STEPS IN WORKDAY

Hire Student

From the Workday Homepage

1. In the Search area, enter **Create Request**.

2. Request Type, **New Student Hire.**

3. Type the first name, last name and RISD ID number of the **Student** you wish to hire. **Submit.**

4. Once the student has completed the I-9 form. Hiring requestor receives Workday **Inbox Notification** – 'Your Request to Hire Student has been completed."

5. Click **Add Job**.

6. In the **Supervisory Organization** field, select *on campus students* (Nelly Hoffens-Vargas). **Employee** field, Student Name.

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.

10. Select the **Location**.

11. Click **Additional Details** to expand.

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 **Othe**r section. Edit **Student Supervisor (Student Employees Only)** field by the clicking the ✎ icon. Select the student supervisor.

20. Click **Submit**.

Propose Compensation Hire

21. Click **Open**.

22. Scroll to the **Hourly** section. Click the ✎ icon to edit.

23. Edit the **Pay** field to reflect the amount listed in the **Pay Rate** field.

24. Click **Submit.**