

HCM: Add Job for “Regular” Students

Overview

This job aid explains how HCM Action Initiators can complete the Add Job business process for “Regular” 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

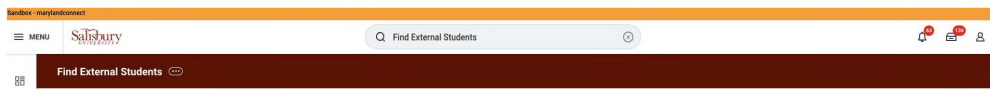


Checkbox

Hire Student

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

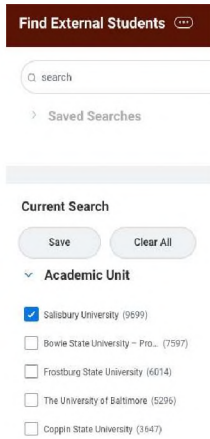
1. Enter Find External Students and select the report.



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



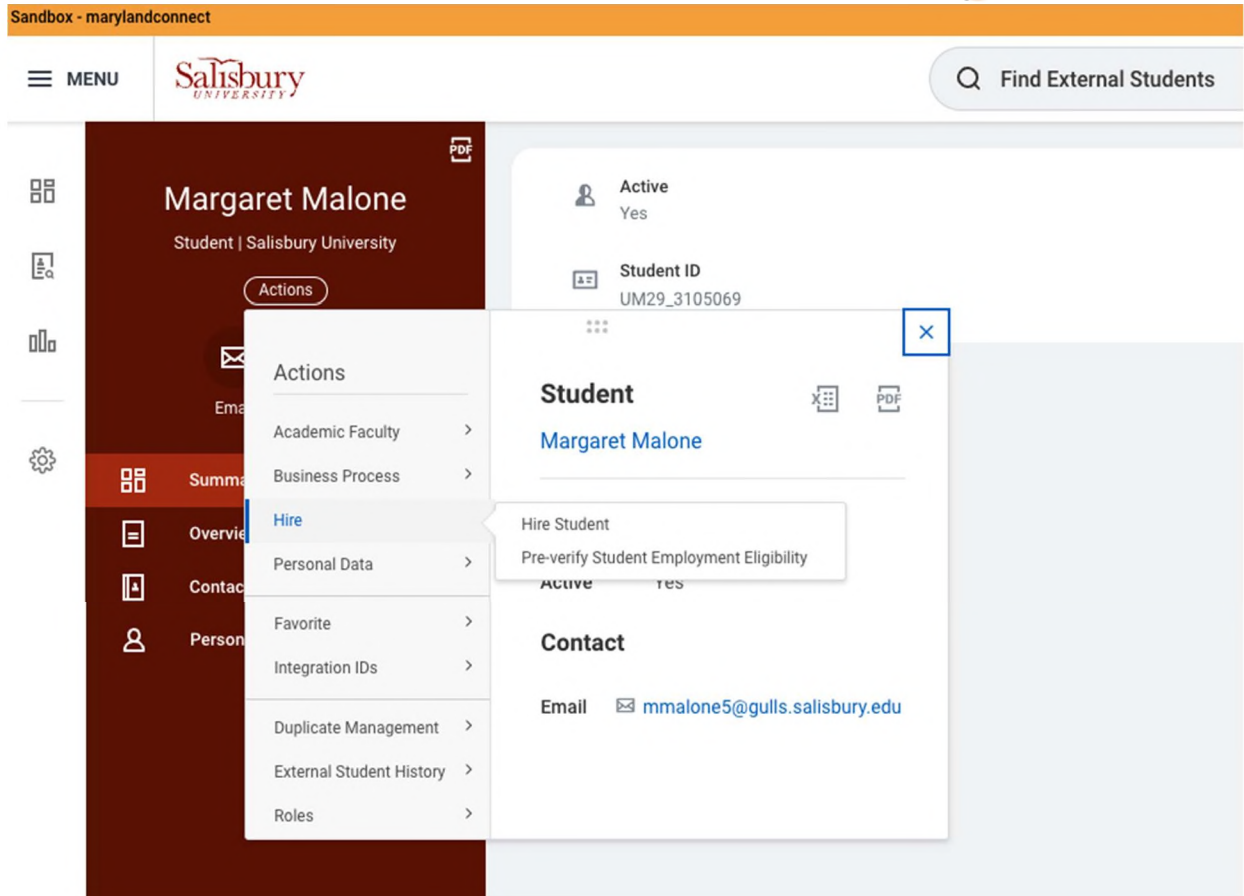
The screenshot shows the 'Find External Students' interface. At the top is a dark red button labeled 'Find External Students' with a three-dot menu icon. Below it is a search bar with a magnifying glass icon and the placeholder text 'search'. Under the search bar is a link for 'Saved Searches'. A horizontal separator line is below. 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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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

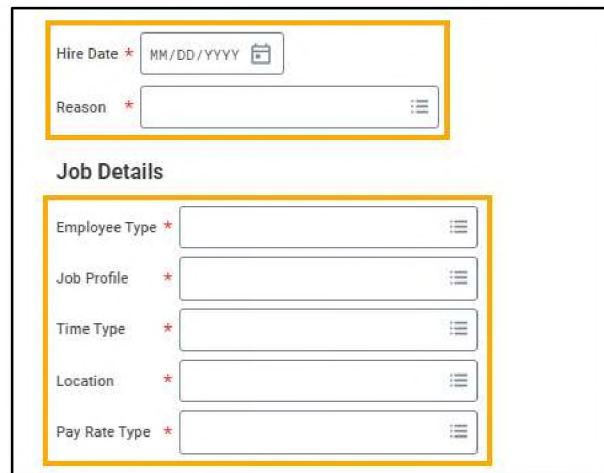
4 items

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 Regular student workers ALWAYS select “[8200 – Regular Student](#)”, 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](#), and [Location](#) fields will auto populate.
21. Select the Prompt to choose the Pay Rate Type.



