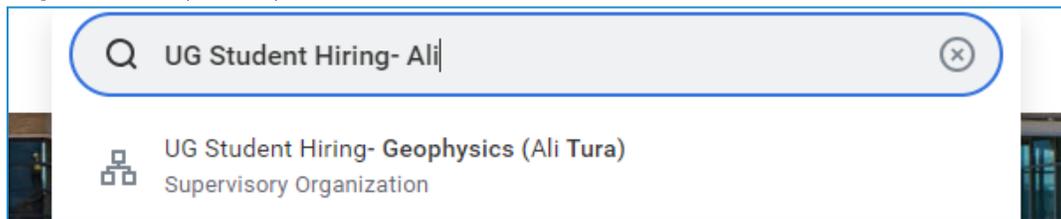


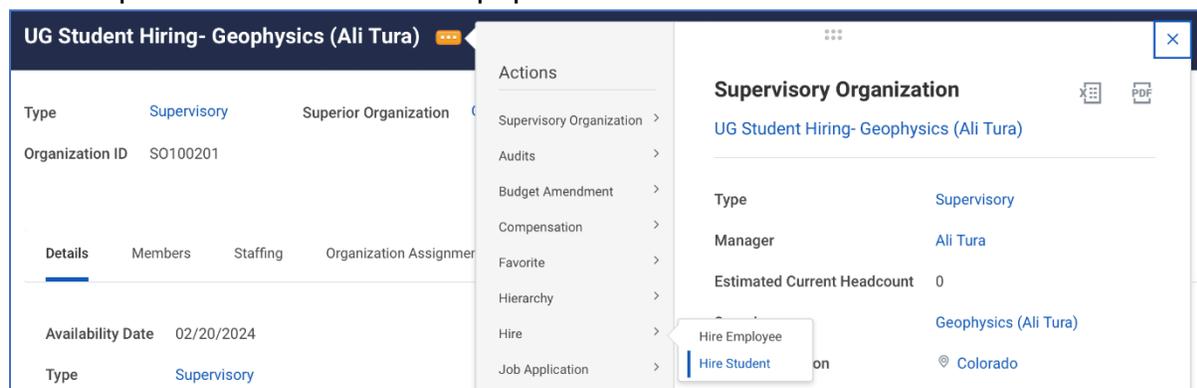
# How To: Direct Hire a New Undergraduate Student

This is the process to use for an Undergraduate student who does not currently hold any jobs in Workday.

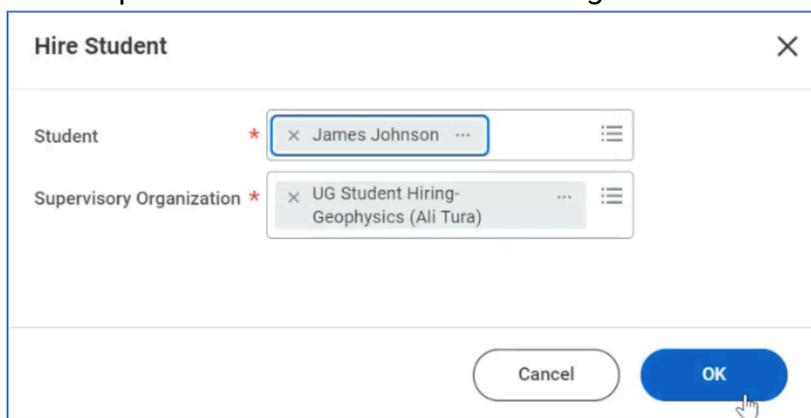
1. Navigate to your undergraduate hiring org by searching: **UG STUDENT HIRING- Department (Name)**



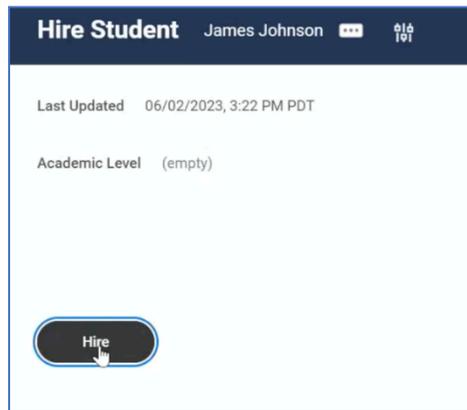
2. Select the **related actions button** (AKA Twinkie or Lego) and hover over **hire**. The option to **Hire Student** will populate. Select **Hire Student**.



