



THE UNIVERSITY OF
CHICAGO



STUDENT RESEARCH, TEACHING,
AND EMPLOYMENT TOOLKIT
SHARED SERVICES

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Authorized Payment Types in Workday

	Primary Exempt Position	Primary Non-Exempt Position	Federal Work-Study
Monthly Pay (Salary)	YES*	NO	NO
Biweekly Pay (Hourly)	NO	YES	YES
Period Activity Pay	YES	NO	NO
One-Time Payment for Hours Worked	NO	NO	NO
One-Time Payment (Award)	YES	YES	NO

* Monthly salary is only authorized for students with a Division of Program in BSD, IME, MED, or PSD and holding a position of Instructional Grader, Lecturer, Research Assistant A, Research Assistant B, or Teaching Assistant. If a student with a monthly position adds a non-exempt position, the non-exempt position must be paid PAP on a monthly schedule. Hours associated with the non-exempt position must be entered under the comment section of the PAP.

Student Positions

Students who can hold student positions in Workday (status must be reflected in AIS)

- Currently enrolled (< ½ time, ½ time, full time, overload), including Graduate Students At Large (Graham School) or Staff who are also enrolled students.
- Non-Degree Visiting Students (NDVS)
- In Summer Term (and not required to enroll) and they were enrolled in Spring Term.
- In Summer Term (and not required to enroll) and they were on a leave of absence in Spring Term and the leave of absence has ended.
- In extended status (students who have not graduated at the end of their final quarter of registration)
- An incoming graduate student in the summer prior to the fall start of their graduate program, with confirmation from their Dean of Students.

Student who cannot hold student positions in Workday

- Have graduated or have received a disciplinary suspension.
- Students currently on or returning from a leave of absence become eligible to hold a student position when their leave of absence ends and either they enroll, or it is summer quarter and their program does not require summer enrollment.

Students who are not eligible for Federal Work-Study positions in Workday

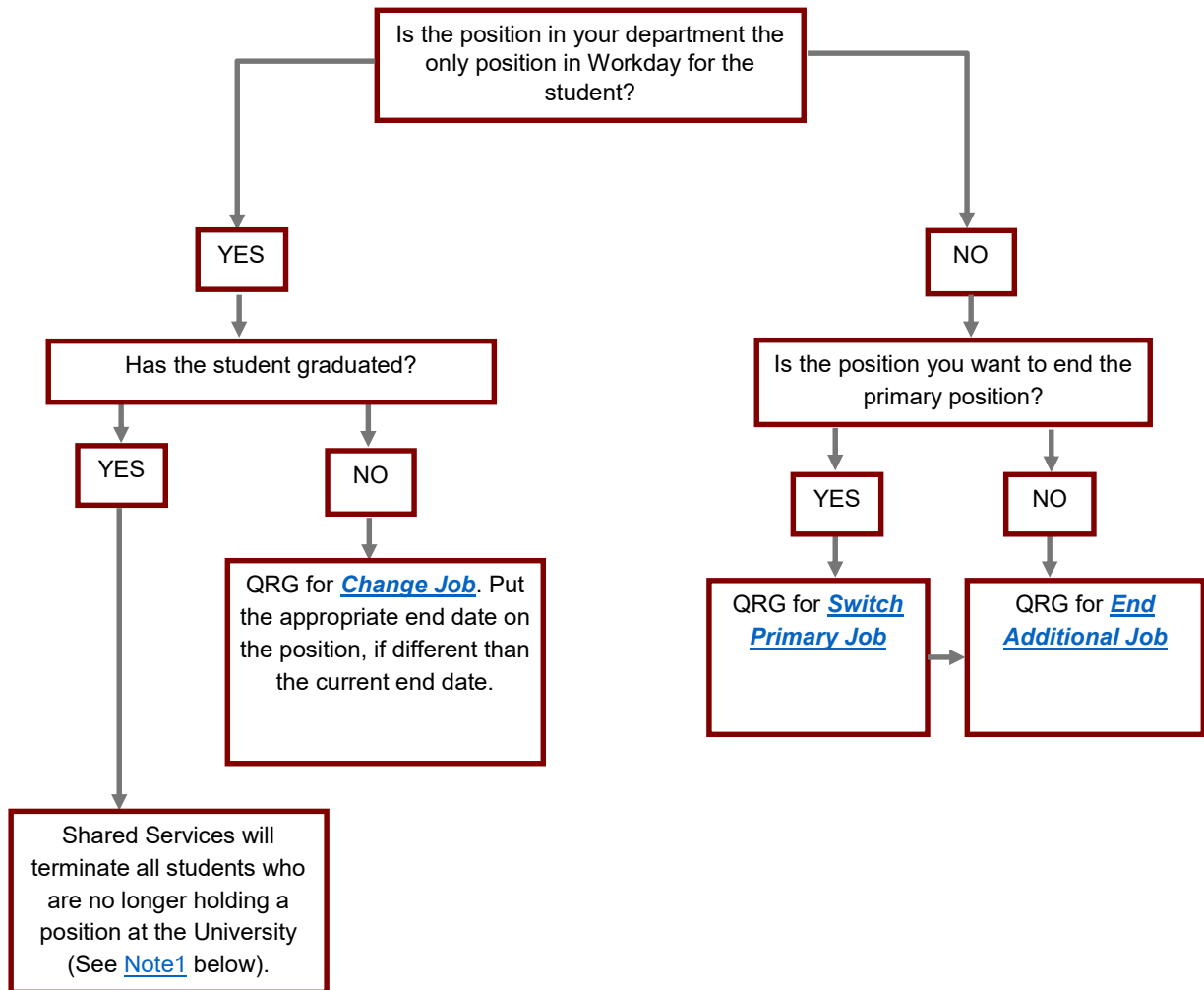
- A student who is on any type of leave of absence or is serving a disciplinary suspension
- Foreign National students
- Students on extended status
- Students registered less than ½ time

