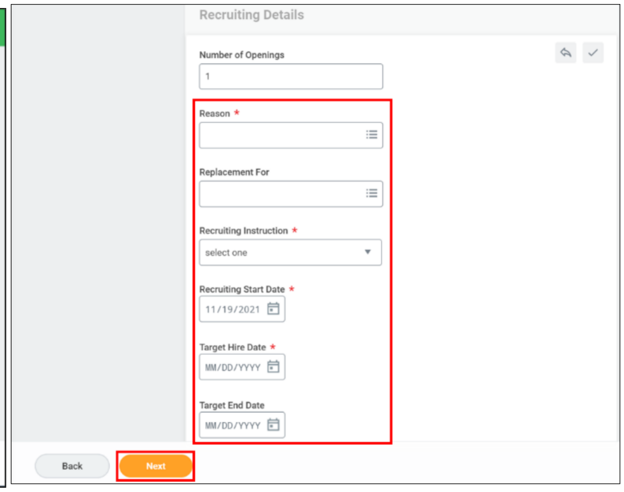


Note: If that option is not available to you, reach out to the Student Employment Office at https://studentemployment.neu.edu/

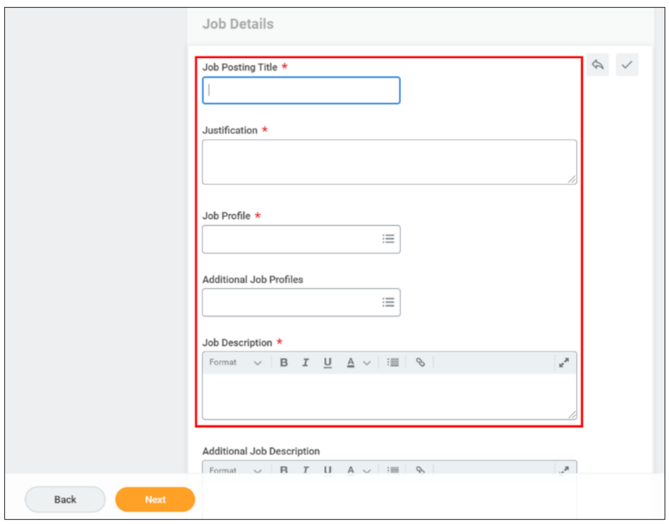
3. Use the Menu icon to select the **Supervisory Organization**
    a. Tip: For Student jobs, please ensure you are creating them under the "JM" organization, and not your "PM" organization. Student employees leverage Job Management instead of Position Management.
    b. Select the **Worker Type** from the drop-down list (Students should be Employee). Click **OK**.

4. On the **Recruiting Information** page, enter information in all the following mandatory fields in the **Recruiting Details** section. Click the **Pencil** icon to edit the fields.
    a. **Number of Openings:** If there is more than 1 student working as a result of a singular PEAK award, update this field to indicate that.
    b. **Reason**: Using the **Menu** icon, select the most suitable option from the options listed.
    c. **Recruiting Instruction**: You should indicate where the requisition should be posted – Internally and/or Externally, Hidden Posting or Do Not Post.
        i. **Note**: all student jobs should be posted internally only.
    d. **Recruiting Start Date**: This defaults from the **Create/Edit Position Restrictions** business process. This date drives **when the requisition can be posted**. Use the current date.
    e. **Target Hire Date**: This future dating will prevent the hire of an individual to start before the listed date. Using today's date is acceptable. You can use the **Calendar** icon to enter **Target Hire Date** and **Target End Date**.
        i. Note: **Target End Date** is mandatory for student employees; however, you can work with the SEGAF Office to update this as needed.



