

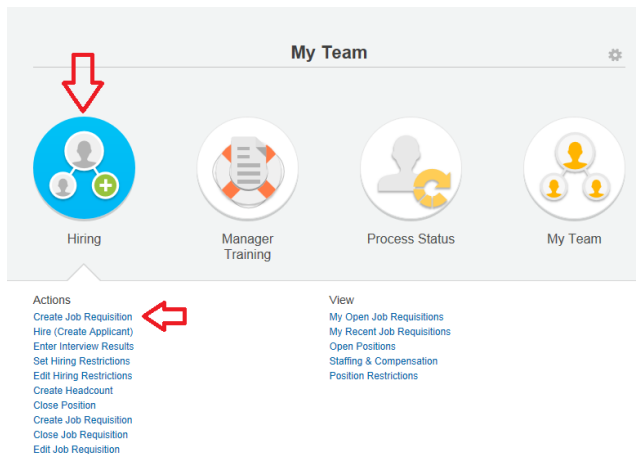
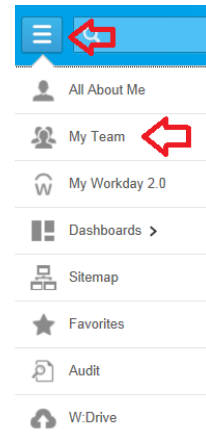


## Work Study Hiring Process

### 1. Create a Job Requisition.

Upon logging into Workday you will need click on the blue box with three lines, just to the right of search bar in upper left hand corner, then select "My Team".

Select the Hiring Icon, then Create Job Requisition.  
*No approvals are needed to create a requisition.*



### First Screen

#### Create Job Requisition

Please make sure that the Job Posting Title matches the Job Profile Title. If you are hiring a Student, please also add their department to the end of their Title.

**I.E. Student Position Title = Student Employee Level 1 (Human Resources)**

If you are creating a requisition for a contingent worker, use the "Contingent Worker" Job Profile.

#### LIST OF EMPLOYEE TYPE DEFINITIONS

Staff - Regular - PT or FT staff (eligible for benefits)  
Staff - Temporary - PT or FT staff expected to work less than 8 months (not eligible for benefits)  
Staff - Limited - PT or FT staff with a specific end date greater than 8 months (eligible for benefits)  
Faculty - Instructional - PT or FT Faculty whose primary responsibility is teaching (eligible for benefits)  
Faculty - Non-Instructional - PT or FT Faculty whose primary responsibility is administrative duties (eligible for benefits)  
Faculty - Librarian - PT or FT Faculty whose primary responsibility is as a librarian (eligible for benefits)  
Faculty - Temporary - PT or FT faculty expected to work less than 8 months (not eligible for benefits)  
Faculty - Limited - PT or FT faculty with a specific end date greater than 8 months (eligible for benefits) typically called Instructors  
Adjunct - Part time faculty teaching less than a full load (currently not eligible for benefits - may change with new regs)  
Student Employees - non-work study undergraduate students (not eligible for benefits)  
Work Study Employees - Students awarded work study funds (not eligible for benefits)  
Graduate Student Employees - non-work study graduate students (not eligible for benefits)

**YOU CANNOT HIRE AN EMPLOYEE BEFORE THEIR TARGET HIRE DATE, CHOOSE SO ACCORDINGLY.**

**Please make sure to Create New Position for every Job Requisition.**

Supervisory Organization \*   **Your Supervisory Organization will default in here.**

☒ Create New Position  
☐ For Existing Position  

Worker Type \*

Information will automatically populate. Please verify three places below.  
The Supervisory Organization is your supervisory organization.  
You will always Create a New Position.  
Worker type should read Employee.  
Click OK.

## Second Screen - Top

### Create Job Requisition

Department Name (Your Name)

Employee

Please make sure that the Job Posting Title matches the Job Profile Title. If you are hiring a Student, please also add their department to the end of their Title.

**I.E. Student Position Title = Student Employee Level 1 (Human Resources)**

If you are creating a requisition for a contingent worker, use the "Contingent Worker" Job Profile.

#### LIST OF EMPLOYEE TYPE DEFINITIONS

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Faculty – Librarian – PT or FT Faculty whose primary responsibility is as a librarian (eligible for benefits)  
Faculty – Temporary – PT or FT faculty expected to work less than 8 months (not eligible for benefits)  
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YOU CANNOT HIRE AN EMPLOYEE BEFORE THEIR TARGET HIRE DATE, CHOOSE SO ACCORDINGLY.

