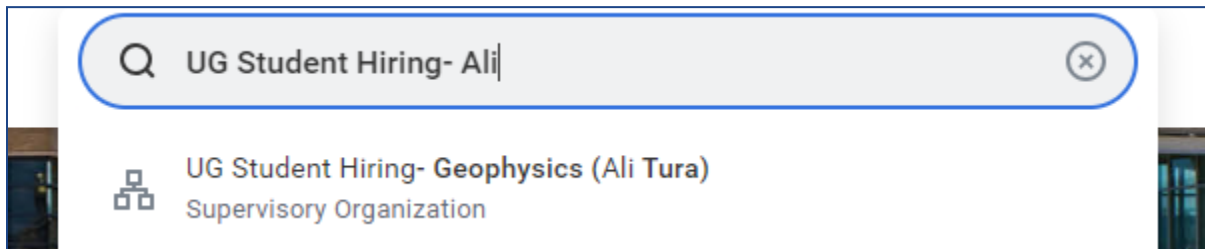


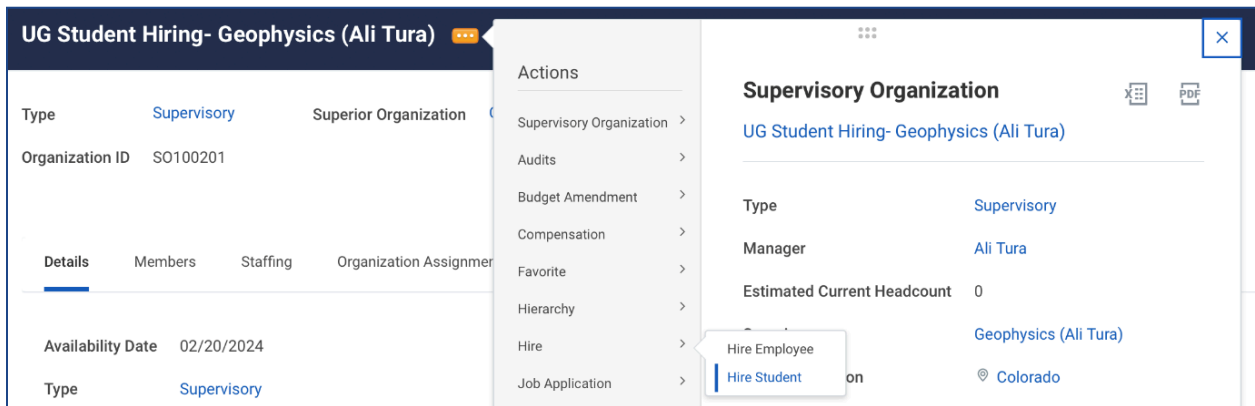
How To: Add a Job to an Undergraduate Student

This is the process to use for an Undergraduate student who DOES currently hold another job in Workday.

1. Navigate to your undergraduate hiring org by searching: **UG STUDENT HIRING Department (Name)**



2. Select the **related actions button** (AKA Twinkie or Lego) and hover over **hire**. The option to **Hire Student** will populate. Select **Hire Student**.



3. Type the **student's name** (or **CWID**) in the box and hit enter. When the correct student's name appears, select OK. Do not change the supervisory organization. This is specific to UNDERGRADUATE hiring.

A screenshot of the 'Hire Student' dialog box. It has a title bar with a close button (X). The dialog contains two main fields: 'Student' and 'Supervisory Organization'. The 'Student' field is a text input with a red asterisk, containing a blacked-out name. The 'Supervisory Organization' field is a dropdown menu with a red asterisk, showing 'UG Student Hiring- Geophysics (Ali Tura)'. At the bottom, there are two buttons: 'Cancel' and 'OK'.


4. On the next screen, you will see a list of jobs currently held by the student, including their dates of employment and FTE. To hire the student into an additional job, click **Add Job**.