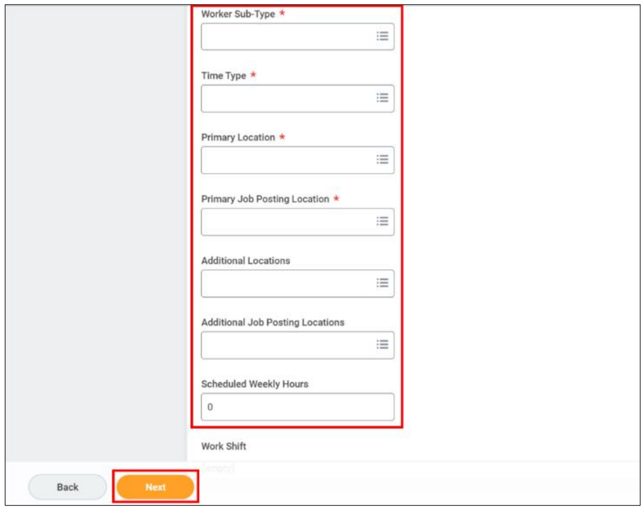


5. Click **Next** to advance to the **Job** section.
6. On the **Job** page, complete and review the **Job Details** information. The information in the Job section defaults from the **Create/Edit position** business process. Review each section and confirm accuracy and edit using the **Menu** icon.

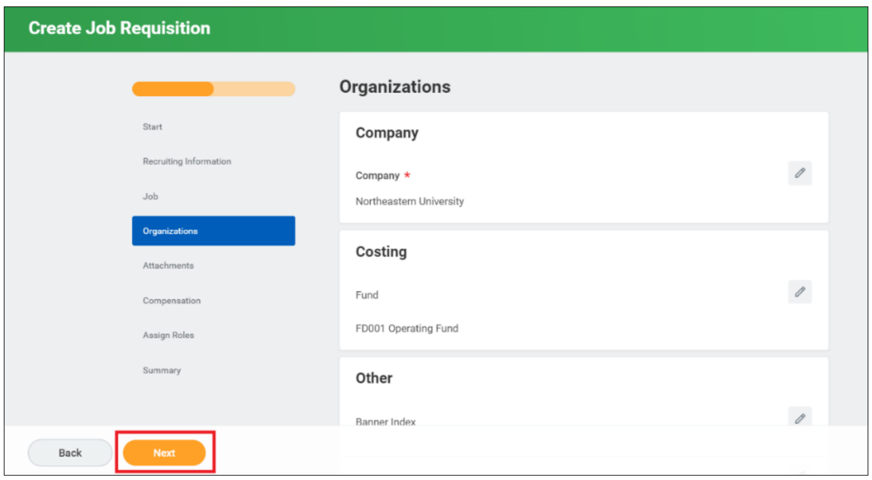


a. Under the **Job Posting Title**, enter the title, if not already defaulted.
b. **Justification**: Explanation supporting the position, PEAK award recipient/researcher or similar would be sufficient.
c. Enter the **Job Profile** using **Menu** icon. The job profile can also be found by viewing the position. If filling a vacancy, the job profile does not default and will need to be selected using the **Menu** icon.
d. If not already defaulted, enter the **Job Description** and **Additional Job Description.**
e. **Worker Sub-type:** Click the **Menu** icon and select the appropriate type.
f. Select the appropriate **Time Type –** Full Time or Part Time. Ensure that the **Time Type** and **Scheduled Weekly Hours** align correctly.
   i. For student requisitions the following fields should be populated as noted*:
      1. **Time type**: Part Time
      2. **Scheduled Weekly Hours**: 20 hours
      3. **Default Weekly Hours:** 40 hours

