



Workday Student Recruiting

New Student Job Postings

Purpose: The purpose of this job aid is to assist in the creation and management of student job requisitions. To access a specific section, you may click on the section heading below.

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Creating Student Job Requisitions

1. In the Workday Search bar, enter **Start Job Requisition**.

Here's What's Happening

Q Start Job Requisition

Start Job Requisition Task

2. Click on the **Start Job Requisition** task.

Q Start Job Requisition

Top Results People (0) Student (0) Payroll (0) Tasks and Reports (3) > All Categories

Tasks and Reports

Start Job Requisition Task

Enables an HR professional or Manager to initiate a formal hiring request, on behalf of their team or department, for a new or existing position. The task asks the initiator to specify the Hiring Manager, Number of Openings, and Recruiting Strategy.

3. On the **Start Job Requisition** page, enter information in all the following mandatory fields in the **Job Details** section. Click inside the field to edit.
 - a. Review guidelines at the top of the page.

Creating a Student Position for Posting

- **Supervisory Organization:** Select the **Job Management (JM)** supervisory organization for the employee who will be responsible for reviewing submitted résumés.
- **Job Title:** The **Job Title** should differ from the **Job Profile**, unless the position is part of the **Graduate Workers Union**.
- **Hours:** Choose **Part Time** and ensure the **scheduled weekly hours do not exceed 20**.
- **Contract End Date:** Enter the **position end date** as the contract end date.
- **Recruiting Instructions:** Select **Post Internally Only**.
- **Reason for Creating Position:** Choose **Student Employment**.
- **Job Description Summary:** Please indicate here if the job is **Federal Work Study** only.

- b. Basic Information section:
 - i. **Supervisory Organization:** Include the JM supervisory organization for the employee who will be responsible for reviewing submitted resumes.

Basic Information

What supervisory organization is this job for? *

Supervisory Organization



- ii. **Add a Worker:** Always select **add a worker** when creating a new job posting. This field will appear after the supervisory organization has been entered.

This job will *

☐ replace a worker

☒ add a worker

- iii. **Number of Openings:** If you are planning on hiring more than 1 student into the same job, update the field to indicate that. The job requisition will stay open until you hire this number of students.

How many openings are there for this job?

1

- c. Job Information section:

- i. **Job Profile:** Select this field to navigate to By Job Family > All Student Worker and select the appropriate job profile.

- a. For Federal Work Study positions, select By Job Family > All Student Worker > Student > **Federal Work Study**.

× Federal Work Study ...

- b. For undergraduate positions, select By Job Family > All Student Worker > Student > **Hourly Student**.

Job Profile *

× Hourly Student ...

- c. For union graduate student positions, select By Job Family > All Student Worker > Graduate Funded > **Administrative Support, Graduate Assistant, or Hourly Research Assistant** for union roles.

For non-union graduate student position, select By Job Family > All Student Worker > Student > **Hourly Student**.



**If a Teaching Assistant or Research Assistant position is needed, do not proceed with Start Job Requisition task. Instead, see [Hire Teaching Assistant or Research Assistant article in Halo](#) (login required).*

✕ Administrative Support

⋮

Job Profile *

✕ Graduate Assistant

⋮

Job Profile *

✕ Hourly Research Assistant

⋮

- ii. **Job Title:** Enter the title that will be reflected in the posting.

Job Title *

- i. *This field will default to the Job Profile selected. Please update this to reflect the position title needed.*
- ii. **For graduate students:** Ensure to utilize titles found in the GWU Collective Bargaining Agreement.
- iii. **Job Description Summary:** Please indicate here if the job is Federal Work Study only.

Job Description Summary

This position is open to students with Federal Work Study award.



- iv. **Job Description:** The Job Description should include enough information to understand the work to be completed along with account for the pay range requested. Please be as detailed as possible and include applicant requirements necessary to fulfill the role.
1. Confirm if this position is Federal Work Study eligible, department funded, or a graduate assistantship.

Job Description

Normal

▼

B

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A

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:

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🔗

✉

- d. Worker Information section:

- i. **Remote Opportunity:** All student positions will be **on-site**.

Is there a remote opportunity for this job?