All Jobs							
1 item							
Hire Date	End Employment Date	Position	Organization	Manager	Location	FTE	Schedule Weekly Hours
04/16/2024	05/10/2024	P11017135 Undergraduate-Hourly	UG Student Hiring- Chemistry (Matthew Posewitz)	Matthew Posewitz	Colorado	0.25	
						Total: 0.25	

Add Job

5. The **Add Job** screen will appear. Enter the student's hire date in the **Hire Date** field by typing the date or using the calendar view.

NOTE: If the student's role requires a background check, please allow at least 10 business days for completion. The background check must be complete before a student is permitted to begin working.

Hire Date * MM/DD/YYYY 

Reason

Job Details

Employee Type *

Job Profile *

Time Type *

<

March 2024

>

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

6. In the **Reason** field, select **Add Additional Job > New Assignment > New Position**.

The screenshot shows a 'Job Details' form with the following fields:

- Effective Date ***: 05/02/2024 (with a calendar icon)
- Reason ***: A dropdown menu is open, showing three options:
 - ← Add Additional Employee Job > New Assignment
 - Add Additional Employee Job > New Assignment > New Position** (This option is highlighted in blue)
 - Add Additional Employee Job > New Assignment > Vacant Position
- Employee Type ***: A radio button is selected next to the option 'Add Additional Employee Job > New Assignment > Vacant Position'.

7. In the **Employee Type** field, select **All > Student (Fixed Term)**. Or simply type **"Student"** in the box and hit enter.

The screenshot shows the 'Job Details' form with the 'Employee Type' field. The field contains the text 'x Student (Fixed Term)' and has a dropdown arrow icon on the right.

8. The **Job Profile** field will determine how the student is paid. See the Job Profile chart below to determine the correct choice for your student and the job they will perform.

Tip: If advertising and interviewing multiple candidates, you can require the student to identify work study status so that when you direct hire, you can select the correct job profile for the student. If you or the student are unsure of their Work Study award, have the student review their Financial Aid portal. You can also reach out to MAPS or Financial Aid to confirm.

Job Profile:	Pay Type:	When to Use:
Undergraduate-Hourly	Hourly	Use for students paid from department funds/grants/projects. Cannot be paid using work study award
Undergraduate-Stipend	Stipends	Use for students paid by set stipend amount, not hours worked. Cannot be paid using work study award
Undergraduate – Resident Hall Director	Stipends	Use to pay Resident Life RAs. Cannot be paid using work study award
Undergraduate-Work Study-Federal	Work Study (Hourly)	Use to pay students who have a Federal work study award.
Undergraduate-Work Study-Mines	Work Study (Hourly)	Use to pay students who have a Mines work study award.
Undergraduate-Work Study-Colorado Need	Work Study (Hourly)	Use to pay students who have a Colorado Need work study award
Undergraduate-Work Study-Colorado No Need	Work Study (Hourly)	Use to pay students who have Colorado No Need work study award

The screenshot shows the 'Job Details' form with the following fields and values:

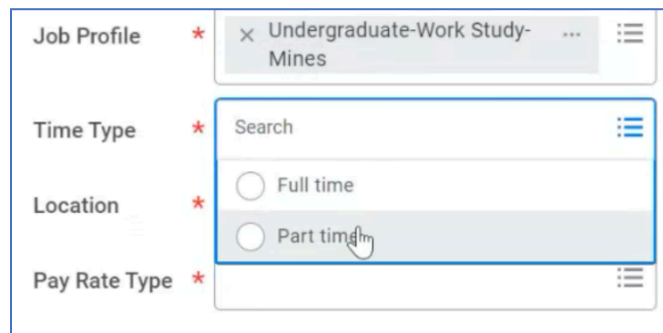
- Employee Type ***: Student (Fixed Term)
- Job Profile ***: undergrad
- Time Type ***: (empty)
- Location ***: (empty)
- Pay Rate Type ***: (empty)
- Working**: (checked)
- Location Weekly H**: (empty)