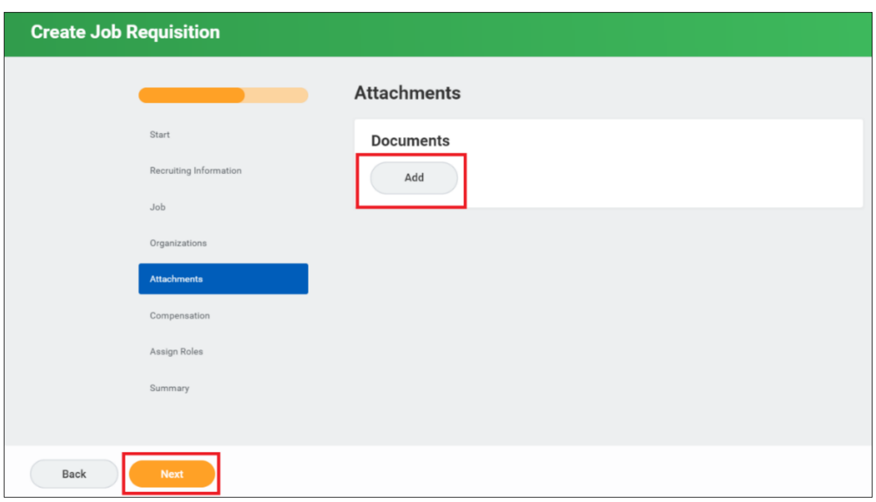
   *Co-op jobs can be adjusted for full-time here
g. **Primary Location**: Select the location that will be the primary worksite for this position. The Location will typically be the Main Campus unless the employee is assigned to one of the other campuses.
h. **Primary Job Posting Location**: Auto Populates based on Primary Location.
i. Link to Evergreen Requisition will be done by HR once the requisition has been submitted.



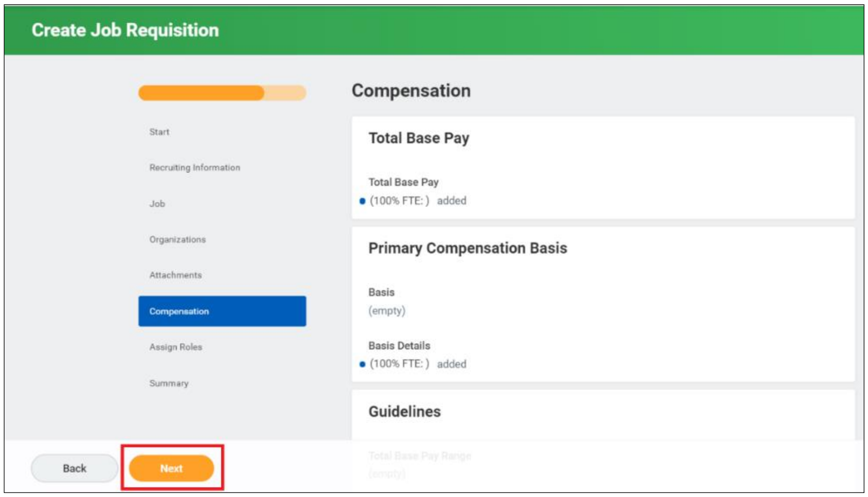
7. Click **Next**.
8. On the **Organization** page, complete and review the organization related details. Then click **Next**.



9. On the **Attachments** page, add the required supporting documents and click **Next**.



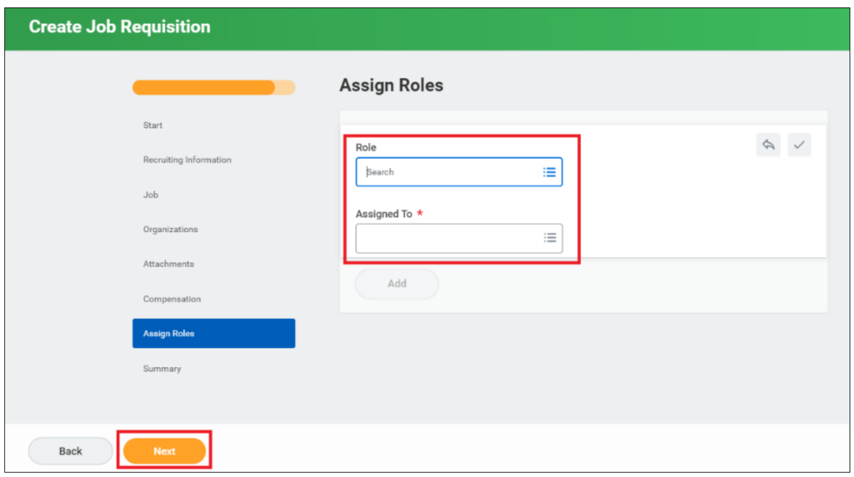
10. On the **Compensation** page, complete and review the compensation details and click **Next**. **Note**: Managers should leverage the Pay Range Descriptions when completing the compensation details section.
    a. Note: Student employees require an **hourly rate of pay**. This will be $15 an hour.



