THE UNIVERSITY OF CHICAGO | Student Employment

workday@**UCHICAGO**
Have a nice Workday

Creating a Student Position – Exempt

Quick Reference Guide

Purpose: This document informs HRPs who hire students how to create a student position in Workday.

- Before you create a student position, it will be helpful to click the link below to see details pertaining to student job profiles.
  - https://studentemployment.uchicago.edu/img/student-job-profiles-120318.pdf
- Student exempt positions are typically pedagogical positions.
- All exempt student positions are assigned a bi-weekly pay group, except for the following, that are assigned a monthly pay group:
  - Pedagogical positions in Biological Sciences Division (BSD), Institute of Molecular Engineering (IME), Physical Sciences Division (PSD) or Medical (MED), held by a Graduate Student in one of the previously named divisions.
- If a student position is exempt and has a bi-weekly pay group, they are paid via Period Activity Pay.

1 – Search the Supervisory Organization

A. Click on the Related Actions button.
B. Click on Staffing.
C. Click on **Create Position**.
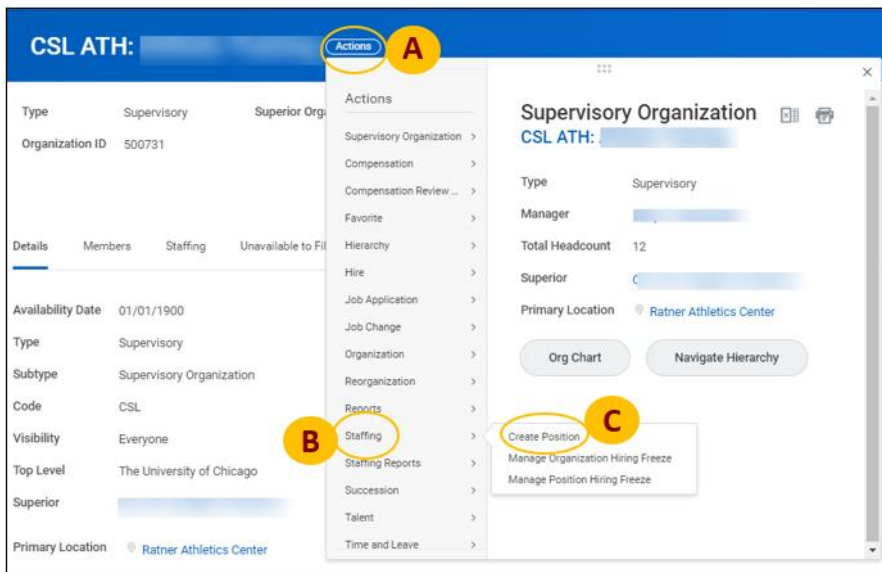
Keep in Mind

- The Hire and Add Additional Job processes can only be completed on an open position.

- If you know the student's name and funding source, you can hire off of the position.

Information Needed

- The name of the supervisory organization in which the position will sit.

- The default FAS Account and FAS Sub Account that will be assigned to the position.

- The Workday Job Profile List for Students

Supporting Training:

Foundations of Student Employment for HRPs

Click Here to Register

2 – <u>Complete Job Details</u>

    A. The Supervisory Organization will auto-fill.

    B. Click on the prompt to select the **Position Request Reason**.

    C. Select **Create Position > Created Position > New Position**

    D. Choose an appropriate Job Posting Title that best describes the work being done. Example:

         o   Instructor – Harris School

    E. Select the number of positions you want to create.

Create Position

Keep in Mind:
1.) Ensure the correct supervisory organization is selected
2.) Select a **Position Request Reason**
3.) If creating multiple positions, review the Batch Hire Process guide
4.) For Staff Benefit Eligible positions:
-When selecting the **Job Profile**, utilize the Job Catalog found in RPT Non - Union Job Catalog in Workday
-Certain **Job Profiles** are limited in their use. Please refer to the Limited and Restricted Job Profiles Job Aid
5.) Select the **location** that accurately represents the state and country in which the position will be located. **NOTE:** if the location does not exist, reach out to Shared Services
6) Job Summary Field should not be edited
7.) The Job Description field, follow appropriate Job Description Template base the job profile selected
8.) Do not edit, add or remove content from the Qualifications tab (if applicable)

|	
Supervisory Organization	Harris School Human Resources
Position Request Reason	☓ Create Position > Created Position > New Position
Job Posting Title ★	Harper - Front Desk -Work Study
Number of Positions ★	1

F. Select the Availability Date at least one month earlier than the date you are creating the position.
G. Select the Earliest Hire Date at least one month earlier than the date you are creating the position.