The 'Job Profile' dropdown menu is open, showing search results (7) with the following options:

- ☐ Undergraduate-Stipend
- ☐ Undergraduate - Resident Hall Director
- ☐ Undergraduate-Work Study-Federal
- ☐ Undergraduate-Work Study-Mines
- ☐ Undergraduate-Work Study-Colorado Need
- ☐ Undergraduate-Work Study-Colorado No Need

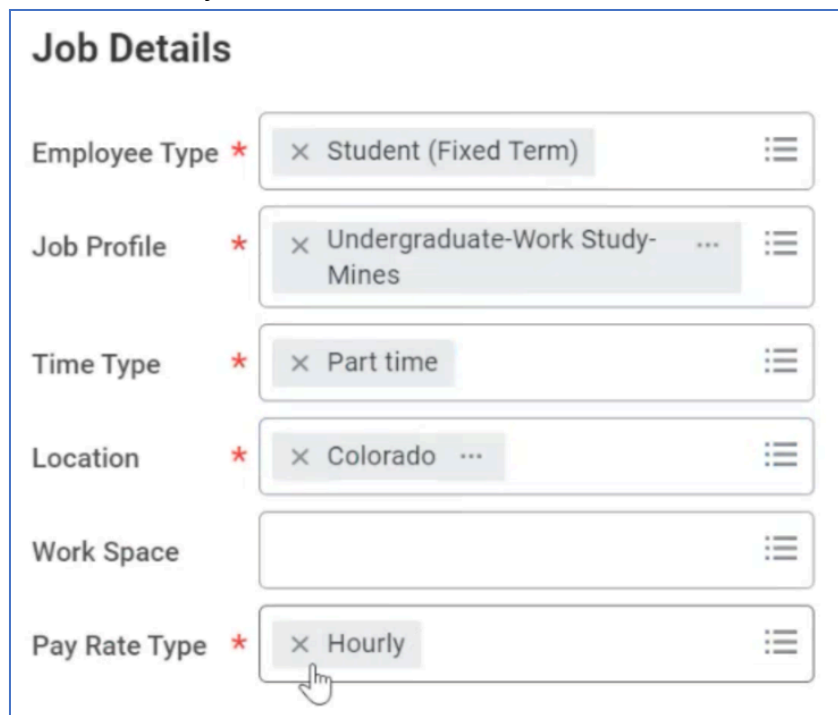
A hand cursor is pointing at the 'Undergraduate-Work Study-Mines' option.

9. Students are only permitted to work **Part Time** during the Academic Year, meaning no more than 20 hours per week across all jobs held on campus. Students may work up to 40 hours per week during the Summer across all jobs. If the 40 hours are split between multiple jobs, each job should be entered as part time with the applicable number of hours per week.



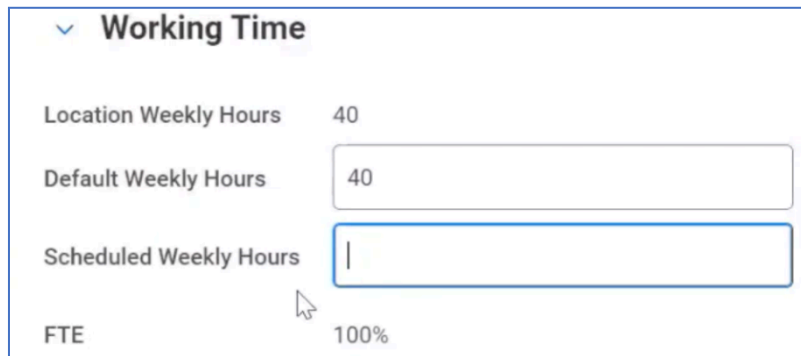
A screenshot of a web form with four fields: 'Job Profile', 'Time Type', 'Location', and 'Pay Rate Type'. Each field has a red asterisk indicating it is required. The 'Job Profile' field contains 'Undergraduate-Work Study-Mines'. The 'Time Type' field is open, showing a search bar and two radio button options: 'Full time' and 'Part time'. The 'Part time' option is selected and highlighted by a mouse cursor. The 'Location' and 'Pay Rate Type' fields are empty.