The screenshot shows a portion of the HCM Add Job form. At the top, there are two fields: 'Hire Date *' with a calendar icon and 'Reason *' with a dropdown arrow. Below these is a section titled 'Job Details' which contains five fields: 'Employee Type *', 'Job Profile *', 'Time Type *', 'Location *', and 'Pay Rate Type *', each with a dropdown arrow. The fields are highlighted with a yellow border.

22. Enter the Scheduled Weekly Hours under the Working Time section.
Note: This can only be a [MAXIMUM of 25 HOURS](#) for Regular Students 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.



An empty rectangular box with an orange border, intended for entering 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:

- 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).
- 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”

Cost Center

Cost Center *

CC290001 SU | VPAF | Admin and Finance

- Athletics Timeclock Swipers
- Computer Services Timeclock Swipers
- Dining Services Timeclock Swipers
- Library Timeclock Swipers
- Physical Plant - Custodial Services Timeclock Swipers
- Physical Plant Timeclock Swipers
- Public Safety Timeclock Swipers
- Timeclock Swipers

State Support

Department ID

31. Select Submit.
32. Next, select Open on the “Success! Event Submitted” pop-up.
33. Verify the information on the Propose Compensation Hire screen.
Note: Select the Pencil to edit or add information.
34. Select the Pencil to edit the Assignment Details/Compensation Plan section under the HOURLY section

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Hourly

Compensation Plan ↶ ✓
Staff Hourly Plan

Total Base Pay Range
0.00 - 5,000.00 - 10,000.00 USD Hourly

Amount *
15.00

Currency *
x USD ⋮

Frequency *
x Hourly ⋮

∨ Additional Details

Expected End Date
MM/DD/YYYY 📅

Actual End Date
12/31/2024 📅

- a. Amount: Enter the Amount the Worker will be paid.
 - b. Currency: Automatically populates.
 - c. Frequency: Automatically populates.
 - d. Select the blue Additional Details arrow to enter an actual end date for fixed-term and temporary employment. THIS SHOULD BE THE SAME AS THE NOTED EMPLOYMENT END DATE
 - e. Select Save.
35. (Optional) Enter any comments in the Comments box of the Additional Information section.
36. Select Submit.
37. Select Open to complete the Costing Allocation for Hire

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- a. When Hiring into a Job Management (JM) Supervisory Organization: Navigate to the Costing Allocation Level on the Assign Costing Allocation for Hire Employee.
- b. ALWAYS add the “TO” date to reflect the END DATE, which should be the last day of a Pay Period.
- c. ALWAYS choose “Worker and Position”, unless told otherwise by HR
- d. to enter Costing Allocation Details.
Note: If entering more than one costing allocation, you can select “Copy Costing Allocation” and update the applicable fields as needed.
- e. Use the Calendar to choose a Start Date. This should ALWAYS reflect the same Start Date as the employee’s effective date
- f. Use the Calendar to choose an End Date. This should ALWAYS reflect the same End Date as noted throughout the process.
- g. Use the Prompt to select the Usource, Grant, Project, or Gift. Notes:
 - Once a Usource, Grant, Project, or Gift is selected, the additional Worktags field automatically populates. Use the prompt to update the additional Worktags field, if applicable.
 - For Job Management supervisory organizations, costing is allocated during the hire process.
 - Costing Allocations should only be assigned at the Worker and Position Level unless otherwise indicated by HR

38. (Optional) Enter any Comments in the Comment section.

39. Select Submit.

Note: Depending on the position, additional steps and approvals may be needed.

40. PROCESS WILL NOW ROUTE TO the USOURCE MANAGER FOR REVIEW AND APPROVAL

41. PROCESS WILL NOW ROUTE TO the PRIMARY JOB’S MANAGER FOR REVIEW AND APPROVAL

42. PROCESS WILL NOW ROUTE TO the ADD JOB’S MANAGER FOR REVIEW AND APPROVAL

43. ONCE APPROVED, THE PROCESS WILL APPEAR IN THE INITIATORS “MY TASKS” IN WORKDAY AS “GENERATE DOCUMENT – HIRE: *student name*”

44. Select Review

The screenshot displays a Workday task card. On the left, under 'All Items', there is a search bar and a list of items. The selected item is 'Generate Document - Temporary Direct' with a due date of 02/09/2025 and an updated date of 02/07/2025. The main content area shows the task title 'Generate Document' and a link to 'Generate Document for Hire (Salisbury University): SU Hire'. Below this, there are fields for 'Drive Document Template' (SU Hire), 'Generated Document' (SU Hire), and 'Created On' (02/07/2025 01:34:32.046 PM). A blue 'Review' button is highlighted with an orange box.

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45. 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.

46. 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

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 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		

47. Select Submit

48. PROCESS WILL NOW ROUTE TO the HR PARTNER FOR REVIEW AND APPROVAL


49. 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

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

PROCESS IS COMPLETE!!!