THE UNIVERSITY OF **CHICAGO** | Student Employment

workday@**UCHICAGO**
Have a nice Workday

Creating a Student Position – Hourly (Nonexempt)

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.
- You should select a profile before you create a student position in Workday.
    - https://studentemployment.uchicago.edu/img/student-job-profiles-120318.pdf

1 – Search the Supervisory Organization

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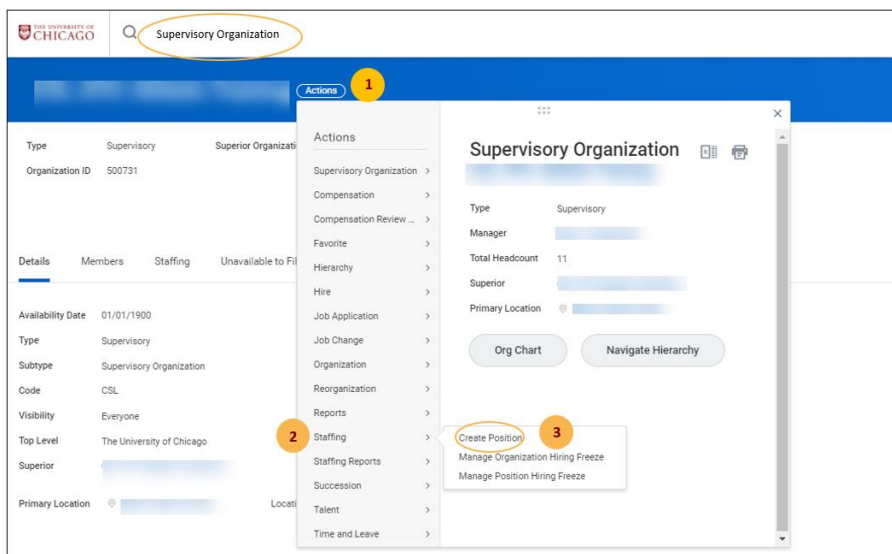
Keep in Mind

- 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 – Complete Job Details

    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. If the job is funded by Federal Work Study (FWS), add "Federal Work Study" after the Job Posting Title.
           o   FWS Example: Harper – Front Desk – Federal Work Study
           o   Non-FWS Example: Harper – Front Desk

    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
   o Select By Job Family.
   o Select Student Job Family Group (Reporting and Integrations Only).
   o Select the appripriate Job Family.
   o Once the Job Family is seleted, the list of job profiles for that Job Family will appear.
   o Select the appropriate Job Profile.

|	
Job Family	✕ Work Study ⋯ ☰
Job Profiles for Job Family	Work Study - Community Service - W94500
	Work Study - Math Tutors - W94602
	Work Study - Other (Biweekly) - W94000
	Work Study - Other (Monthly) - W94001 (inactive)
	Work Study - Reading Tutors - W94601
	Work Study - Research W94002
Job Profile	★ ✕ Work Study - Math Tutors - W94602 ⋯ ☰
Job Description Summary	Math Tutor preK-8th.
Job Description	Format ∨ B I U A ∨ ≔ ⌗

I. Click on the prompt for Job Family *(two rows above Job Profile),* select **Job Families by Group**, select **Student Job Family Group (Reporting and Integrations Only).**
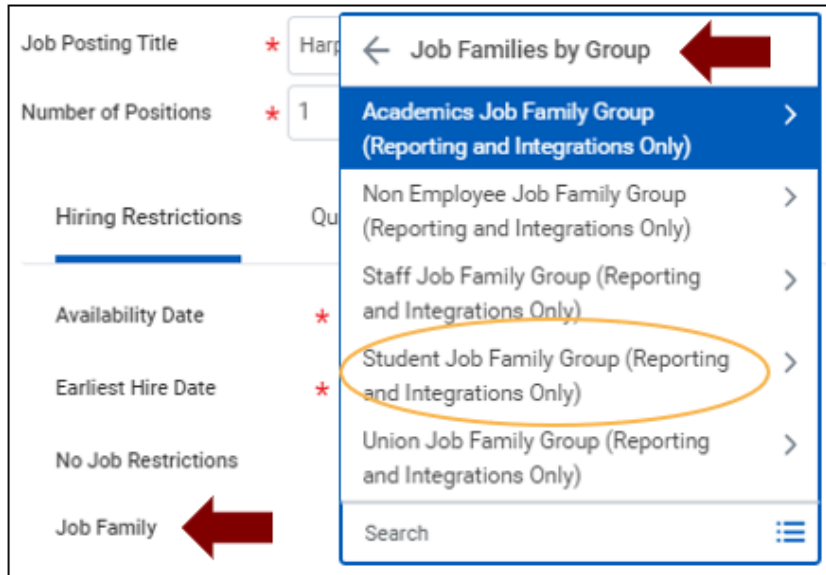
J. Select the appropriate Job Family Group.
   - Select Work Study for Federal Work Study eligible students.
   - Select the appropriate Job Family associated with the job profile that will be chosen. For example: If the student is going to be placed in a Grad Admissions Assistant job profile, the Student Admissions Job Family must be chosen.
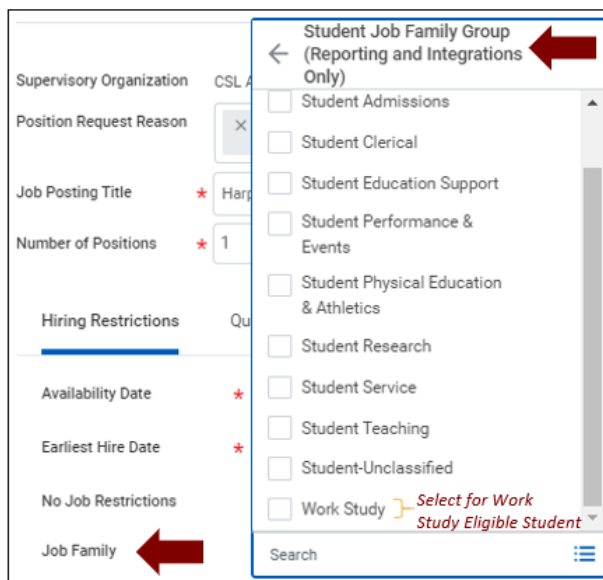
K. The Job Description will auto-populate.