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.



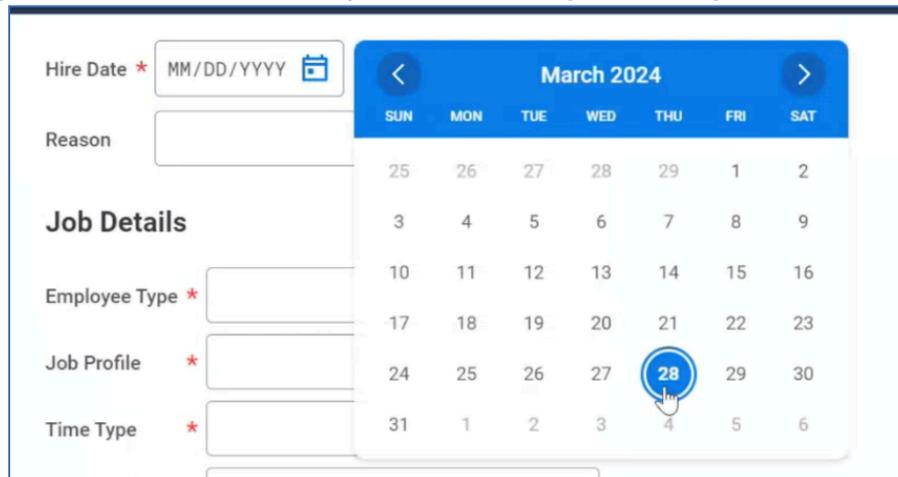
- From the next screen, select **Hire** to continue.



The screenshot shows a mobile application interface for hiring a student. At the top, it says "Hire Student" followed by the name "James Johnson" and a profile icon. Below this, it indicates "Last Updated 06/02/2023, 3:22 PM PDT" and "Academic Level (empty)". At the bottom of the screen, there is a prominent blue button with the word "Hire" in white text, which is being pointed to by a mouse cursor.

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

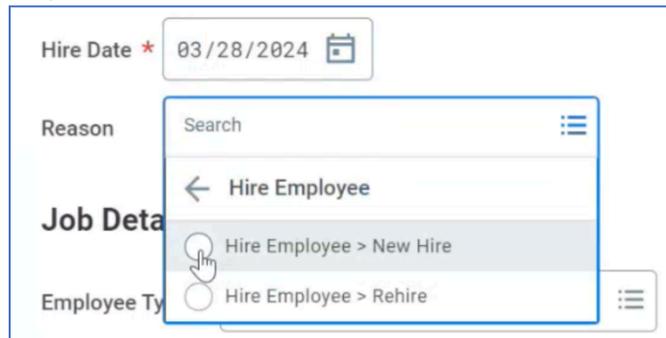
**NOTE:** Students who have not previously been employed by Mines will be required to complete New Hire Onboarding in Workday on their hire date. If the student's role requires a background check, please allow at least 10 business days for completion. The background check AND new hire onboarding must be complete before a student is permitted to begin working.



The screenshot shows the "Hire Student" screen with a calendar view for March 2024. The "Hire Date" field is set to "MM/DD/YYYY" and is highlighted with a blue border. The "Reason" field is empty. The "Job Details" section includes "Employee Type", "Job Profile", and "Time Type", all of which are required fields (indicated by a red asterisk) and are currently empty. The calendar shows the days of the month, with the 28th of March highlighted in blue and a mouse cursor pointing to it.

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

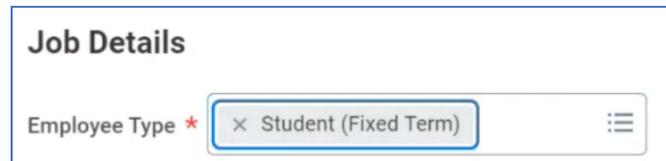
6. In the **Reason** field, select **New Hire** if the student has never been employed by Mines. If the student has previously worked for Mines, but is currently terminated, use the **Rehire** option.