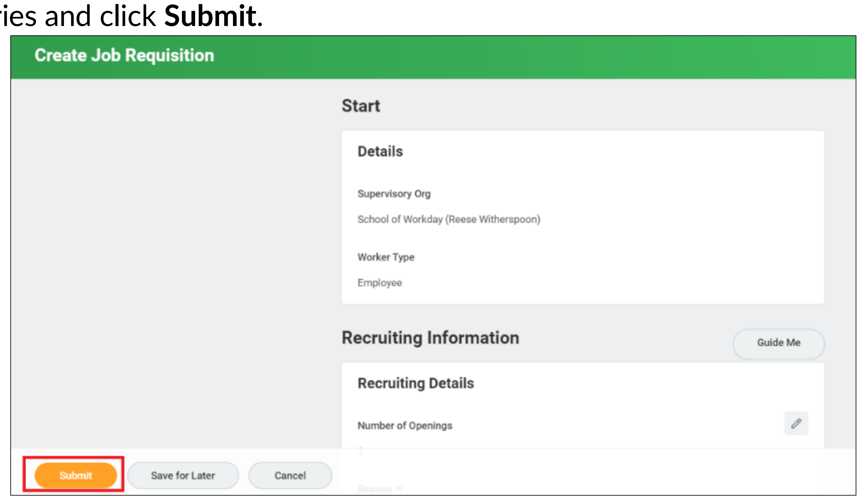
11. On the **Assign Role** page, add **Role** & **Assigned To** details. In the **Assigned To** field, enter **Primary Recruiter**'s name.
    Note: For student requisitions, the **Primary Recruiter** role should be assigned to who will manage the approval process as part of student hiring. This should be assigned to **Lawrencia Raynor, Clare Mansfield, April Hoyt, Bec Smith, and Amanda Lipacis.**

Multiple primary recruiters can also be added. The user initiating the job requisition can also be the Primary Recruiter.

12. Click **Next**.



13. Review all the entries and click **Submit**.



14. Fill out the questionnaire following the requisition creation to indicate the job category.

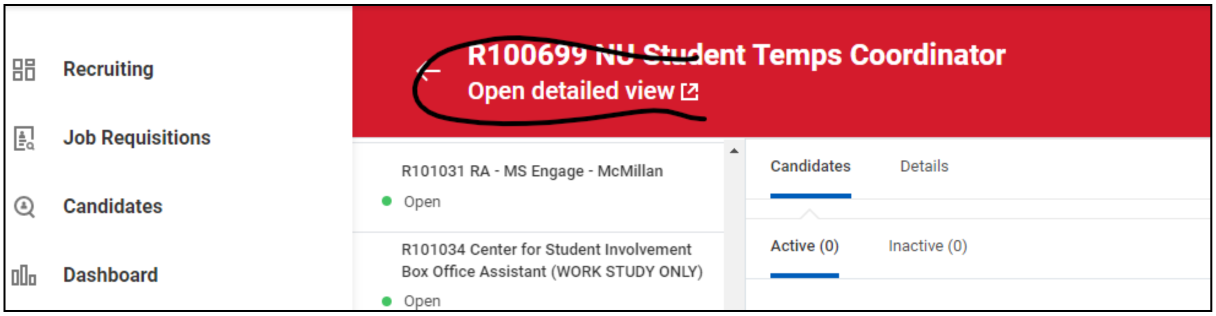
Result:

You have created a job requisition request in Workday. From here, all student job requisitions will be reviewed by SEGAF to ensure all details are accurate.

