

HCM: Add Job for “GA” Students

Overview

This job aid explains how HCM Action Initiators can complete the Add Job business process for “GA” student workers in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- Prior to initiating the Workday process, have all information on the Pre-Hire Data Sheet filled out. The Data Sheet is available on SU Workday website.
- Reference the Payroll/HR Processing Calendar on the SU Workday website to ensure that you are initiating the process with enough time for it to complete before the employee’s effective date, which should be the start of a pay period.

Icons Referred to in This Document



Prompt



Related Actions



Required Field



Calendar



My Tasks

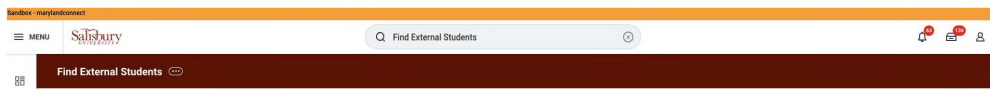


Checkbox

Hire Student

Note: External students are students in Workday whose information originated from Campus Solutions.

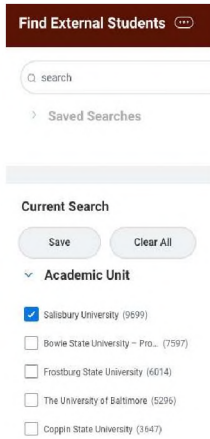
1. Enter Find External Students and select the report.



2. The Find External Students page displays.

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3. Filter page for SU Students only by checking the SU checkbox on the left side of the page



The screenshot shows the 'Find External Students' interface. At the top is a dark red button labeled 'Find External Students' with a three-dot menu icon. Below it is a search bar with a magnifying glass icon and the text 'search'. Underneath the search bar is a link for 'Saved Searches'. A horizontal separator line is below that. The 'Current Search' section contains two buttons: 'Save' and 'Clear All'. Below these is a dropdown menu for 'Academic Unit' with a downward arrow. The dropdown is open, showing a list of universities with checkboxes: 'Salisbury University (9699)' (checked), 'Bowie State University - Pro... (7597)', 'Frostburg State University (6014)', 'The University of Baltimore (5296)', and 'Coppin State University (3647)'.

4. Select the Student that will be hired.
5. The Student’s profile page displays.

Notes:

- a. The Student’s profile page will show the student’s active status and their associated Academic Unit.
 - b. Only active students can be hired into Workday.
6. Select the Actions tab under the student’s name and title.
 7. The Actions menu displays.
 8. Hover over Hire and select Hire Student.

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The screenshot displays the HCM system interface for a student named Margaret Malone. The interface includes a top navigation bar with the text 'Sandbox - marylandconnect' and a search bar labeled 'Find External Students'. The main content area shows the student's profile with the name 'Margaret Malone' and the title 'Student | Salisbury University'. A sidebar on the left contains a 'MENU' and various icons. A central 'Actions' menu is open, listing options such as 'Academic Faculty', 'Business Process', 'Hire', 'Personal Data', 'Favorite', 'Integration IDs', 'Duplicate Management', 'External Student History', and 'Roles'. The 'Hire' option is selected, and a pop-up box titled 'Student' is displayed, showing the student's name 'Margaret Malone' and a 'Hire Student' button. Below the 'Hire Student' button is a 'Pre-verify Student Employment Eligibility' button. The pop-up box also displays the student's 'Active' status as 'Yes' and their 'Student ID' as 'UM29_3105069'. The 'Contact' section of the pop-up box shows the student's email address as 'mmalone5@gulls.salisbury.edu'.

9. The Hire Student pop-up box displays.

Note: The Student and Supervisory Organization field will auto populate. To change the student or the supervisory organization, select the field prompt(s) or enter the student/supervisory organization into the field.

Note: Students can only be hired into a JM Position.

10. Select OK.

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11. The Hire Student page displays.

Note: If the student already exists in Workday, select Add Job under the All Jobs grid, and skip to the “Add Job for Student’s” section.