Hiring Restrictions	Qualifications	
Availability Date ★	08 / 03 / 2020 📅	*Selecting these dates 1 month earlier than the date you are creating the position, allows flexibility for the student start date.*
Earliest Hire Date ★	08 / 03 / 2020 📅	

H. Click on the prompt for **Job Profile**. **Note:** *This selection is intentionally out of sequence. This allows the job description to auto-populate*.
   - Select By Job Family.
   - Select Student Job Family Group (Reporting and Integrations Only).
   - Select the appropriate Job Family. For exempt students, you will typically select **Non-Employee Student Roles**.
   - Select the appropriate Job Profile.
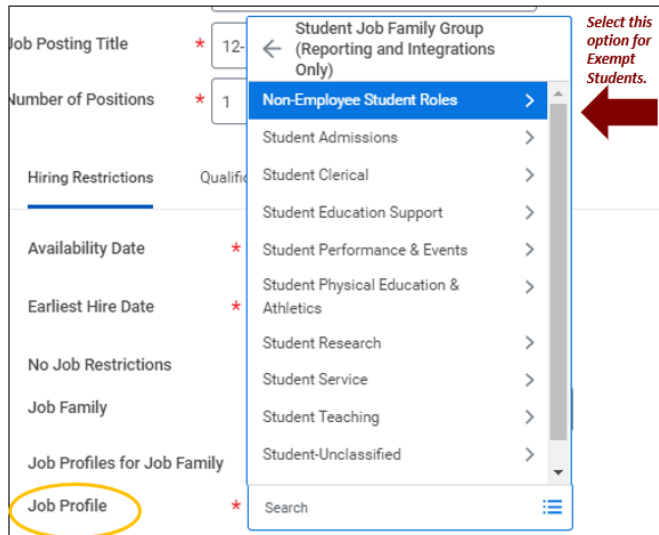
I. Click on the prompt for **Job Family**. **Note:** *This selection is intentionally out of sequence. This allows the job description to auto-populate.*
   o Select By Job Families by Group.
   o Select Student Job Family Group (Reporting and Integrations Only).
   o Select the appropriate Job Family. For exempt students, you will typically select **Non-Employee Student Roles**.
   o Select the appropriate Job Family.
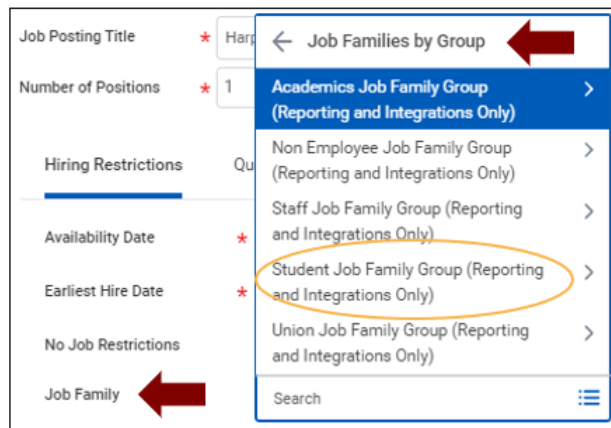
J. The Job Description will auto-populate.
K. Click on the prompt to select a location or type a location in the field.
L. Click on the prompt and select the time type.
   o Most exempt student positions are part time.
M. Click on the prompt to select the Employee as the Worker Type.