Who Are You Paying?

Use the chart below to select the type of student position. You will be directed to the appropriate student employment process. The process matrices will assist with determining what action(s) you may need to take for the student position in Workday.

<u>Student No Longer Active in the Department</u>	Is the position in your department the only position in Workday for the student?
<u>Federal Work-Study Student - New Position</u>	Do you have a Federal Work-Study position, that is appropriate for the position (Reading, Math, Community Service, Research, General Positions) you need to fill in your Supervisory Organization?
<u>Non-Federal Work-Study Student - New Position</u>	Do you have a student position, including the requisition number (undergraduate students only), which is appropriate for the position you need to fill in your Supervisory Organization?
<u>Student Who is Continuing in the Department</u>	Have you confirmed with Student Employment that the student is eligible to continue in a student position or Federal Work-Study position with an available Federal Work-Study award?

Who Are You Paying? Student No Longer Active in the Department

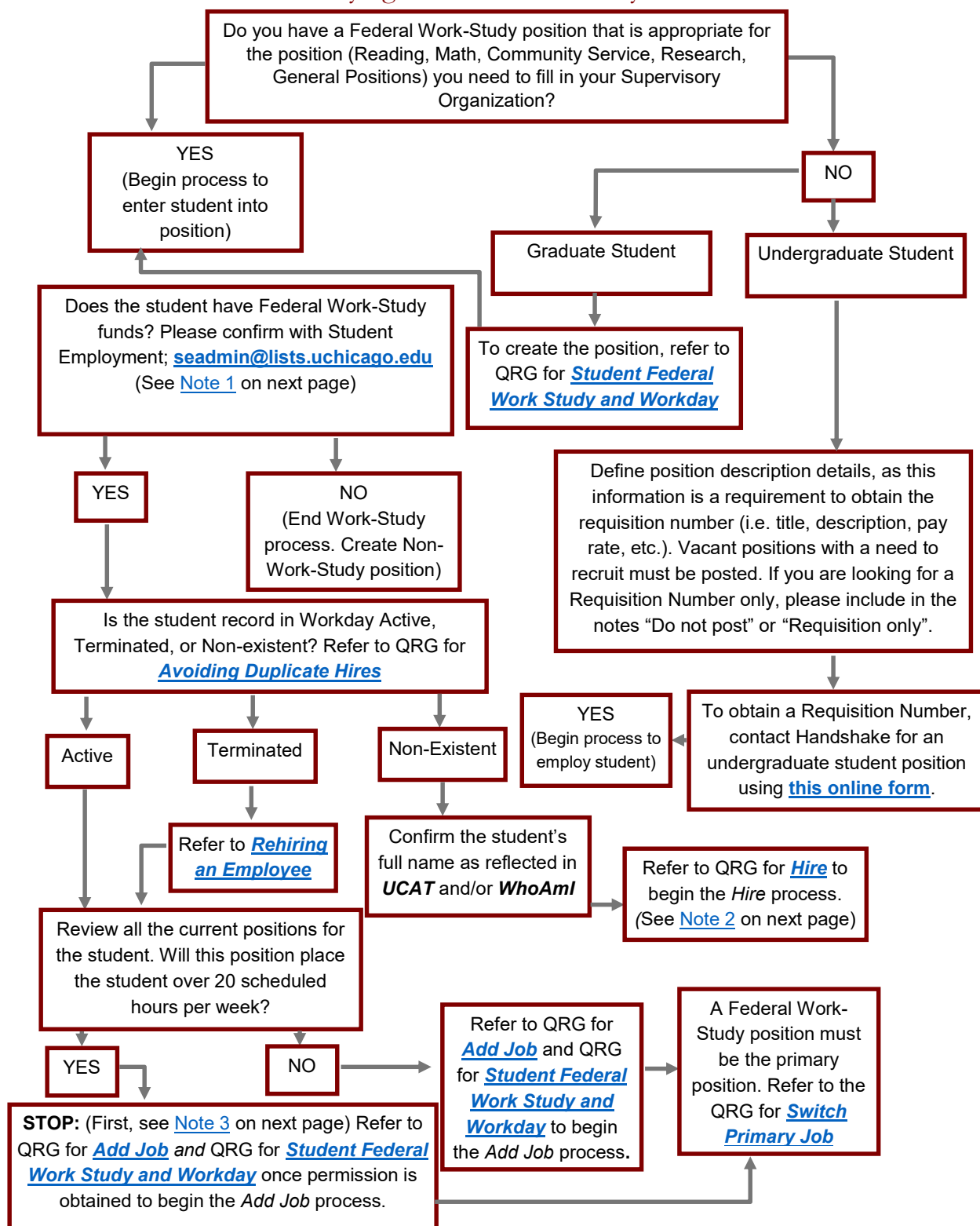


Process Notes

Note 1: Shared Services will terminate students from Workday based on the following criteria:

- Student with a graduated/completed AIS status who has not received payment within three months.
- Current/active student who has not received payment through Workday within 12 months.