**Please make sure to Create New Position for every Job Requisition.**

Create New Position



Number of Openings

1

Reason



search



Replacement for

search



Recruiting Instruction

select one



Job Posting Title



Job Description

Justification

Number of Openings:

Enter the number of positions you would like to create.

Reason:

Select on the Menu to the right of the box (picture below).

In open Menu select "Create Job Requisition>New position"

Then select "New Position> New Position"

Reason



search



Job Posting Title:

This should match the job profile field and also include the department or type of work at the end of the title. *Example: Student Employee Level 1 (Finance) or Student Employee Level 2 (Lawn Mowing)*

## Second Screen – Bottom

Attachments

Hiring Requirements

Qualifications

**Job Details**

Job Profile \* search

Job Families for Job Profile

Worker Type \* Employee

Worker Sub-Type \* search

Time Type \* search

Compensation Grade

Primary Location \* search

Additional Locations

Scheduled Weekly Hours 0

Work Shift

Recruiting Start Date \* / /

Target Hire Date \* / /

Target End Date / /

enter your comment

Submit Save for Later Cancel View Comments (0) Process History Related Links

- Job Profile:** Select on the Menu in the right of box. Search for “student employee” in all job profiles, and then select the correct level for the position. (Some position may need to search for Student Technician or Tutor).
- Worker Sub-Type:** Select on Menu in the right of box. Select on Worker Types, then select Work-Study Employee or Student Employee.
- Time Type:** Select on Menu in the right of box. Select Part Time.
- Primary Location:** Select on Menu in the right of box. Select the appropriate location (should be the main office of the employee – typically the same as the supervisor’s location)
- Scheduled Weekly Hours:** Please enter on average projected weekly hours
- Recruiting Start date:** Today’s date (cannot be hired before this date)
- Target Hire Date:** Must be on or after the first day of classes (can start after this date, but **cannot** be hired before this date).

Click Submit.

**Do Not Hit Done.**

Open “Change Organizational Assignments” in the upper left corner.

You have submitted  
Job Requisition: Student Employee Level 2 (Office Assistant) ...

Up Next

Your Name

Change Organization Assignments

Open

Details and Process

Done

Company, Cost Center, Department will default in based on supervisor. Review and change if necessary.

#### Change Organization Assignments

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant)

Effective Date 01/21/2014

Proposed Organizations 3 Items

Organization Type	Proposed Organization
Company	<div>search</div> <div>X Champlain College Incorporated</div>
Cost Center	
Department	

Additional Information

enter your comment

Submit

Save for Later

Cancel

Click Submit.

**Do Not Hit Done.**

Open “Request Default Compensation For Position Event” in upper left corner.

Success! Event submitted

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant) ...

Up Next

Your Name

Request Default Compensation for Position Event

Open

Details and Process

Done

Pay range under Compensation will default in proposed guidelines. The hourly plan will default in under Proposed. Click on the third pencil, across from hourly to add the hourly amount.

#### Default Compensation Change

Student Employee Level 2 (Office Assistant) (1 Position Requested)

Your Department (Your Name)

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.  
PLEASE DO NOT CHANGE THE RANGE or ASSIGN ANY COMPENSATION PLANS.

Please add in the budgeted and/or anticipated amount paid for this position.

Please indicate the full budget number as well as if this is a new position or replacement position in the comments.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 01/21/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	Pay Range 9.20 - 9.50 USD Hourly
Salary		
Hourly		
Assignment Details   Plan Name   Effective Date		Assignment Details 0.00 USD Hourly   Plan Name Hourly Plan   Effective Date 01/21/2014

Enter the amount, select Done.