N. Click on the prompt for Worker Sub-Type
- o Select Current Country.
- o Select Student (Fixed Term).

O. Select Submit.

P. Select Open to move to the next phase, Change Organization Assignments.

3 – Change Organization Assignments

A. Review all of the details for accuracy.

B. Click on the edit icon [pencil] to add the FAS Account number associated with this position.

C. Click on the edit icon [pencil] to add the FAS Sub Account number associated with this position.

D. Select Submit.

Other

UChicago HRMS Department

58672 CSL-Ph Ed/Athletics

Affiliated Organization

FAS Account

FAS Sub Account

Executive

Compensation Matrix Organization

Time and Absence Management Handling

FEMA and CARES Position Indicator

Submit   Save for Later   Close

4 – For Period Activity Pay: Skip Default Compensation

A. If your student position is exempt and has a bi-weekly pay group, more than likely the student will be paid via Period Activity Pay. In this case, you need to skip this step.
   o Select the option to skip.

Success! Event submitted
Assign Organizations: Create Position: Drexel - Front Desk 1-4-21 (Actions)

Up Next

Sandra Curry

Request Default Compensation for Position Event
Due Date 01/06/2021

Open | Skip ⬅

> **Details and Process**

Done

- o Enter your reason for skipping this step.
- o Select OK.
- o Select Done.

Skip This Task

You have opted to Skip this Task. The Task will have a status of "Manually Skipped" in Process History. Please enter any optional reason for this action. Your reason comments will also be available in Process History.
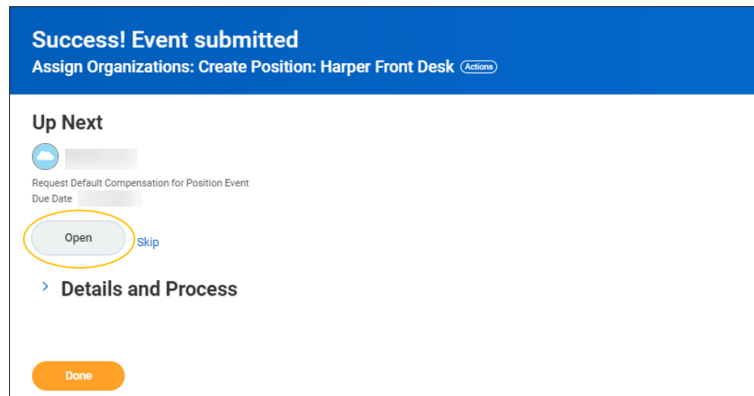
| Business Process | Default Compensation: CSL ATH: Athletic Training |
Step	Change Default Compensation
Due Date	01/06/2021
Skip Reason	Period Activity Pay ⬅

OK | Cancel

4 – For Monthly Salary: Open Default Compensation

A. If your student position is exempt and will not be paid Period Activity Pay, select Open to move to the next phase, Request Default Compensation.

B. Scroll down to Salary.

C. Click the edit icon [pencil icon] to add the proposed salary for the student position.
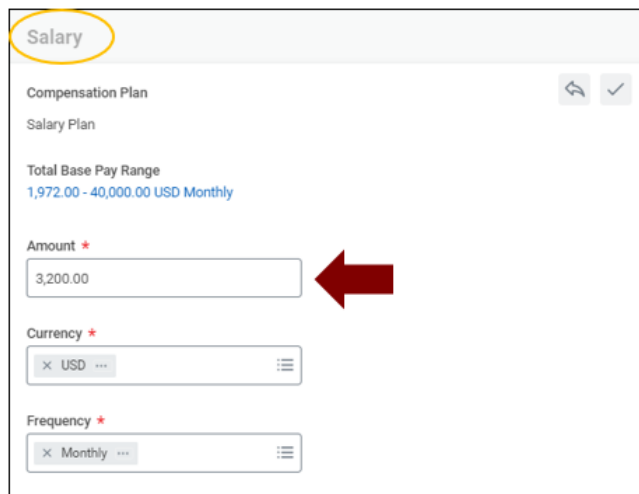
D. Click on the caret for Additional Details
E. Add an Actual End Date. This needs to be added to monthly compensation for all fixed date employees.
   o The compensation Actual End Date should match the end employment date.

Additional Details

Expected End Date

MM/DD/YYYY

Actual End Date

MM/DD/YYYY

Compensation Element
Salary Pay

Grade
Monthly

F. Select Approve.

| Approve | Deny | Save for Later | Close |

G. Select Done.