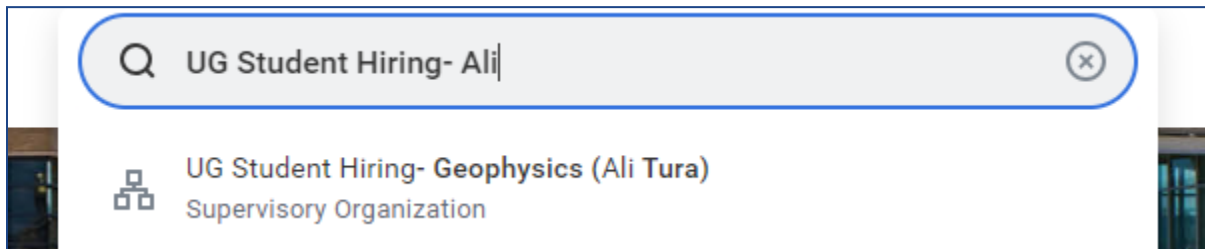# How To: Add a Job to an Undergraduate Student

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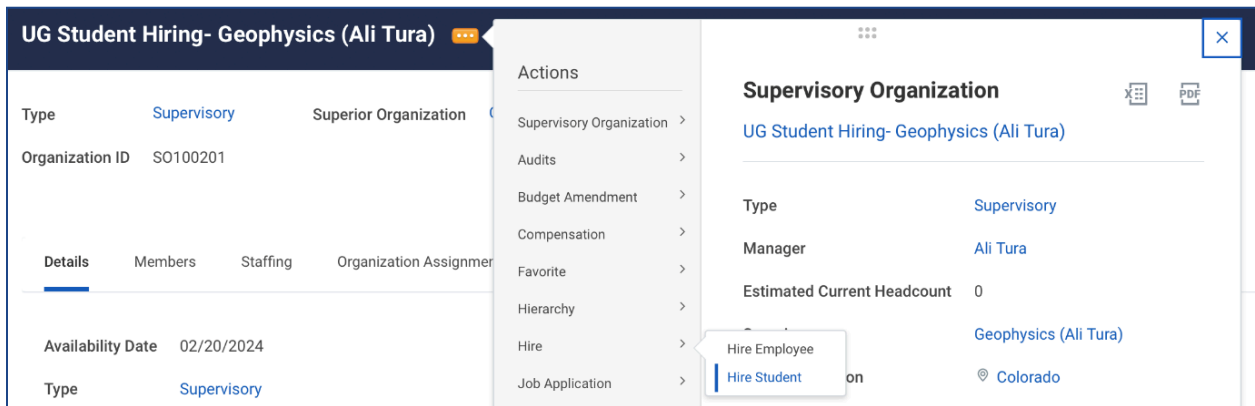
3. Type the **student's name** (or **CWID**) in the box and hit enter. When the correct student's name appears, select OK. Do not change the supervisory organization. This is specific to UNDERGRADUATE hiring.

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	Schedu Weekly Hou
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, <u>please allow at least 10 business days for completion</u>. The background check must be complete before a student is permitted to begin working.