Who Are You Paying? Federal Work-Study Student – New Position



Process Notes

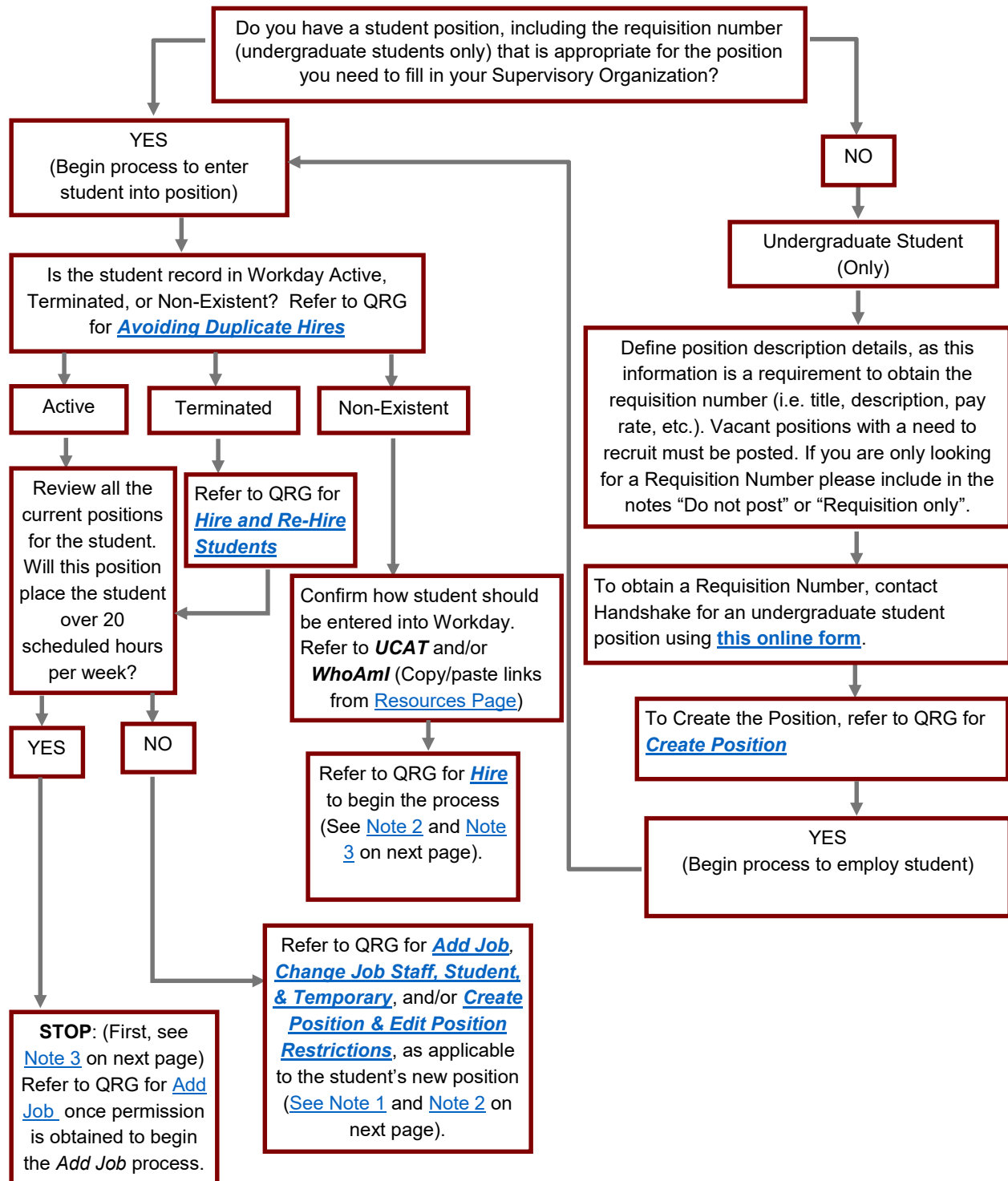
Note 1: Students can obtain a Federal Work-Study form with the following instructions:

- Log into their myUChicago student portal
- Click Finances > Financial Aid > Student Reports
- Select “FWS Authorization” from the report dropdown, and click “View Report” (be sure to disable pop-ups).

Note 2: The student’s “*First Day of Employment*” on the Form I-9 and the “Position Start Date” in Workday must be identical. Mismatched dates will delay the assignment of a pay group and payroll processing.

Note 3: Review all active positions with the student. If the position being added will place the student over 20 scheduled hours per week, the student must obtain permission from their Dean of Students (Graduate Students) or Melinda Markert, ESA-Office of Student Employment, (Undergraduate Students).