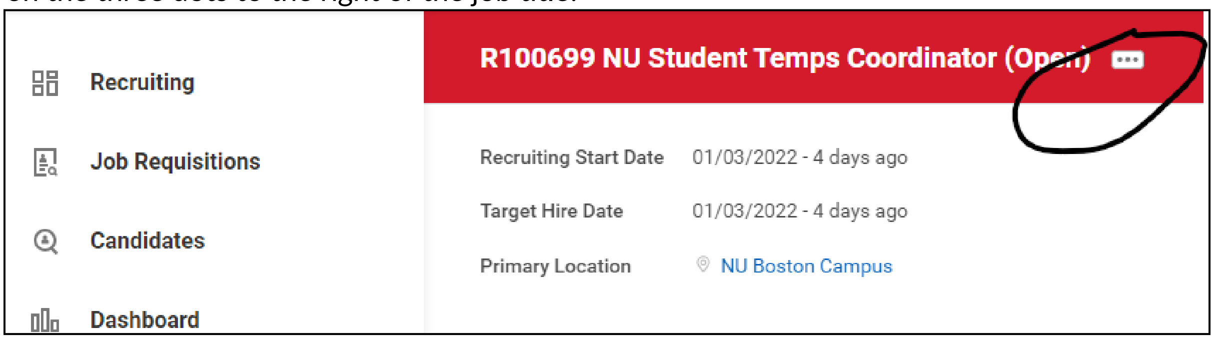
Steps to hire a student:

Steps to hire a student:

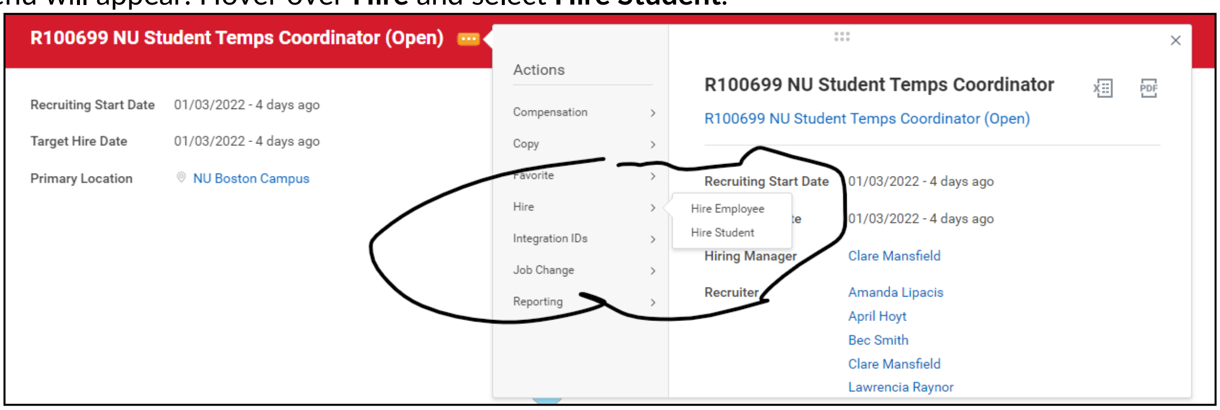
15. In Workday, find your **Job Requisitions** workspace. You can find it by going into your Recruiting Dashboard application; you may also see it on the left-hand side of your home screen. A list of your job requisitions will populate. Select the job number into which you wish to hire the student. Then, select **open detailed view** of the job.



