Workday Student Hire Workflow

Student Hire (Domestic)- New Student Worker
* student has never worked at RISD and no I-9 on file

- Create Request – New Student Hire Provide Student's First Name, Last Name and RISD ID#.
- Student Employment will reach out to student to complete I-9 form.
- Student receives an Workday inbox message to complete I-9 form.
- Student brings relevant I-9 documents to Student Employment Office to complete the I-9 process.
- Hiring requestor receives Workday Inbox Notification - "Your Request to Hire Student has been completed."
- Add Job - Enter On Campus under Supervisory Organization and enter the Student's name in the Employee field.
- Change Organization Assignment- Add Cost Center and Student Supervisor
- Proposed Compensation Hire- Enter hourly rate
- Cost Center manager receive Workday inbox message to approve the hire.
- Once cost center manager approves job, the student will be able to start working.

Student Hire (International) -New Student Worker
* student has never worked at RISD and no I-9 on file
* * student must have applied for a social security number to be hired

- Create Request – New Student Hire Provide Student's First Name, Last Name and RISD ID#.
- Student Employment will reach out to student to complete I-9 form.
- Student receives an Workday inbox message to enter to complete I-9 form.
- Student brings relevant I-9 documents to Student Employment Office to complete the I-9 process.
- Hiring requestor receives Workday Inbox Notification - "Your Request to Hire Student has been completed."
- Add Job - Enter On Campus under Supervisory Organization and enter the Student's name in the Employee field.
- Change Organization Assignment- Add Cost Center and Student Supervisor
- Proposed Compensation Hire- Enter hourly rate
- Cost Center manager receive Workday inbox message to approve the hire.
- Once cost center manager approves job, the student will be able to start working.
- Student must come back to the Student Employment Office to Update SSN and FNIS for tax purposes.

Student Hire (Domestic or International) Current Student Worker
* Student has worked at RISD before and has I-9

- Hire Student- Select Add Job Change Job Title to add your department name.
- Change Organization Assignment- Add Cost Center and Student Supervisor
- Proposed Compensation Hire- Enter hourly rate
- Cost Center manager receive Workday inbox message to approve the hire.
- Once approved, the student will be able to start working and enter their time.

Legend
- Student Supervisor/Hiring Requestor
- Cost Center Manager
- Student
- Student Employment

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