The screenshot shows a form with the following fields and options:

- Hire Date \***: 03/28/2024
- Reason**: A dropdown menu is open, showing a search bar and three options:
  - ← Hire Employee
  - Hire Employee > New Hire** (highlighted)
  - Hire Employee > Rehire
- Job Details**: A section header.
- Employee Type**: A dropdown menu with a search bar and a list icon.

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** section of the form. The **Employee Type \*** field is highlighted with a blue border and contains the text **x Student (Fixed Term)**. A list icon is visible to the right of the field.

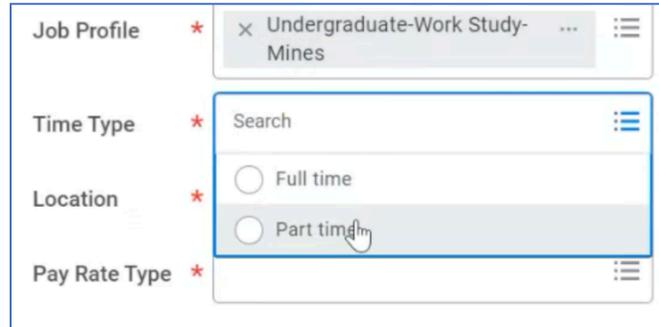
8. The **Job Profile** field will determine how the student is paid. See the Job Profile chart below to determine the correct choice for your student and the job they will perform.

**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

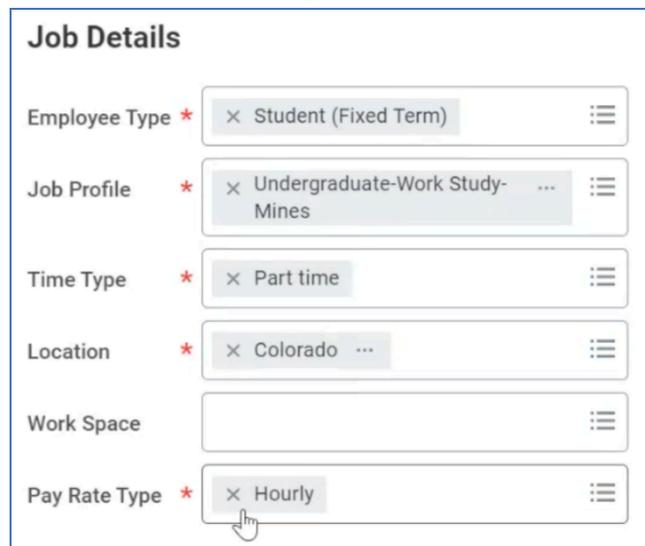
The screenshot shows a 'Job Details' form with several fields. The 'Job Profile' field is active, showing a search for 'undergrad' with 7 results. The results list various job profiles, with 'Undergraduate-Work Study-Mines' selected. Other visible fields include 'Employee Type' (Student (Fixed Term)), 'Time Type', 'Location', and 'Pay Rate Type'. A 'Working' section is partially visible at the bottom.

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 application interface showing a dropdown menu for job profile selection. The menu is open, displaying two options: "Full time" and "Part time". The "Part time" option is highlighted with a mouse cursor. The dropdown is part of a form with other fields: "Job Profile" (selected as "Undergraduate-Work Study-Mines"), "Time Type" (with a "Search" input), "Location", and "Pay Rate Type".

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 "Job Details" form. The form contains several fields, each with a dropdown menu and a red asterisk indicating it is required. The fields are: "Employee Type" (selected as "Student (Fixed Term)"), "Job Profile" (selected as "Undergraduate-Work Study-Mines"), "Time Type" (selected as "Part time"), "Location" (selected as "Colorado"), "Work Space" (empty), and "Pay Rate Type" (selected as "Hourly"). A mouse cursor is pointing at the "Hourly" option in the "Pay Rate Type" dropdown.

