

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, RISD ID# and Student’s First Day of Work.

Student Employment will email student to make an in-person appointment to complete I-9 form.

Student makes a Qless Appointment

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, enter the Student’s name in the Employee field, Job Title and select Pay with Work-study if student is eligible.

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.

Student Employment approves the job

Once job is approved, 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, RISD ID# and Student’s First Day of Work.

Student Employment will email student to make an in-person appointment to complete I-9 form.

Student makes a Qless Appointment

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 and Job Title.

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.

Student must come back to the Student Employment Office to Update SSN and FNIS for tax purposes.

Student Employment approves the job

Once job is approved, the student will be able to start working.

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

Add Job -  
Enter On Campus under Supervisory Organization, enter the Student’s name in the Employee field, Job Title and select Pay with Work-study if student is eligible.

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.

Student Employment approves the job

Once job is approved, the student will be able to start working.

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

Version Date: 7/07/2023