12. Select Add Job.

Hire Student
Aidan Levy

Last Updated 01/31/2025, 5:02 AM PST

Student ID UM29_3124064

Academic Level (empty)

Work-Study Eligible No

Academic Unit [Salisbury University](#)

Class Standing (empty)

Load Status (empty)

Expected Graduation Date (empty)

All Jobs

4 items

Hire Date	End Employment Date	Position	Organization	Manager
06/03/2024	05/30/2025	UM29_P_3124064_0 Regular Student	SU IT-Core Technologies Office, JM (Eric Rose)	Eric Rose
09/03/2024	12/09/2024	UM29_P_3124064_1 Regular Student (+)	SU Computer Science Department, JM (Sang-Eon Park)	Sang-Eon Park
08/26/2024	09/10/2024	P204665 Regular Student (+)	SU IT-Core Technologies Office, JM (Eric Rose)	Eric Rose

Add Job

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13. The Add Additional Job page displays.

14. Read the Data Entry Considerations.

15. Use the Calendar to choose the Hire Date.

Note: Reference the Payroll/HR Processing Calendar on the SU Workday site and make sure you are selecting a hire date that falls on the start of a pay period

16. The Reason Field will auto-populate

17. Select the Temporary (Fixed Term) Employee Type.

18. Select the Prompt to choose the Job Profile from the USM Student Titles option.

Notes:

- If you are hiring a Federal Work Study student, select “College Work Study” or “College Work Study- Off Campus” as their job profile.
- For GA student workers ALWAYS select “8300 – Graduate Assistant”, “8400 – Graduate Asst – TA”, or “8500 – Graduate Asst – RA”, unless advised otherwise by HR

19. Select the Prompt to choose a Time Type, which is ALWAYS “Part time”, unless advised otherwise by HR

20. Select the Prompt to choose the Location, which is ALWAYS “SU Main”, unless advised otherwise by HR

Note: Once you select a location, the Pay Rate Type will auto populate to “Stipend”

21. Select the Prompt to choose the Pay Rate Type.

The screenshot shows a web form for adding a job. At the top, there are two fields: 'Hire Date *' with a calendar icon and 'Reason *'. Below these is a section titled 'Job Details' which contains five fields: 'Employee Type *', 'Job Profile *', 'Time Type *', 'Location *', and 'Pay Rate Type *'. Each field has a dropdown arrow on the right side. The entire form is enclosed in a black border with a yellow highlight around the top and bottom sections.

22. Enter the Scheduled Weekly Hours under the Working Time section.

Note: This can only be EITHER 10 HOURS for “Part Time GAs” OR 20 HOURS for “Full Time GAs” during the Fall, Spring, and Winter semesters

23. Select the Prompt to choose a Work Shift.

Note: ALWAYS select “First Shift (United States of America)”, unless told otherwise by HR

24. ALWAYS Select the down arrow next to Additional Information to include any additional information.

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Additional Information

Job Title	* Regular Student
Business Title	* Regular Student
Annual Work Period	* (empty)
Work Period Percent of Year	
Disbursement Plan Period	* (empty)
Job Exempt	<input type="checkbox"/>
Job Classifications	01 - FICA Tax Exempt (FICA Exemption Status-United States of America)
Additional Job Classifications	<input type="text"/>
Workers' Compensation Code from Job Profile	(empty)
Continuous Service Date	* 02/05/2025
End Employment Date	* MM/DD/YYYY
Benefits Service Date	MM/DD/YYYY

25. Select the Calendar to add the Employment End Date. Notes:

- a. Reference the Payroll/HR Processing Calendar on the SU Workday site and make sure you are selecting an End Employment date that falls on the end of the pay period closest to their actual contract end date (i.e., if the employee’s end date is 3/30, but the pay period ends 3/31, put the end date as 3/31, but if the contract end date is 4/1, list the end date as 4/8).
- b. Add any comments in the comments box of the Additional Information section.

26. Change the Job Title and Business Title to accurately reflect the work the student is doing and for which department.

27. Attach supporting documentation related to the student hire in the Attachments section and choose the attachment category.