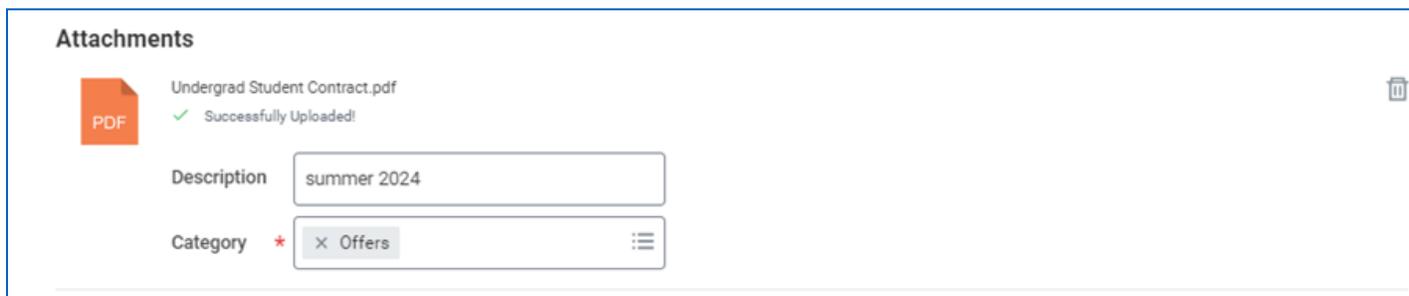
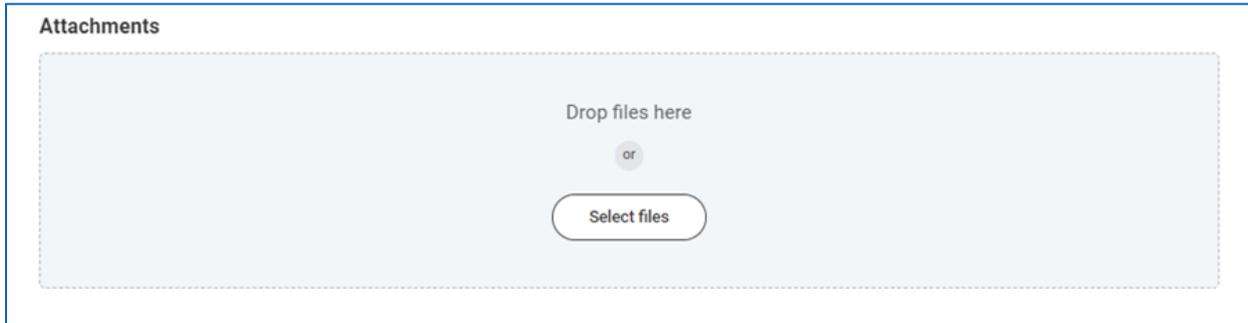
11. The **Default Weekly Hours** will always be 40 as this is the maximum number of hours in a work week. Use the **Scheduled Weekly Hours** section to enter the number of hours per week the student will work. Once this is entered, the FTE percentage will be calculated.

Working Time	
Location Weekly Hours	40
Default Weekly Hours	<input type="text" value="40"/>
Scheduled Weekly Hours	<input type="text" value=""/>
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 30<sup>th</sup>.

First Day of Work	<input type="text" value="03/28/2024"/>
Continuous Service Date	<input type="text" value="03/28/2024"/>
End Employment Date	* <input type="text" value="05/24/2024"/>
Company Service Date	<input type="text" value="MM/DD/YYYY"/>

15. Scroll down to find the attachments field. Either **drag-and-drop** your file or click **Select Files** and browse for your signed undergraduate offer document. After the file is uploaded, select the **Offers** category and enter a description. You can simply use "**Employment Offer**" as the description or enter the semester and year as shown below.