Who Are You Paying? Non-Federal Work-Study Student - New Position



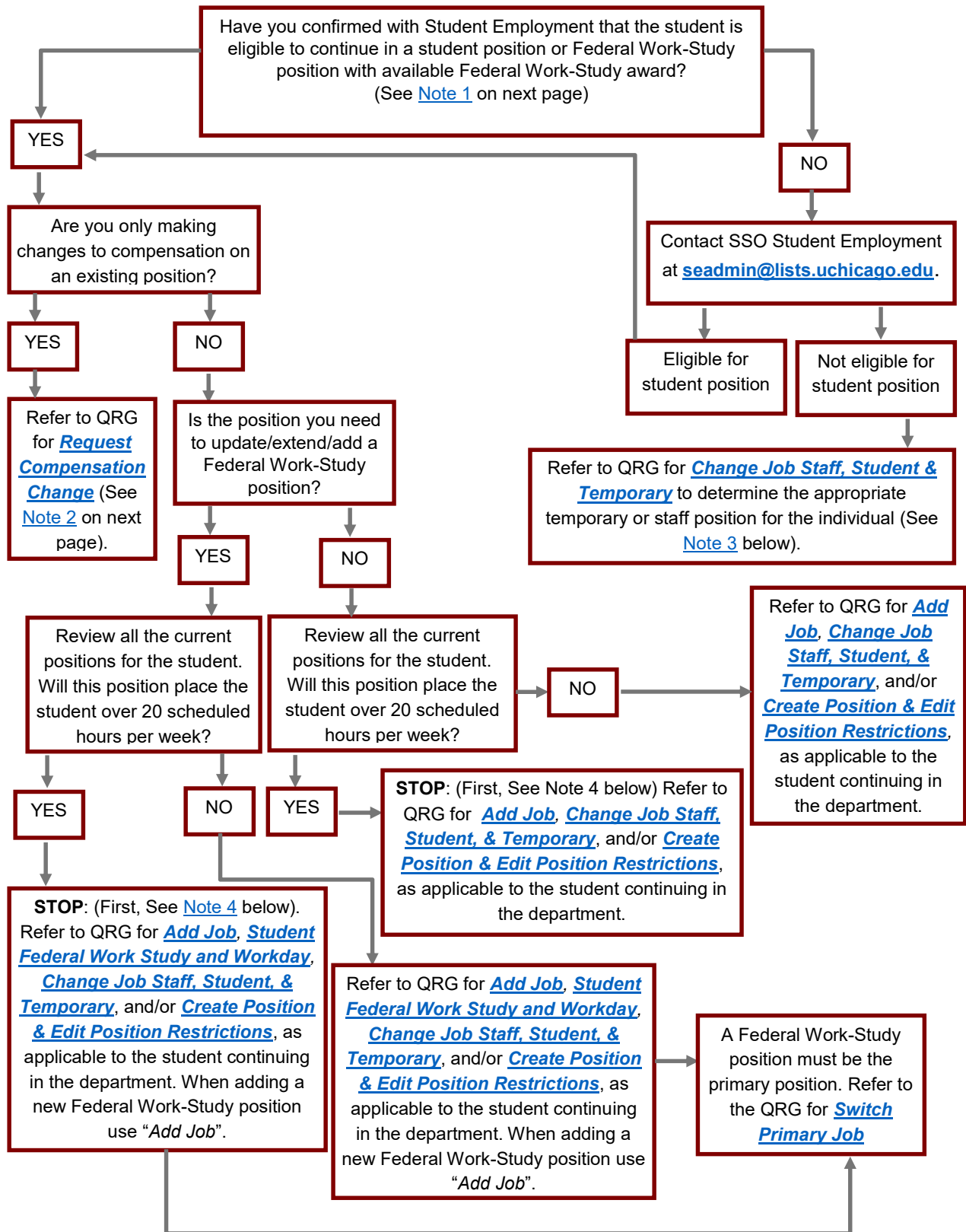
Process Notes

Note 1: When the student's only position is an Alien Stipend position, an abbreviated onboarding process, which includes the completion of the Form I-9, is required. Alien Stipend students must have a Social Security Number or letter from the Social Security Office indicating they've applied for a Social Security card. Until all tasks associated with the abbreviated onboarding process are complete, the assignment of a pay group and payroll processing will be delayed. Once the onboarding process is complete, please review your Workday inbox for the *Primary Job Switch* task. This will need to be completed to make the Stipend Alien position the non-primary position. **A student cannot exceed 20 hours per week for all current positions.

Note 2: The worker's "First Day of Employment" on the Form I-9 and the "Position Start Date" in Workday must be identical. Mismatched dates will delay the assignment of a pay group and payroll processing.

Note 3: Review all active positions with the student. If the position being added will place the student over 20 scheduled hours per week, the student must obtain permission from their Dean of Students (Graduate Students) or Melinda Markert, ESA-Office of Student Employment, (Undergraduate Students).

Who Are You Paying? Student Continuing to Work in the Department



Process Notes

Note 1: Students can obtain a Federal Work-Study form with the following instructions:

1. Log into their myUChicago student portal
2. Click Finances > Financial Aid > Student Reports
3. Select “FWS Authorization” from the report dropdown and click “View Report” (be sure to disable pop-ups)

Note 2: If a retroactive change has been made to an hourly paid position, Workday will automatically calculate the adjustment in the next bi-weekly pay cycle if there are pay results for that period. Please contact Shared Services if you have any questions on a student’s pay.