Note: You must upload the student’s Federal Work Study Award if you are hiring a Federal Work Study student. Review your institution’s policy regarding uploading a student’s Federal Work Study Award.

28. Select Submit.

Note: A pop up screen appears stating “Success! Event submitted” and the next step in the hire process.

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29. Next, select Open on the “You have submitted page”.
30. This will take you to the Change Organization Assignment screen.
 - a. The Company and Cost Center may default from the Supervisory Organization.
Note: If you need assistance on choosing a Fund, contact Budgets.
 - b. If the Cost Center needs to be updated, select the Pencil to edit information.
 - c. Under “Other” ALWAYS add “Timeclock Swipers” by selecting the pencil icon, clicking into the box, and checking the applicable selection.
Note: If your specific department is noted, select that checkbox. If not, default to just “Timeclock Swipers”
 - d. ALWAYS add the “Department ID”

The screenshot shows the 'Change Organization Assignment' screen. At the top, there is a 'Cost Center' field with a pencil icon for editing. Below it, the current cost center is 'CC290001 SU | VPAF | Admin and Finance'. A dropdown menu is open, listing various timeclock swiper categories. The 'Timeclock Swipers' option is selected, indicated by a blue checkmark. Below the dropdown, there is a search bar and a list of selected items, including 'Timeclock Swipers'. To the right of the dropdown, there is a 'State Support' label. At the bottom of the screen, there is a 'Department ID' field with a pencil icon for editing.

31. Select Submit.
32. Next, select Open on the “Success! Event Submitted” pop-up.
33. The “Add Period Activity Pay” page will now open
 - a. Select the Academic Period that the GA will be working in as noted on the Pre-Hire Sheet
Note: BE SURE TO SELECT AN ACADEMIC PERIOD STARTING WITH “SU”
 - b. The Period Activity Rate Matrix will be auto populated already. Do not change unless otherwise noted by HR

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Add Period Activity Pay

The Scheduled Payment Date in the Payment section is the last day of the Pay Period where the amount will be paid.

Effective Date 02/05/2025

Academic Period * Search

Period Activity Rate Matrix * ← 2025

- BSU 2025 - Winter Session (01/02/2025-01/22/2025) ...
- CSU 2025 Spring Semester (01/02/2025-06/13/2025) ...
- FSU 2025 Intersession (01/02/2025-01/22/2025) ...
- SU 2025 Spring 7W-1 (01/08/2025-04/08/2025) ...
- SU 2025 Spring Regular (01/08/2025-06/10/2025) ...

34. Click OK at the bottom of the screen

35. The continued “Add Period Activity Pay” Step will load

- a. For “Reason” for NEW HIRES always select “Period Activity > Add New Activity Pay > New Hire Assignment”
- b. For “Activity” for NEW HIRE GAs, always select “04 – Graduate Assistants” and pick one of the 3 options based on what was noted on the Pre-Hire Sheet. The 3 options are:
 - 04.1 – Graduate Assistant
 - 04.2 – Graduate Teaching
 - 04.3 – Graduate Research

Rate Matrix USM Graduate Assistants Period Activity Ra

Reason * × Period Activity > Add New Activity Pay > New Hire Assignment

1 item

+ *Activity

Activity *

Search

← 04 - Graduate Assistants

- 04.1 - Graduate Assistant ...
- 04.2 - Graduate Teaching ...
- 04.3 - Graduate Research ...

c. “Task” can be left blank unless otherwise noted by HR

d. ALWAYS ADD A COMMENT in BOTH COMMENT BOXES DETAILING THE DEPARTMENT, WORK AND SEMESTER THAT THE PAP IS FOR

e. Under “Activity Dates” The START DATE AND END DATE SHOULD BE THE SAME AS WHAT WAS INPUT

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THROUGHOUT THE PROCESS AND NOTED ON THE PRE-HIRE SHEET

- This will auto-populate the Start Date and End Date under the “Payments” section