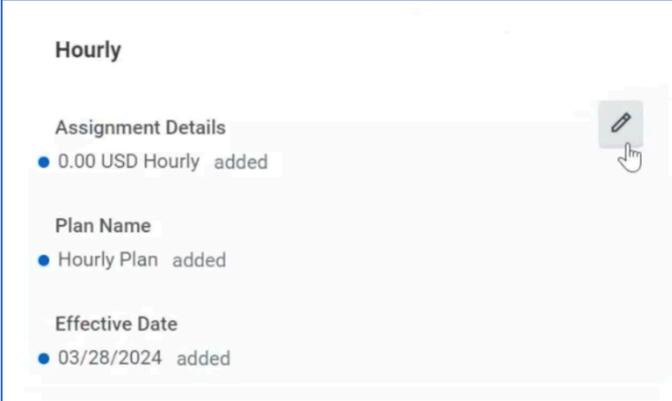
16. Once the job/hire details are submitted, it will go to MAPS for approval. If any changes are needed, the task will be sent back with a comment stating necessary updates. If everything looks correct, it will be approved, and the next task will populate in your Workday inbox.

17. 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.



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



**Hourly**

Assignment Details

- 0.00 USD Hourly added

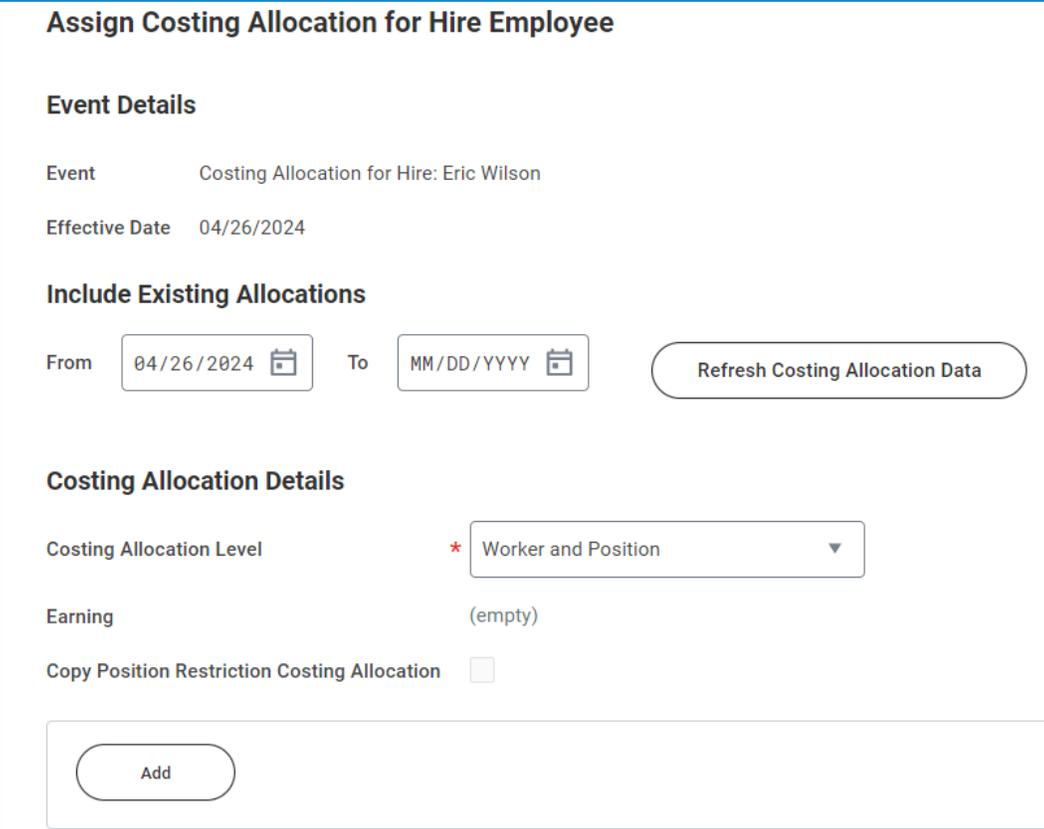
Plan Name

- Hourly Plan added

Effective Date

- 03/28/2024 added

19. 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

20. 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
				X 533222 Federal Work Study ...		<ul style="list-style-type: none"> <li>X Cost Center: 61680 Federal Work Study</li> <li>X Function: 1800 Scholarship and Fellowships</li> <li>X Fund: 22 Federal Financial Aid</li> </ul>	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
				X 369820 Recreation Center Operations		<ul style="list-style-type: none"> <li>X Cost Center: 69820 Recreation Center Operations</li> <li>X Function: 1900 Auxiliaries Expense</li> <li>X Fund: 17 Designated Auxiliary</li> </ul>	100

21. 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.