To prevent overpayment on a monthly paid position, please make sure the actual “End Date” on the compensation aligns with the “End Date” on the position.

To request that Shared Services Payroll corrects inaccurate pay in Workday on behalf of your department, complete an [Adjust a Payroll Payment](#) form.

Note 3: When a student graduates and moves from a student position to a temporary or staff position, the background check will be waived for the first quarter after graduation.

Note 4: Review all active positions with the student. If the position being added will place the student over 20 scheduled hours per week, the student must obtain permission from their Dean of Students (Graduate Students) or Melinda Markert, ESA-Office of Student Employment, (Undergraduate Students).

Glossary

Data Change – A Workday action used to update one or many position details. Shared Services recommends using a “Data Change - Change Employment Date” for any data changes. This will allow you to review and update all aspects of a position in one action.

Exempt Status – Positions that are considered to be exempt from overtime provisions of FLSA due to the responsibilities of the position. Please review the [Job Profile and Family spreadsheet](#) for more information on what positions qualify for this classification. Exempt positions are only paid a monthly salary (limited population) or Period Activity Pay.

Federal Work-Study – Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. This must be awarded to the student.

GRAD Gargoyle – GRAD Gargoyle is the student resources platform for graduate students, postdocs, and recent alumni of advanced degree programs. Within GRAD Gargoyle, students can schedule advising appointments (including careers, fellowships, GRADTalk, diversity, sounding board, and Chicago Center for Teaching), search available jobs and internships, browse upcoming professional development events, and more.

Handshake – UChicago Handshake is the hub for undergraduate jobs and internship listings, career fair registration, scheduling information sessions, and more. Students will use **UChicago Handshake** to connect with employers, discover events and opportunities, and schedule appointments with career advisers.

Job Profile – A job profile is similar to a code and includes generic features and characteristics of a position that uses that profile. It defines key features such as pay rate type, FLSA status, federal compliance classifications (EEO, AACP, IPEDS, etc.) and has the ability to hold information such as qualifications, compensation grade, description and more. All positions in Workday require a job profile.

Monthly Compensation Actual End Date – Actual End Dates must be entered for fixed-term positions with a salary plan in order for the compensation to stop paying. If an actual end date is not entered into Workday, overpayment may occur.

Non-Exempt Status – Positions that are considered eligible for overtime provisions of FLSA due to the responsibilities of the position. Non-exempt positions are paid an hourly wage. The current minimum wage is listed [here](#). Scheduled weekly hours must be reflected accurately in Workday.

On Demand Payment – A payment that is requested outside of the normal monthly and bi-weekly pay schedules.

Period Activity Pay (PAP) – Period Activity Pay should be used for students whose primary position is an active Exempt position. PAP is administered outside of the formal Compensation Package. The lump sum payment will be equally distributed over the pay cycles included in the payment timeframe.

Note: Some exempt positions will be paid via a monthly compensation. Please refer to the Human Resources Student Position Protocol, Section J. Pay Frequency for more details.

Position – A seat to be filled by an individual. A position must be created or exist before an individual can be hired. The position is created within a Supervisory Organization, given a title and short description and then assigned default attributes such as Employee Type, Time Type, Job Family and Job Profile that will then transfer over to any individual's position details when they are hired into that position. Vacant positions appear in a Supervisory Organization as unfilled and remain that way until they are either filled or closed.

Primary Job – Every individual in Workday has a Primary position. The Primary position is the position **without** the plus sign (+). Students with multiple positions will have one primary position (without a plus sign); the position(s) with a plus sign (+) identify the non-Primary position(s). Federal Work-Study positions must always be the Primary position in order to appropriately split the wages between the department account and the grant account. For more details relating to Primary Jobs, please refer to the [Quick Reference Guide: Switch Primary Job](#).

Supervisory Organization – Foundational, hierarchical position-to-position structure. Departments can have multiple supervisory organizations. All students must belong to a supervisory organization and each supervisory organization must have a manager. The manager cannot belong to the same supervisory organization that they manage and instead typically belong to the Supervisory Organization directly superior to the one they manage.