1 item

+	*Activity	*Activity Dates
	<p>Activity *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> × 04.1 - Graduate Assistant ⋮ </div> <p>Task</p> <div style="border: 1px solid #ccc; height: 20px; display: flex; align-items: center; justify-content: flex-end; margin-top: 5px;"> ⋮ </div> <p>Comment</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Working for Econ department in Perdue for Professor X in the spring semester </div>	<p>Start Date *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; margin-top: 5px;"> 02/05/2025 📅 </div> <p>End Date *</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; margin-top: 5px;"> 02/11/2025 📅 </div> <p>Use as Payment Date Range</p> <div style="display: flex; align-items: center; margin-top: 5px;"> <input checked="" style="margin-right: 5px;" type="checkbox"/> </div> <p>Weeks in Activity Period</p> <p style="margin-top: 5px;">1.00</p>

☁

Working for Econ department in Perdue for Professor X in the spring semester

- f. The “Work Hours Per Week” should be the same as what was input earlier in the hire process and what was noted on the Pre-Hire Sheet. This will be either 10 hours for “Part time GAs” or 20 hours for “Full time GAs”.
- g. “Unit Quantity” should always be 1
- h. For the “Total Amount”, input the total Stipend Amount that they are due to receive AS NOTED ON THE PRE-HIRE SHEET. This rate is determined by the department and approved by Finance.
 - This will auto-populate the Assigned Unit Rate under the “Units” section

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Reportable Hours	*Units	*Compensation	Payments
Work Hours Per Week <input type="text" value="10"/>	Unit Type Activity	Total Amount * <input type="text" value="4,160.00"/>	Start Date <input type="text" value="02/05/2025"/>
Work Hours Per Activity Period <input type="text" value="0"/>	Quantity * <input type="text" value="1"/>	Currency USD	End Date <input type="text" value="02/11/2025"/>
Weekly Service Hours <input type="text" value="10"/>	Default Quantity 0	Costing Overrides <input type="button" value="1"/>	Do Not Pay <input type="checkbox"/>
Suggested Weekly Service Hours 10.00	Assigned Unit Rate * <input type="text" value="4,160.00"/>		<input type="button" value="Customize 1 Payment"/>
Total Service Hours for Activity Period 10.00	Default Unit Rate 0.00		Customized <input type="checkbox"/>
			Remaining Balance 4,160.00
			Paid to Date

- i. For “Costing Overrides”, ALWAYS CLICK ON THE GREY BUBBLE TO ENTER THE COSTING ALLOCATIONS FOR WHERE THE STIPEND WILL BE PAID FROM. THIS INFORMATION SHOULD BE NOTED ON THE PRE-HIRE SHEET

***Compensation**

Total Amount *

Currency
 USD

Costing Overrides

1

Notes:

- The DETAIL CODE will ALWAYS be “DC00001 Contractual Pay”
- Once the USOURCE is entered the remaining worktags will auto-populate under the required “**Additional Worktags” section
- The PERCENT distribution should be allocated as noted on the Pre-Hire Sheet. If there is only 1 allocation, the percentage should always be 100
- The AMOUNT will auto-populate based on the PERCENT distribution allocated to the costing allocation(s) entered.

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1 Item

Default (As of Start Date)	Required with no Default (Must have Costing Override)	*Detail Code	USource	Grant	Project	Gift	**Additional Worktags	Percent
Location: SU Main		x DC00001 Contractual Pay	x US290154 SU VPAF Admin and Finance Administration and Finance				x Cost Center: CC290001 SU VPAF Admin and Finance x Fund: FD4010 Unrestricted Education and General - State Support x Institution Specific Worktags: IW00003 SU Specific Worktags x NACUBO Function Code: NF0601 Institutional Support Administrative	100

36. Select Submit.
37. PROCESS WILL NOW ROUTE TO the PRIMARY JOB’S MANAGER FOR REVIEW AND APPROVAL
38. PROCESS, SPECIFICALLY THE START ADDITIONAL JOB, WILL NOW ROUTE TO the ADD JOB’S MANAGER FOR REVIEW AND APPROVAL
39. ONCE APPROVED, THE PROCESS WILL APPEAR IN THE INITIATORS “MY TASKS” IN WORKDAY AS “GENERATE DOCUMENT – HIRE: *student name*”
40. Select Review