10. The **Pay Rate Type** will default once the job profile has been entered. All undergraduate job profiles EXCEPT for Undergraduate-Stipend will default to hourly. Stipends will default to salary.



A screenshot of a web form titled 'Job Details'. It contains six fields: 'Employee Type', 'Job Profile', 'Time Type', 'Location', 'Work Space', and 'Pay Rate Type'. Each field has a red asterisk indicating it is required. The 'Employee Type' field contains 'Student (Fixed Term)'. The 'Job Profile' field contains 'Undergraduate-Work Study-Mines'. The 'Time Type' field contains 'Part time'. The 'Location' field contains 'Colorado'. The 'Work Space' field is empty. The 'Pay Rate Type' field contains 'Hourly' and is being clicked by a mouse cursor.

11. The **Default Weekly Hours** will always be 40 as this is the maximum number of hours in a work week. Use the **Scheduled Weekly Hours** section to enter the number of hours per week the student will work. Once this is entered, the FTE percentage will be calculated.



Working Time

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours |

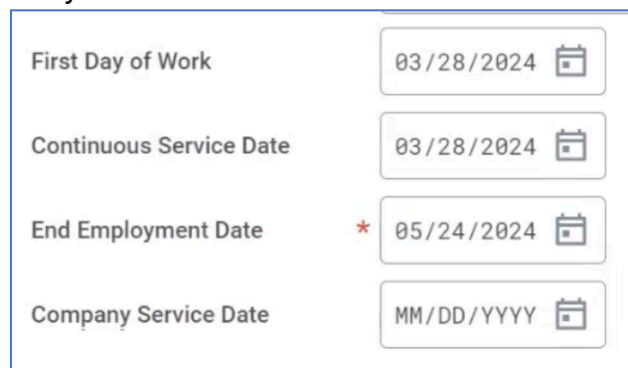
FTE 100%

12. The **First Day of Work** field will match the hire date.

13. The **Continuous Service Date** will match the hire date.

14. The **End Employment Date** is the contract end date. If the contract will only cover one semester, the End Date should be the last day of that semester.

NOTE: Summer work study must end on June 30th.



First Day of Work 03/28/2024

Continuous Service Date 03/28/2024

End Employment Date * 05/24/2024

Company Service Date MM/DD/YYYY

15. Once the job/hire details are submitted, it will go to MAPS for approval. If any changes are needed, the task will be sent back with a comment stating necessary updates. If everything looks correct, it will be approved, and the next task will populate in your Workday inbox.

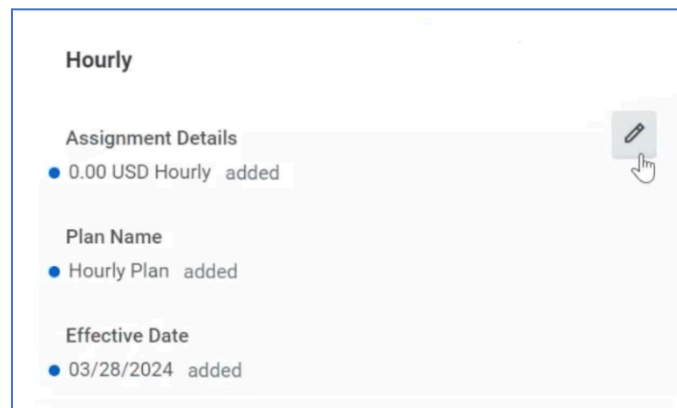
16. Use the **Propose Compensation Hire** task to enter the hourly pay rate for the student. Once submitted, it will go to MAPS to ensure it falls within the acceptable pay range.