1 USD

50 US

0.00

Compensation Plan

Hourly Plan

Total Base Pay

9.20 - 9.50 USD Hourly

Amount \* 9.20

Currency \* USD

Frequency \* Hourly

Additional Details

Assignment Details

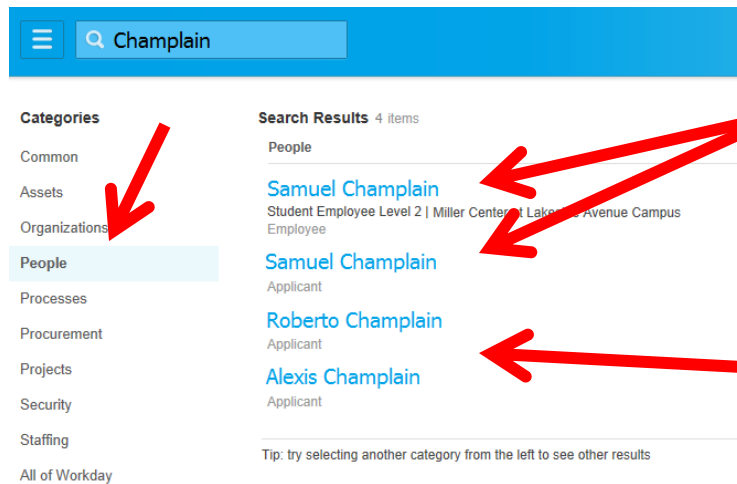
0.00 USD Hourly

Done

Click Approve.

## 2. Determine if you will be “Hiring” or “Adding a Job” for Student.

First, search the student’s name in the search bar to see if the student is active in Workday as an employee (will also help if you ask the student if he/she already has a job on campus). You will need to select people in the search categories.



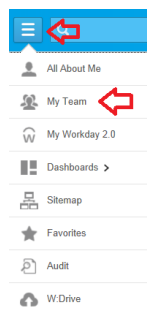
If the students’ name comes up as an employee and an applicant you will need to do an “Add Job”. To do this select on the student’s name that reads employee and follow the steps outlined below for “Adding a Job” (page 9).

If the student only comes up as an applicant you will need to go through the “Hire” process, outlined below (page 5).

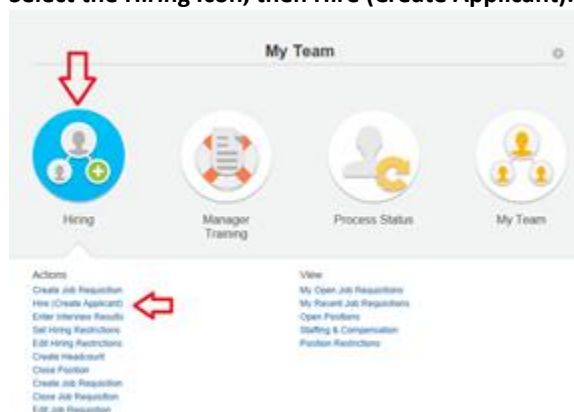
If you can’t find the student when you search there name or there is more than one student with the same name please call Human Resources at 651-5800.

## 3. Hiring

Click on the blue box with three lines, just to the right of search bar in upper left hand corner, then select “My Team”.



Select the Hiring Icon, then Hire (Create Applicant).




## First Screen

### Hire Employee



Annual Work Period and Disbursement Plan Period should only be completed for **Adjunct, Faculty Over**. If you want to view more information on the requisition - click the blue i button and then click on the position.

**For Work Study Positions** you must select the Additional Information arrow, scroll to the bottom and fill work-study job descriptions numbers that are provided to you on the K-Drive.

Supervisory Organization \*

☐ Existing Applicant  

☐ Create a New Applicant

Never create a new applicant when hiring a student.

Search for an existing applicant by entering the student's last name in the box to the right of Existing Applicant. Select on the correct student so that their name appears in the box.

**NOTE: All students have been loaded into Workday as applicants. Please do not add a student as an applicant! If you cannot find your student please call Human Resources at 802-651-5800.**

Click OK.

## Second Screen


### Hire Employee


Student Name  
Supervisory Organization

Annual Work Period and Disbursement Plan Period should only be completed for **Adjunct**. If you want to view more information on the requisition - click the blue i button and then click on the position.

**For Work Study Positions** you must select the Additional Information arrow, scroll to the bottom and fill standard work-study job description numbers that are provided to you on the K-Drive.

Hire Date \*

Reason  



**Job Details**

Position \*


Employee Type \*


Job Profile \*

Time Type \*

Location \*

Work Space

 Rate Type

 **Additional Information**

search

Top > Hire Employee

Hire Employee > New Hire

Hire Employee > Rehire

- Hire Date: Enter the date you would like the student to begin working. **Note: This date cannot be prior to the first day of class and students can't begin working until all of onboarding is completed.**
- Reason: Open the Menu button to the left of the box, select if the person is a New Hire or Rehire for your position.
- Position: Open the Menu button to the left of the box, select on the position for which you are hiring.
- Employee Type, Job Profile, Time Type, Location and Pay Rate Type will all populate based upon position. You do not need to enter a Work Space.