The screenshot shows a Workday task card. On the left, under 'All Items', there is a task titled 'Generate Document - Temporary Direct' with a due date of 02/09/2025 and an updated date of 02/07/2025. The task is for 'Hire: Robert Bush'. On the right, the task details are shown: 'Generate Document' for 'Generate Document for Hire (Salisbury University): SU Hire'. The 'Created On' date is 02/07/2025 01:34:32.046 PM. A blue 'Review' button is highlighted with an orange border.

41. While the entire document is editable, the areas in green are pre-populated based on the information entered throughout the above process and should be reviewed for accuracy.
42. Edit the sections highlighted in orange, primarily addressing the following:
 - a. Adding the number of hours the student is expected to work.
Note: This should be the same as the hours entered in step and CANNOT be more than 25 hours
 - b. Noting if there has been any Dual Employment

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Notes:

- This information should be available to the initiators through the Pre-Hire Data Sheet
- If there is no Dual Employment, add an “X” in between the brackets () of section 7 of the contract

5. Workweek: The Student Worker’s workweek will be an average of [redacted] hours per week . Exceptions shall be specifically agreed upon by both parties. The Student Worker shall be paid only for hours that he/she actually works. Where applicable, any hours in excess of 40 hours per week are subject to overtime provisions. The University reserves the right to establish the exact hours of any work schedule that the Student Worker is assigned to work. You will be paid only for hours actually worked. It is your responsibility to report your hours to your supervisor.

6. Benefits: The Student Worker shall not be entitled to the benefits afforded Regular State Employees, such as retirement, health insurance, salary increments, unemployment insurance, etc. However, the Student Worker shall be covered by Worker’s Compensation and may be eligible for leave benefits (or compensation therefore) in accordance with the Maryland Healthy Working Families Act.

a. If the Student Worker will be working 30 hours per week or more for greater than 90 days, they are eligible for minimum essential health benefits coverage with contractual/variable health insurance rates as per the Employer’s Mandate of the Affordable Care Act (ACA).

7. Dual/Multiple Employment: The Student Worker shall notify the University of dual/multiple employment within the University or for a State of Maryland Institution or Agency. If the dual/multiple employment status changes, the Student Worker shall immediately notify the University.

Please select one of the following then list all other SU, USM or State employments:

No Dual/Multiple Employment as of today’s date

Employment at Salisbury University, another USM School, or a State of Maryland Agency

Dual/Multiple Employment Status	Name of Dual/Multiple Department(s), Institution(s) or Agency(ies)	Number of hours worked per week associated with dual/multiple employment
<input type="checkbox"/> Dual Employment within the University		


43. Select Submit
44. PROCESS WILL NOW ROUTE TO the HR PARTNER FOR REVIEW AND APPROVAL
45. ONCE APPROVED, THE CONTRACT WILL NOW ROUTE TO THE STUDENT FOR THEIR SIGNATURE

Notes:

- a. PLEASE FOLLOW UP WITH THE STUDENT TO REVIEW AND SIGN THE CONTRACT AS SOON AS POSSIBLE FOR THE PROCESS TO CONTINUE. *THE PROCESS IS NOT COMPLETE AT THIS POINT!*
- b. Once signed, the student will automatically be directed to the “Review and Sign” page. MAKE SURE THEY HIT SUBMIT AT THE BOTTOM OF THE PAGE

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Review and Sign

Review Documents for Hire: Robert Bush 

Documents

On this page, you can only download the original, unsigned version of the document.

Document  [SU Hire 2025-02-07.pdf](#)

Comment

Submit

Save for Later

Cancel

46. ONCE SIGNED, THE PROCESS WILL ROUTE TO THE PACS PARTER FOR REVIEW AND APPROVAL

PROCESS IS COMPLETE!!!