Frequently Asked Questions (FAQ)

Undergraduate Students

Who is eligible for Undergraduate Student Position opportunities?

Currently enrolled students are eligible to hold student positions. Incoming students who have not yet begun their studies, students on leave of absence or serving a disciplinary suspension, and non-UChicago students are **not** eligible for student positions.

How many hours per week can an undergraduate student have?

Students may work a maximum of 20 hours per week during the academic year and 37.5 hours per week during the summer. Any exceptions to these policies must be approved by The College Dean of Students.

Can College students have more than one position?

Yes, students may hold more than one position provided that the combined hours do not exceed 20 hours per week.

Can an undergraduate student hold a student position after graduation?

Students who graduate are no longer able to hold a student position. If a former student will continue in a position after graduation, they must be placed in a temporary or staff position. The background check required for temporary positions will be waived for the quarter immediately following graduation. If a former student will continue in a temporary or staff position beyond one quarter after graduation, they will be subject to a background check.

How do I Obtain Requisition Numbers?

In order to request a requisition number, Human Resource Partners should submit undergraduate positions via the [Student Employment online submission form](#). If the HRP is only requesting the requisition number and does not want the position posted to the undergraduate job board, they should include "Do Not Post" on the Notes section of the form. All listed contacts will receive a confirmation email that includes requisition number. For additional information on obtaining requisition numbers, refer to the [Student Employment Website](#) or email studentemployment@uchicago.edu.

Graduate Students

Who is eligible for Graduate Student Position opportunities?

Currently enrolled students are eligible to hold student positions. Incoming students who have not yet begun their studies, can hold a student position with confirmation from the area Dean of Students. Students on leave of absence, and non-UChicago students are NOT eligible for student positions.

How many hours per week can a graduate student have?

Students may hold a maximum of 20 hours per week during the academic year. Hours are not monitored for summer quarter unless a student is enrolled in study full time. Any exceptions to these policies must be approved by the area Dean of Students.

Graduate and Undergraduate Students

Why do student positions have an end date?

Workday will prompt for an end date for student types that are Fixed Term. Students are a Fixed Term type. Compensation for monthly paid student positions must have an end date that matches the position end date. If the end dates do not match, there is the potential for the student to be overpaid.

Example: If the “End Employment Date” for a worker is 09/30/2018 and the “Actual End Date” of the compensation plan is 12/31/2018, the compensation will continue to pay until 12/31/2018.

How does leave of absence affect an undergraduate student’s eligibility for a student position?

Students on leave of absence are not eligible for student positions throughout their leave. However, if a student takes a special kind of leave known as “Extended Status”, they are eligible to remain in a position that they already hold (unless it is a Federal Work-Study position), but they cannot be hired for a new position.

Can I end my student position if the student will no longer hold a position in my department?

Yes. If the student will no longer be holding a position, you should do the *End Job* process. Placing an end date on a position does not remove it from active status.

Can I terminate a student?

You should only terminate a student if the student will no longer hold a position in your department **and** the student has graduated.

Can I pay a student holding an active exempt position an hourly wage?

No. Students who are in an active exempt position, can only be paid monthly salary (exception only) or Period Activity Pay. If an additional non-exempt position is added to a student’s record, then a one-time Period Activity Pay payment should be submitted for the student which correlates to the hourly wage and hours worked.

If an on-campus department wishes to retain a student who is not eligible for a student position opportunity, what can they do?

The employer must hire the student in a temporary role or a staff role if they wish to continue to retain a student who is not eligible for a student position.

New Hires

When can a Human Resource Partner start the hire process in Workday? How far in advance can the process start?

The *Hire* process can be initiated as soon as an offer is accepted and it has been verified that the new hire does not already have a record in Workday. If the individual already has a record in Workday, the *Change Job* business process will need to be completed instead of the *Hire* process.

Can a Human Resource Partner hire someone with a start date in the past?

Yes, start dates in the past can be entered; however you should always strive to meet the Form I-9 compliance regulations.

What is UCAT Pre-Feed and how does it relate to Workday and new hires?

