

STEPS IN WORKDAY

Add a job for a student worker who is already set up in the Workday system and as an I-9 on file

From the Workday Homepage

1. In the Search area, enter **Hire student**.
2. Select **Hire Student**
3. Enter the name of the **Student** you wish to hire. (all students will be available in Workday)
4. In the **Supervisory Organization** field, type On Campus and hit Enter. Select **On Campus Students (Nelly Hoffens-Vargas)**
5. Click **OK**.
6. Click **Add Job**.
7. Input the **Effective Date**.
8. Select *Add Additional Employee Job>New Assignment>New Position* in the **Reason** field.
9. Select the appropriate student job in the **Job Profile** field. By typing Student and hitting enter, it will bring up a list of all Student job profiles
10. Select the **Location**.
11. Click **Additional Details** to expand. Do not hit submit yet!
12. In the **Job Title** field, type in the department and position the student will be working. Example: *Carr House Monitor*.
13. Enter student's projected number of hours worked in the **Default Weekly Hours** field.
14. Click **Submit**.

Change Organization Assignment

15. Click **Open**.
16. Scroll to the **Cost Center** section and click the  icon.
17. Select the cost center.
18. Click to save.
19. Scroll to the **Other** section. Edit **Student Supervisor (Student Employees Only)** field by clicking the  icon. Select the student supervisor. If the supervisor you need does not please click Save at the bottom and email studentemployment@risd.edu. Once you have confirmation the supervisor has been added, the hire will be in your Workday inbox to complete.
20. Click **Submit**.

Propose Compensation Hire

21. Click **Open**.
22. Scroll to the **Hourly** section. Click the  icon to edit.
23. Edit the **Amount** field to reflect the amount listed in the **Pay Rate** field.
24. Click **Submit**.