16. Click on the three dots to the right of the job title.

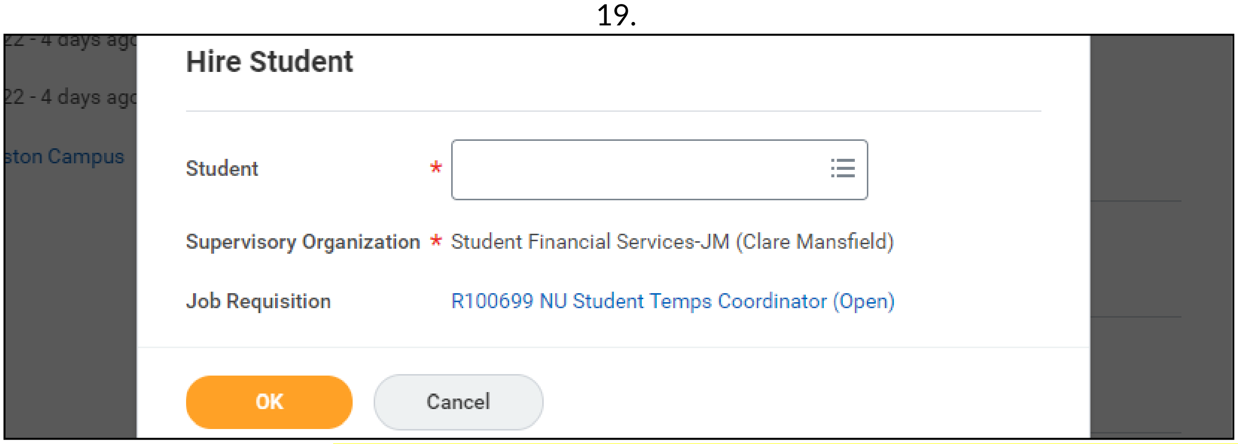


17. A menu will appear. Hover over **Hire** and select **Hire Student**.



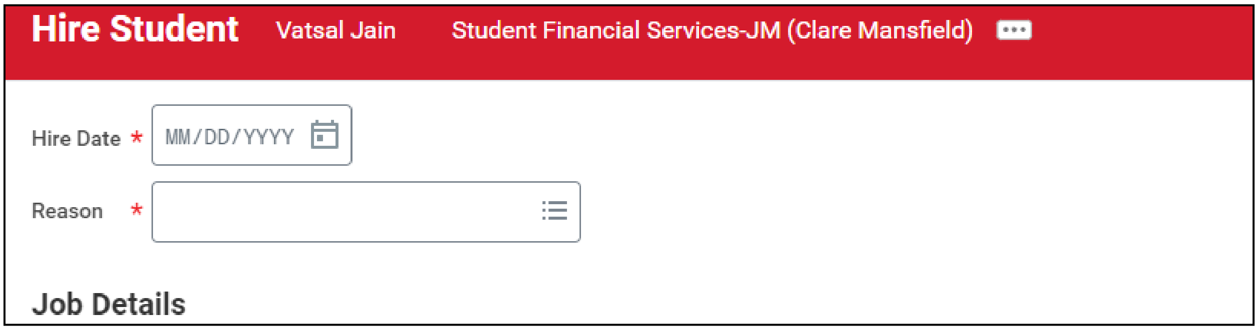
18. A menu will appear. Enter the student's first and last name and select **OK.**

19.

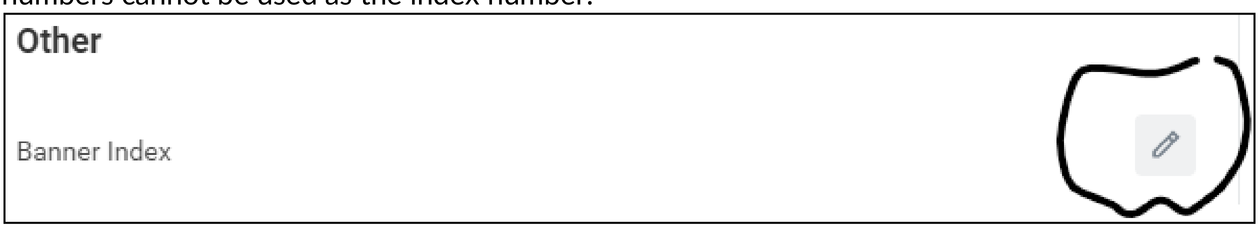


20. Click **Hire** to begin the hire. **Please note that if the student has other jobs, you will only see an option to Add Job. Please click **Add Job**.