The **UCAT** Pre-feed website should be used to find or create Chicago IDs for new hires. A Chicago ID is required in order to complete the *Hire* process in Workday. If you are hiring a student, they will already have a Chicago ID in UCAT. It is important to enter the new hire data in Workday (first, middle, and last name) **exactly** as shown in UCAT. Check all other data in UCAT (date of birth, Student ID, etc.) to be sure it matches the information the student has provided to you.

What if the new hire already has a record in Workday?

Do **NOT** initiate the *Hire* process for the individual. The *Change Job* business process should be initiated instead. Initiating the *Hire* process for an individual with an active Workday record has the potential to create two records for the same person which should be avoided. Completing *Change Job* will bypass the onboarding process which, if the student is already in Workday, has already been completed. For more information on how to determine if a student already exists in Workday see the ORG for [Avoiding Duplicate Hires](#).

Reports

RPT Students with Unfinished Onboarding for HRPs

- This report identifies what onboarding steps are completed and those that are still in progress.
- The field for *CF LRV Prop Org Code* on *Action Event* can be left empty.

RPT Student Employee Primary and Additional Job End Dates Prior to Today (Expired Jobs)

- This report will identify all expired jobs; positions with end dates in the past.

RPT Student Employee End Dates

- This report was designed to bring the HRP's attention to student worker end dates for the purpose of extending or changing the End Employment Date as the academic session comes to a close.
- The date selected for the "*Show position with an end date after*" prompt, filters out any positions with an end date equal or prior to the prompt date.

RPT Student Jobs by Supervisory Org

- The report will return current student positions in the indicated Supervisory Organization(s).
- This report will filter out all jobs with a position end date earlier than the date entered at the prompt. If left blank, it will return all jobs.

RPT Student Jobs by Sup Org Where Total Active SWH Over 20

- This report will filter out all positions with an end date earlier than the report effective date and only show positions if the student's total scheduled weekly hours across active positions exceed 20 hours.

RPT Workers with No Time Entered

- Returns NE worker with NO HOURS entered for a given time period

RPT Workers with Time Entered but Not Submitted

- Returns workers who have a time sheet that has been submitted, but not approved

RPT Time Exceptions for a Period

- Returns workers that have errors with their time tracking data by time frame (i.e. two simultaneous time blocks, more than 24 hours, etc).

My Team's Reported Time

- For Time Approvers, this report provides the hours worked, each day, by worker.

Unmatched Time Block Report

- Report used to alert Time Approver(s) of unmatched time (i.e. workers who clocked in, but did not clock out).

Workers with Simultaneous Check-Ins

- An audit to find workers with multiple jobs who have checked-in to two or more jobs at the same time without the system stopping them. This report is meant to prevent workers with multiple jobs from getting paid for “time worked” simultaneously.

RPT Approval Needed

- For Time Approver(s), this report returns the BW time sheets that are not approved. Supports alerts to departments for unapproved time and for mass approval. Displays ALL Time Approvers for that organization.

RPT – Pay Calculation Results Earning – HR and Budget Partner Audit

- This report will show you the hours and pay received for those hours, for all individuals within your organization

Note: Always check the box for “Include Subordinate Organizations”, if one is included with the report to make sure that all subordinate organizations are included in the results.

Resources

UChicago Student Employment (Undergraduate and Graduate Students)

<https://studentemployment.uchicago.edu/>

This site has information on hiring undergraduate and graduate students for Human Resource Partners (Job Profiles List, Posting Jobs for Undergrads/Grads, Student Position Human Resource Protocol, Guide to Posting Undergraduate Jobs in UChicago Handshake).

The Office of International Affairs, About / Contact

<https://internationalaffairs.uchicago.edu/page/about-contact>

The Office of International Affairs, Social Security Numbers

<https://internationalaffairs.uchicago.edu/ssn>

Human Resources / HR Connect / Policies / Etc.

<https://humanresources.uchicago.edu/>

Access HR Connect to obtain the Student Job Families and Profiles and the Human Resources Student Position Protocol documentation within the Shared Services, Student Employment section.

UCAT

<http://ucat.uchicago.edu>

WhoAml

<http://whoami.uchicago.edu>

U.S. Citizenship and Immigration Services (Form I-9 Central) – Instructions for completing the Form I-9

<https://www.uscis.gov/i-9-central>

University of Chicago Shared Services

<https://sharedservices.uchicago.edu/>