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

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

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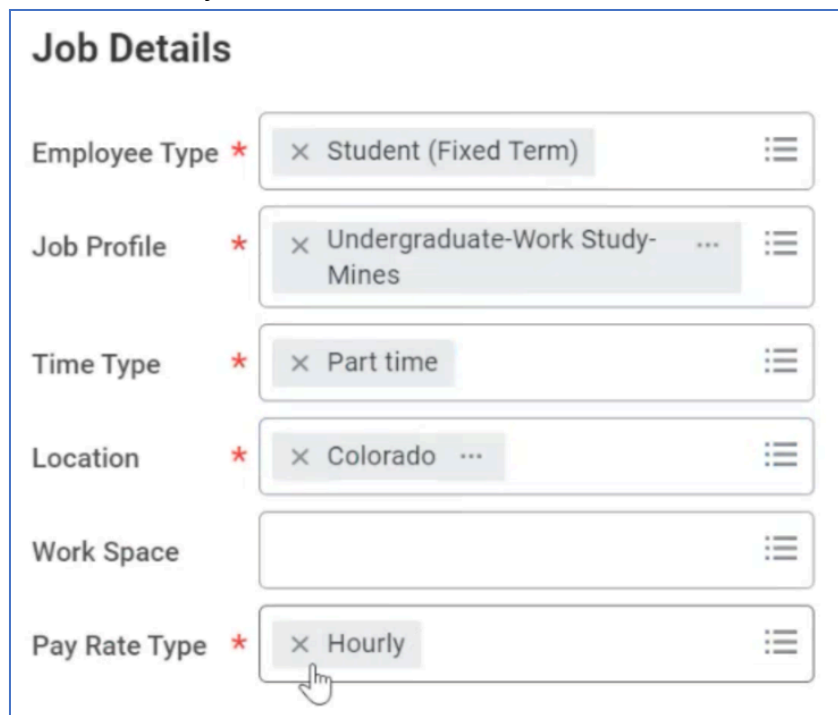
9. Students are only permitted to work **Part Time** during the Academic Year, meaning no more than 20 hours per week across all jobs held on campus. Students may work up to 40 hours per week during the Summer <u>across all jobs</u>. If the 40 hours are split between multiple jobs, each job should be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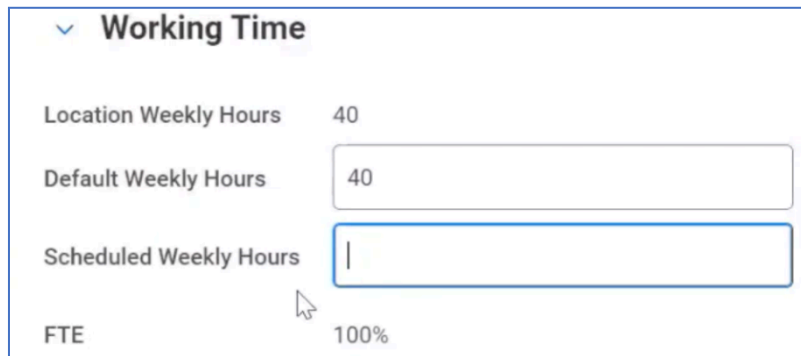

10. The **Pay Rate Type** will default once the job profile has been entered. All undergraduate job profiles EXCEPT for Undergraduate-Stipend will default to hourly. Stipends will default to salary.

11. The **Default Weekly Hours** will <u>always</u> 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%
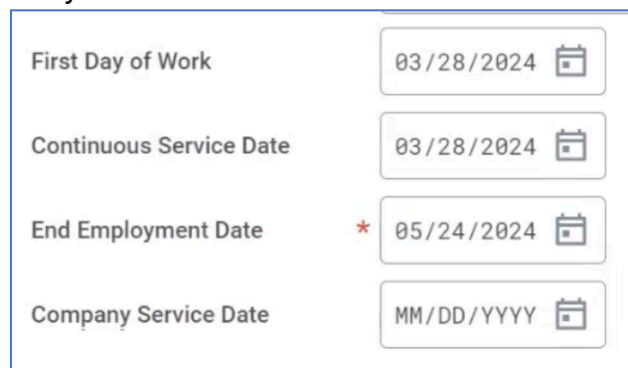
12. The **First Day of Work** field will match the hire date.
13. The **Continuous Service Date** will match the hire date.
14. The **End Employment Date** is the contract end date. If the contract will only cover one semester, the End Date should be the last day of that semester.
NOTE: Summer work study 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.
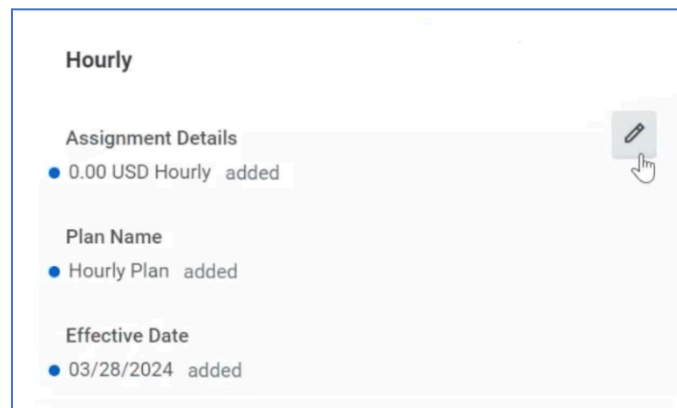**NOTE:** If a student is paid via Stipends, this task will not populate.