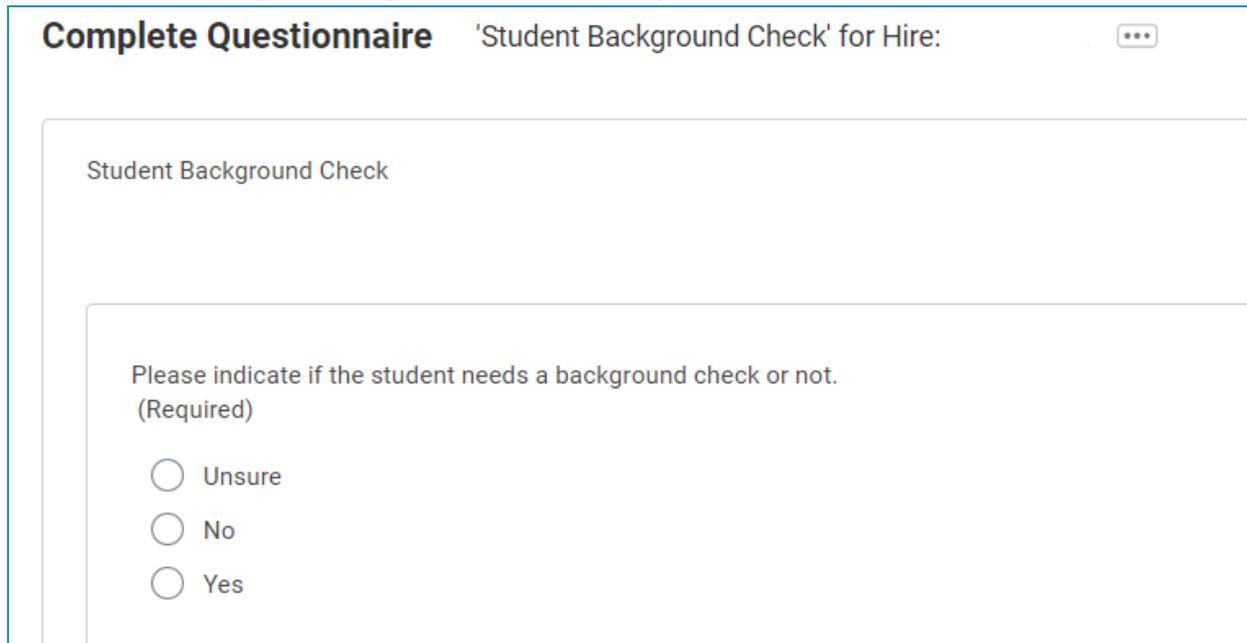
<b>Generate Document</b>	<a href="#">Generate Document for Hire</a>
Drive Document Template	New Hire Students
Generated Document	New Hire Students
Created On	04/26/2024 04:45:45.203 PM
<a href="#">Review</a>	

22. 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.

<b>Documents</b>	
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	<input checked="" type="checkbox"/>
Comment	<input type="text" value="Blaster Burro"/>

23. 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.



**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

24. Once the background check (if needed) is successfully submitted and cleared, the hiring process is complete, and the student will be listed as an employee in Workday.

**NOTE:** If the student is a new hire, they are required to complete New Hire Onboarding on their date of hire (the date listed on the offer letter, not the date of their first shift). MAPS no longer uses the paper new hire packet, and all onboarding will be done electronically within Workday. The student will sign in on their hire date and complete 5 initial onboarding tasks. After all 5 tasks are submitted, a new series of tasks will populate, including the Form I-9. Per Federal guidelines, Section 1 of the I-9 is required to be completed on the employee's hire date. Section 2 must be completed in-person in the MAPS office within 3 business days. Students are required to have their I-9 documents in hand to complete Section 2. Photos or copies cannot be accepted. For a complete list of what a student may use, they can refer to the [USCIS I-9 webpage](#). Students are not permitted to begin working until the I-9 has been completed in the MAPS office. MAPS will provide a completion slip to the student notifying their supervisor they are cleared to begin working.