Select the Additional Information (refer to previous page image for where this is located).

Pay Rate Type ☒ Hourly

▼ Additional Information

Job Title	Student Employee Level 2
Business Title	Student Employee Level 2
Location Weekly Hours	37.5
Default Weekly Hours	37.5
Scheduled Weekly Hours	5
FTE	13.33%
Annual Work Period	search
Work Period Percent of Year	
Disbursement Plan Period	search
Job Classifications	8 - Student (EE0-1 Classification)
Job Classification	search
<b>Company Insider Types</b>	search
Workers' Compensation Code from Job Profile	
Work Shift	search
First Day of Work	01/21/2014
Time of Hire	
Continuous Service Date	01/21/2014
Probation Start Date	__/__/__
Probation End Date	__/__/__
Benefits Service Date	__/__/__
Company Service Date	__/__/__

You will need to complete the "Company insider Types" field with the student job description number. There will be dropdown list you can select from.

You will get an error if you do not complete this field.

You can find all job descriptions and their numbers on the K-Drive in the Workstudy file..

Click Submit.

**Do Not Hit Done.**

Open "Change Organizational Assignments" in upper left corner.

You have submitted  
Job Requisition: Student Employee Level 2 (Office Assistant)

Up Next  
Your Name  
Change Organization Assignments  
Open

Details and Process  
Done

Company, Cost Center, Department will default in based on supervisor. Review and change if necessary.

#### Change Organization Assignments

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant)

Effective Date 01/21/2014

Proposed Organizations 3 Items

Organization Type	Proposed Organization
Company	<div>search</div> <div>X Champlain College Incorporated</div>
Cost Center	
Department	

Additional Information

 enter your comment

SubmitSave for LaterCancel

Click Submit.


**Do Not Hit Done.**

Open “Default Compensation Change” in upper left corner.

Success! Event submitted

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant) ...

Up Next

 Your Name

Request Default Compensation for Position Event

Open

Details and Process

Done

Pay range under Compensation will default in the hourly rate entered on requisition. Verify the amount is correct, if not open pencil to edit.

#### Default Compensation Change

Student Employee Level 2 (Office Assistant) (1 Position Requested)

[Your Department \(Your Name\)](#)

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.  
PLEASE DO NOT CHANGE THE RANGE OR ASSIGN ANY COMPENSATION PLANS.

Please add in the budgeted and/or anticipated amount paid for this position.

Please indicate the full budget number as well as if this is a new position or replacement position in the comments.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 01/21/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	Pay Range 9.20 - 9.50 USD Hourly
Salary		
Hourly		
	Assignment Details   Plan Name   Effective Date	Assignment Details 0.00 USD Hourly   Plan Name Hourly Plan   Effective Date 01/21/2014

Click Submit.



#### 4. "Adding a Job" (student already has a position in Workday)

Make sure the student's employee profile is open (see step 2 on page 5).

##### First Screen

The screenshot shows the Workday interface for a student profile. At the top, there is a blue header bar with a menu icon and a search bar. Below the header, the profile information is displayed, including the student's name and a three-dot menu icon. A red arrow points to this menu icon. To the right of the profile information, there is a section titled "Available Actions" with a red arrow pointing to the "Job Change" option. A sub-menu is open for "Job Change", and a red arrow points to the "Add Job" option. Below the "Add Job" option, there is a section titled "Worker" with a red arrow pointing to the "Add Job" link. The "Worker" section also includes a "Work Address" field and a "Job" section with fields for Organization, Business Title, Location, and Time in Position.

Once on student profile, select the three orange dots menu, hover over job change, then select Add Job.

##### Second Screen

The screenshot shows the "Add Job" form in Workday. The form has a blue header bar with a menu icon and a search bar. Below the header, the title "Add Job" is displayed. The form contains the following fields and instructions:

- For Work Study Positions** you must select the Additional job descriptions numbers that are provided to you on the K-
- Effective Date is the Start date of the position.
- Supervisory Organization \* (dropdown menu)
- Employee \* (dropdown menu)
- OK button (orange)
- Cancel button (gray)

Verify the Supervisory Organization is yours, and the employee is the employee you are hiring. Click Ok.