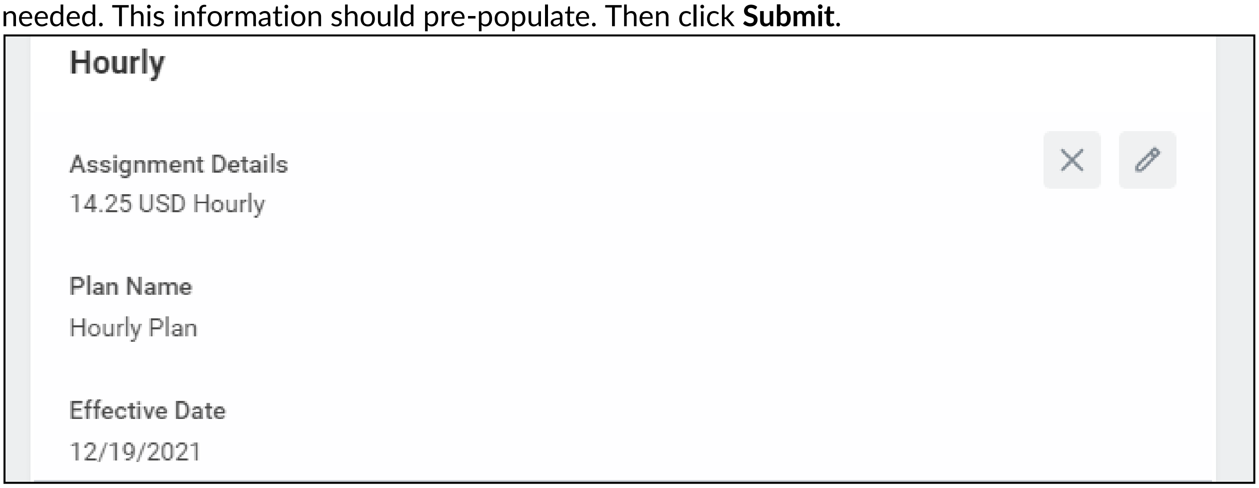
21. On the **Hire** page, enter the hire date, then use the drop-down menu to select the hire reason (if the student was previously hired into the job in our old system, you can pick Conversion). If the job details did not pre-populate, use the Job Requisition drop down menu to find the associated job. Complete and review the **Job Details** information.



22. Click the carrot next to **Additional Information**.
    a. **Update the Job Title**.
    b. The Business Title will match the Job Title.
    c. Leave the Default Weekly Hours at 40
    d. Enter the Scheduled Weekly Hours. – For PEAK awardees, no more than 20
    e. Select any relevant Additional Job Classifications or skip.
    f. Select Work Shift or skip.
    g. Enter the First Day of Work
    h. Enter the End Employment Date.
23. Click **Submit**.
24. You'll receive a message that you've successfully submitted the job and you need to update the organizational assignment. Click **Open** to review/update this information. It will likely be pre-populated.
25. Click the pencil icon to edit the Banner Index and Home Organization if needed. You can type these numbers in directly, or search for them by name. All other fields should be left alone. Please note that grant numbers cannot be used as the index number.



26. Click **Submit**. You'll receive a message that you need to Request Compensation Change. Click **Open**.
27. On the **Compensation** page, scroll down to the **Hourly** box. Use the pencil icon to update the hourly wage if needed. This information should pre-populate. Then click **Submit**.



28. You'll get a message that you've successfully completed this step and need to **assign the costing allocation**. Unless you are paying this student from grant funding, **skip** this step. You do not need to enter a reason for skipping the step. Simply press **OK**.

29. You may receive a Form I-9 alert indicating that the student needs to complete their Form I-9. If so, please advise the student to work with the Student Employment Office to complete their Form I-9. Once they have reported to our office to complete Section 2 of the Form I-9, you can return to your Workday inbox, find your To Do items, and **submit** this step. If you do not receive this message, this is an indication that the student has already completed their Form I-9 and is eligible to be hired. You should receive a message that the event has been submitted.

Result:

You have submitted the request to hire the student. The Student Employment Office will review the request and provide the final approvals.