L. Click on the prompt to select a location or type a location in the field.

M. Click on the prompt and select the time type.
   - Most nonexempt student positions are part time.

N. Click on the prompt to select the Employee as the Worker Type.

Location	*	× Hyde Park Campus	☰
Time Type	*	× Part time	☰
Worker Type	*	× Employee	☰

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

Job Description Summary		← For Current Country	
		☐ Academic	
Job Description		☐ Converted Retiree - Medical	
		☐ Faculty	
		☐ Postdoctoral (Fixed Term)	
		☐ Seasonal (Fixed Term) (Seasonal)	
Location	*	☐ Staff	
Time Type	*	☑ Student (Fixed Term)	
Worker Type	*	☐ Temporary Academic (Fixed Term)	
Worker Sub-Type	*	☐ Temporary Staff (Fixed Term)	
		Search ☰	
		× Student (Fixed Term)	

P. Select Submit.

Submit	Save for Later	Cancel

Q. Select Open to move to the next phase, Change Organization Assignments.
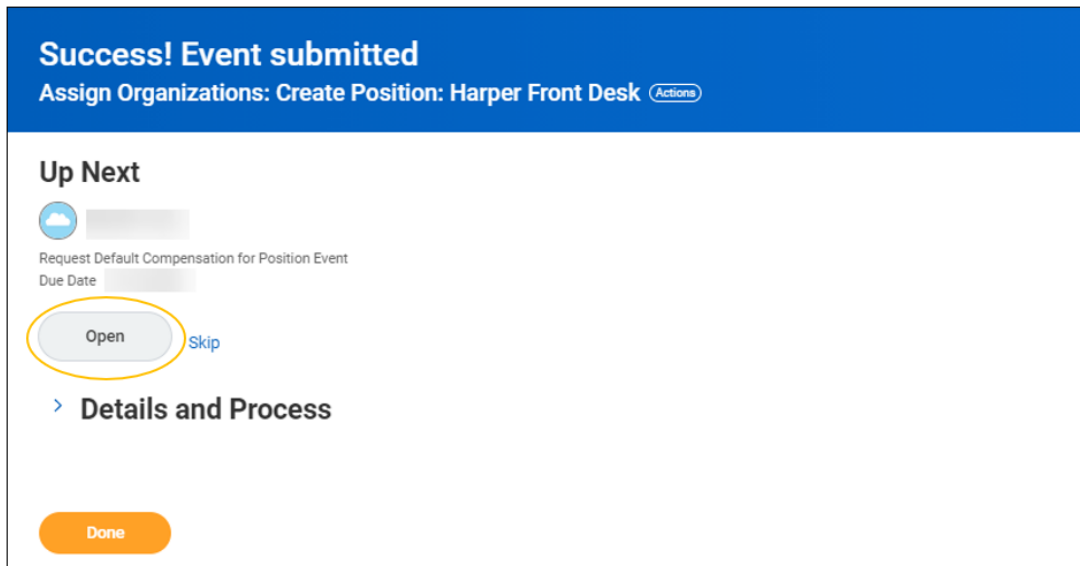
3 – Change Organization Assignments

A. Review all of the details for accuracy.

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

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

D. Select Submit.

4 – Default Compensation

A. Select Open to move to the next phase, Request Default Compensation.

Success! Event submitted
Assign Organizations: Create Position: Harper Front Desk (Actions)

Up Next

Request Default Compensation for Position Event
Due Date

Open · Skip

> **Details and Process**

Done

B. Scroll down to Hourly (nonexempt student positions are hourly).

   o Click the edit icon [pencil icon] to add the proposed hourly rate for the student position.
   o Note: In Chicago minimum wage is $14 per hour.

Hourly

Assignment Details
• 14.00 USD Hourly   added

Plan Name
• Hourly Plan   added

Effective Date
• 08/03/2020   added

C. Select Approve.

Approve | Deny | Save for Later | Close

D. Select Done.