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

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 <u>work study worktag</u> 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
1 item

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

overage: 240010

Costing Allocation Details
1 item

	Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Grant	Project	Operating Account	*Additional Worktags	*Distribution Percent
					X 369820 Recreation Center Operations ⋯		X Cost Center: 69820 Recreation Center Operations ⋯ X Function: 1900 Auxiliaries Expense ⋯ X 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

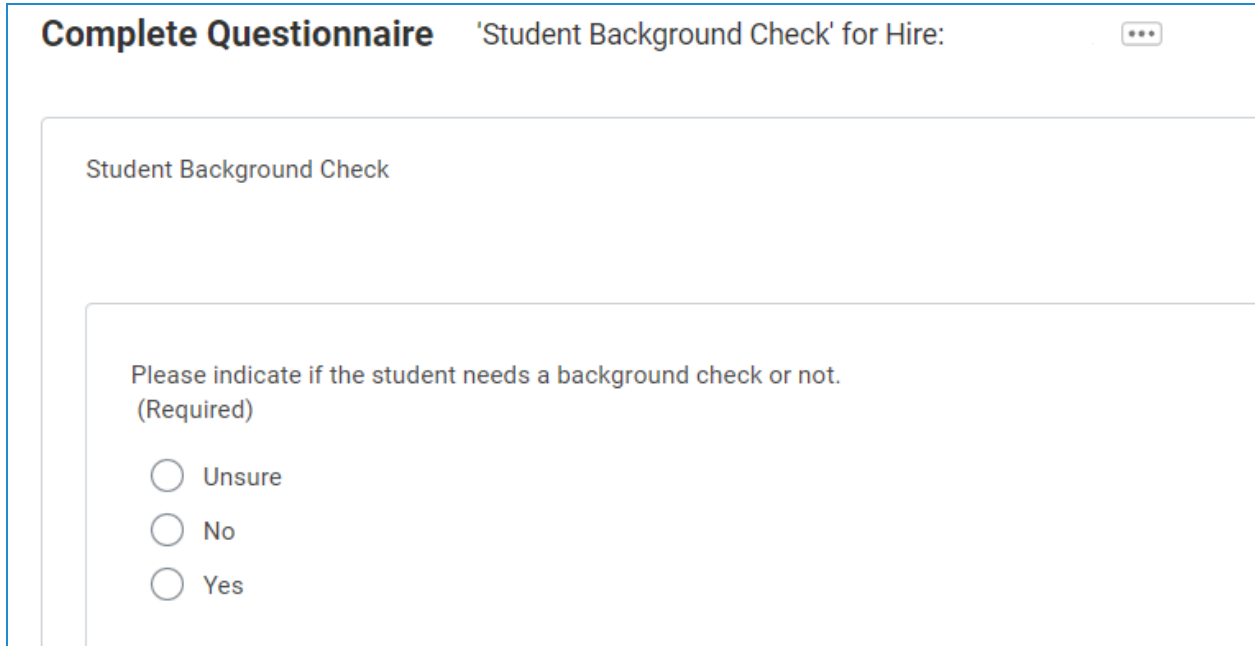|	
Document	PDF New Hire Students 2024-04-26.pdf
Signature Statement	Offer is contingent upon passing a background check as needed. Please type your full name in the "Comment Box" to accept your student job offer.
I Agree	✓

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.

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.