NOTE: If a student is paid via Stipends, this task will not populate.



The screenshot shows a web interface for a 'Propose Compensation Hire' task. At the top, there are icons for a star, settings, and a share icon, followed by the text 'Created: 03/28/2024 | Effective: 03/28/2024'. The main title is 'Propose Compensation Hire'. Below the title, there are two lines of text: 'James Johnson' with a three-dot menu icon, and 'UG Student Hiring- Geophysics (Ali Tura)' with a three-dot menu icon. Below this is a PDF icon. At the bottom, the word 'Compensation' is displayed.

17. Click the Pencil icon to edit the **hourly pay rate**. Once the pay rate has been entered, submit the task for approval.



The screenshot shows a web interface for an 'Hourly' task. The title 'Hourly' is at the top. Below it, there is a section titled 'Assignment Details' with a pencil icon and a hand cursor. The details listed are: '0.00 USD Hourly added', 'Plan Name: Hourly Plan added', and 'Effective Date: 03/28/2024 added'.

18. Once the pay rate has been reviewed and approved, the next step is entering the **Worktag** using the **Assign Costing Allocation** task. Use the dropdown menu next to Costing Allocation Level and select **Worker and Position**. Click **Add**.

Assign Costing Allocation for Hire Employee

Event Details

Event

Costing Allocation for Hire: Eric Wilson

Effective Date

04/26/2024

Include Existing Allocations

From

04/26/2024

To

MM/DD/YYYY

Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level

* Worker and Position

Earning

(empty)

Copy Position Restriction Costing Allocation

☐

Add

19. In the **Costing Allocation Details** section, enter the worktag for the student's pay. This task will go to MAPS for approval.

- Worktags beginning with a 4 will be entered in the **Grant** column.
- Worktags beginning with a 1, 3, or 6 will go in the **Project** column.
- Worktags beginning with a 2 will be entered in the **Operating** column.

If the student's pay should be split between multiple worktags, use the (+) to add additional rows and add in the Distribution Percent on the far right.

NOTE: Work Study jobs MUST have a work study worktag entered. If not, the pay will come from the account entered and not the student's work study award. An overage worktag should be provided in the comment box for when the student's work study funding is exhausted. See the table below for work study worktags. Workday will not allow you to enter a worktag in the incorrect field.

Work Study Award	Column	Worktag
Colorado Need	Project	534203
Colorado No Need	Project	534207
Federal	Project	533222
Mines	Operating	262087

Costing Allocation Details

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	Project	Operating Account	*Additional Worktags	*Distribution Percent
+	-	▼ ▼		× 533222 Federal Work Study ...		× Cost Center: 61680 Federal Work Study ... × Function: 1800 Scholarship and Fellowships ... × Fund: 22 Federal Financial Aid ...	100



Costing Allocation Details

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	Project	Operating Account	*Additional Worktags	*Distribution Percent
+	-	▼ ▼		× 369820 Recreation Center Operations ...		× Cost Center: 69820 Recreation Center Operations ... × Function: 1900 Auxiliaries Expense ... × Fund: 17 Designated Auxiliary ...	100

20. Once the Costing Allocation has been approved, the **Generate Document** task for the **offer letter (contract)** will populate. Click Review and check the offer letter for accuracy prior to sending to the student. If the hire date, pay rate, and hours per week are correct, click Submit.

Generate Document [Generate Document for Hire](#)

Drive Document Template

New Hire Students

Generated Document

New Hire Students

Created On


04/26/2024 04:45:45.203 PM

Review

21. The student will receive the **Offer Letter (contract)** in their Workday inbox and will sign in to accept. The student should open the PDF document to review their offer details. If everything is correct, they will check the I Agree box, enter their name in the comment box to act as a digital signature, and then click Submit.

Documents

Document

 New Hire Students 2024-04-26.pdf

Signature Statement

Offer is contingent upon passing a background check as needed. Please type your full name in the "Comment Box" to accept your student job offer.