### Third Screen - Top

#### Add Job

Student Name  
Supervisory Organization

For Work Study Positions you must select the Additional Information job descriptions numbers that are provided to you on the K-Drive.

Effective Date is the Start date of the position.

Effective Date \*

Reason \* Add Additional Employee Job

#### Job Details

Position \*

Employee Type \*

Job Profile \*

Time Type \*

Location \*

Work Space

Pay Rate Type

Scheduled Weekly Hours

#### Additional Details

Effective Date: Enter the date you would like the student to begin working. **Note: This date cannot be prior to the first day of class and students can't begin working until all of onboarding is completed.**

Reason: This will automatically populate for add job.

Position: Open the Menu button to the left of the box, select on the position for which you are hiring.

Employee Type, Job Profile, Time Type, Location and Pay Rate Type will all populate based upon position. You do not need to enter a Work Space.

### Third Screen – Bottom

#### Select the Additional Details.

You will need to complete the "Company insider Types" field with the student job description number. There will be dropdown list you can select from.

You will get an error if you do not complete this field.

You can find all job descriptions and their numbers on the K-Drive in the Work-study file.

Click Submit.

**Do Not Hit Done.**

Pay Rate Type

#### Additional Details

Job Title

Business Title

Location Weekly Hours

Default Weekly Hours

Scheduled Weekly Hours

FTE

Annual Work Period

Work Period Percent of Year

Disbursement Plan Period

Job Classifications

Job Classification

Company Insider Types

Workers' Compensation Code from Job Profile

Work Shift

First Day of Work

Time of Hire

Continuous Service Date

Probation Start Date

Probation End Date

Benefits Service Date

Company Service Date

Open “Change Organizational Assignments” in upper left corner.

You have submitted  
Job Requisition: Student Employee Level 2 (Office Assistant) ...

Up Next  
Your Name  
Change Organization Assignments  
**Open** ←

Details and Process

Done

Company, Cost Center, Department will default in based on supervisor. Review and change if necessary.

#### Change Organization Assignments

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant)

Effective Date 01/21/2014

Proposed Organizations 3 items

Organization Type	Proposed Organization
Company	<input type="text" value="search"/> X Champlain College Incorporated
Cost Center	<input type="text"/>
Department	<input type="text"/>

Additional Information

enter your comment **Submit** **Save for Later** **Cancel**

Click Submit.

**Do Not Hit Done.**

Open “Proposed Compensation Change” in upper left corner.

Success! Event submitted  
Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant) ...

Up Next  
Your Name  
Request Default Compensation for Position Event  
**Open** ←

Details and Process

Done

Pay range under Compensation will default in the hourly rate entered on requisition. Verify the amount is correct, if not open pencil to edit.

#### Default Compensation Change

Student Employee Level 2 (Office Assistant) (1 Position Requested)

[Your Department \(Your Name\)](#)

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.

**PLEASE DO NOT CHANGE THE RANGE or ASSIGN ANY COMPENSATION PLANS.**

**Please add in the budgeted and/or anticipated amount paid for this position.**

**Please indicate the full budget number as well as if this is a new position or replacement position in the comments.**

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 01/21/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	Pay Range 9.20 - 9.50 USD Hourly
Salary		+
Hourly		+
Assignment Details   Plan Name   Effective Date		Assignment Details 0.00 USD Hourly   Plan Name Hourly Plan   Effective Date 01/21/2014

Click Submit.

#### Remaining Steps Include:

5. Office of Financial Aid (Michelle Veladota) will need to approve.
6. Leslie Carew will assign Pay Group.
7. E-mail will be sent to student to complete OnBoarding and I-9.
8. Once student has completed onboarding, supervisor will receive an email stating the student may begin working.

**Note:** No student may work until the supervisor has received this email. Supervisor's departmental budgets will be charged for any time worked by students prior to this email.

#### Student OnBoarding

- Workday auto-sends the student an OnBoarding link. Completion of OnBoarding is required before student can start working.
- Student Work-Study Agreement (contract) is now signed electronically via OnBoarding. There is no longer a hard copy of the contract or job description.
- Student will verify I-9 documentation with ESC (Kate Pellegrini, Sarah Commings, Jennifer Greenough)
- Final notification will be sent from Workday to Student, Supervisor, and the Office of Financial Aid that student is eligible to start working.