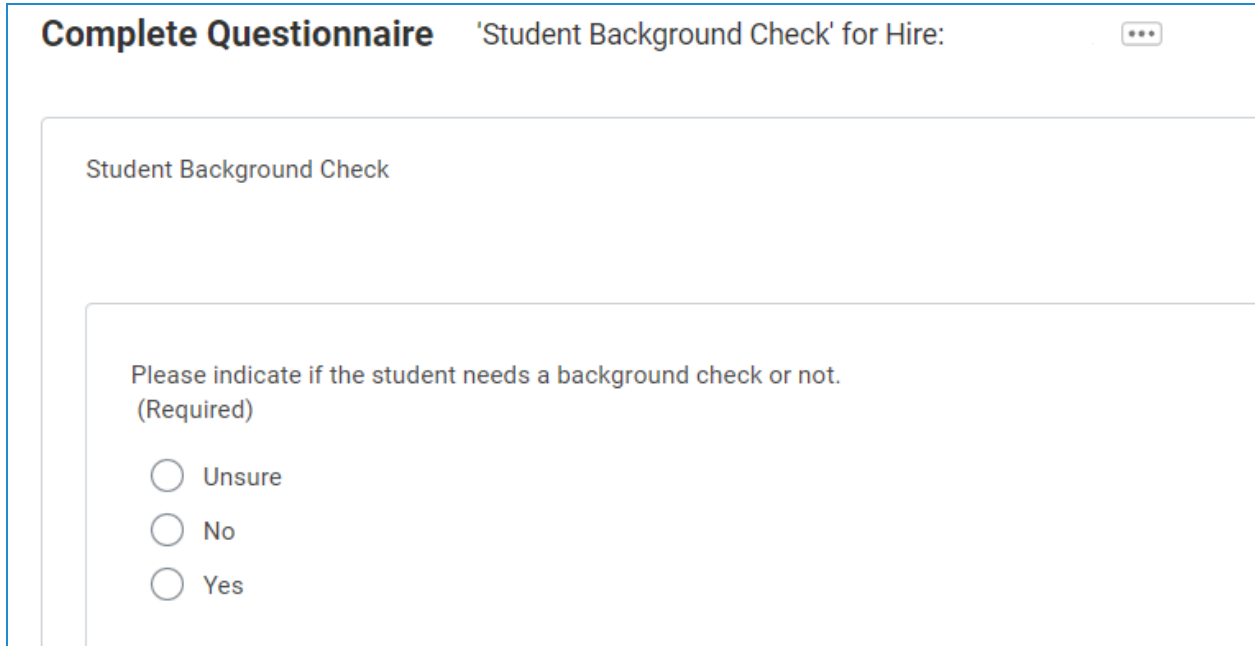
I Agree

☒

Comment

Blaster Burro

22. Next, the hiring manager or initiator will use the **Complete Questionnaire** task to request a background check for the student, if needed. For more information regarding which positions require a background check, visit the [Mines HR website](#) or if the position will be working with minors, visit the [Compliance website](#). Selecting “unsure” or “yes” will generate a background check request. Selecting “no” will skip this step and continue the process.



The screenshot shows a web interface for a 'Complete Questionnaire' task. The title bar at the top reads 'Complete Questionnaire' followed by 'Student Background Check' for Hire: and a three-dot menu icon. Below the title bar, the main content area is titled 'Student Background Check'. Inside this area, there is a sub-section with the text 'Please indicate if the student needs a background check or not. (Required)'. Below this text are three radio button options: 'Unsure', 'No', and 'Yes'.

Complete Questionnaire 'Student Background Check' for Hire: ...

Student Background Check

Please indicate if the student needs a background check or not.
(Required)

☐ Unsure

☐ No

☐ Yes

23. Once the background check (if needed) is successfully submitted and cleared, the hiring process is complete, and the student’s additional job will be listed in Workday.