✕ On-site

⋮

- ii. **Location:** Select All Locations > **Worcester**.

What location is this job based in? *

✕ Worcester

⋮

- iii. **Additional Locations:** You may leave this field blank.

Add additional locations

⋮

- iv. **New Employee or Contingent Worker:** Select **Employee**.

Are you hiring a new employee or contingent worker? *

☒ Employee

☐ Contingent Worker



- v. **Worker Type:** Select Worker Types > **Student (Fixed Term)**.

What type of worker are you hiring? *

X Student (Fixed Term) ⋮

- vi. **Time Type:** Select **Part time**.

What is the time type for this job? *

☐ Full time

☒ Part time

- vii. **Scheduled Weekly Hours:**

What are the scheduled weekly hours for this job?

- e. Cost Information section:

- i. **Company:** This field will default to Worcester Polytechnic Institute – WPI.

Select a company *

X Worcester Polytechnic Institute - WPI ⋮

- ii. **Cost Center:** This is required to charge the appropriate department for hires within the requisition. Type in the Cost Center number or name. You will have the option to enter a grant or other worktag during the hire.

- a. Federal Work Study positions must select the Federal Work Study cost center.

Select a cost center *

X 1235-CC Federal Work Study - FWS ⋮

- f. Recruiting Information section:



- i. **Worker Start Date:** Select **As soon as possible**.

When would you like this worker to start? *

☒ As soon as possible

☐ Select Date

- ii. **Contract End Date:** Select the anticipated last date this position will work.

When do you want this contract to end? *

- a. Federal Work Study positions must align with academic year dates (8/20/2026-5/5/2027).

- iii. **Recruiting Instruction:** Select **Post Internally Only** to make the position available to students.

What recruiting instruction do you have for this job? *

- iv. **Primary Location:** Select All Job Posting Locations > **Worcester**.

Select a primary location to post this job *

- v. **Additional locations:** You may leave this field blank.

Select additional locations to post this job

- vi. **Reason for Creating Job:** Select Create Job Requisition > Student Employment > **Student Employment** > **Student Employment**.

Why are you creating this job? *



- vii. **Justification:** You may leave this field blank.

What is the justification for this job?

- viii. **Comment:** Enter the name of the Primary Recruiter (who will review resumes).

- a. If you are listed as an Administrative Assistant role on the JM supervisory organization, you'll also be able to review resumes and move candidates forward for hire.

enter your comment

 Primary Recruiter: NAME

4. Review all the entries and select **Submit**.

Start Job Requisition |←



☒ Job Details

What is the justification for this job?

enter your comment

 Primary Recruiter: NAME

Submit Save for Later

5. You will receive an alert at the top of your screen that the job requisition has been submitted. Select **Open** to proceed to **Requisition Compensation Change** page.



×

You have submitted

Up Next: | Request Requisition Compensation | Due Date

[View Details](#)

Open

6. On the **Requisition Compensation Change** page, complete and review the compensation details. There are compensation details that are automatically generated due to the **Job Profile** selected in the Job Details section. Once all mandatory fields have been entered and reviewed, click **Submit**.
 - a. Scroll down to the **Hourly** section of the **Compensation** page. The **Total Base Pay Range** is taken from the selected **Job Profile** selected in the Job section and the hourly pay range must be within this range.
 - b. Click the Pencil icon to edit the Hourly fields.
 - c. Expand the **Additional Details** section and enter the **Actual End Date**.
 - i. Hourly rate minimums for graduate student employees are available on the student employment website [here](#).

Requisition Compensation Change

Compensation

Effective Date & Reason

Effective Date

FTE
50.00%

Total Base Pay

Total Base Pay
• 15.00 USD Hourly added

Primary Compensation Basis

Basis
(empty)

Basis Details
• 0.00 USD Hourly added

Submit

Deny

Save for Later

Close



Hourly

Assignment Details

15.00 USD Hourly added

Hourly

Compensation Plan

Hourly Plan

Total Base Pay Range

26.63 - 32.64 - 38.65 USD Hourly

Amount *

15.00

Currency *

× USD

Frequency *

× Hourly

Additional Details

Expected End Date

MM / DD / YYYY

Actual End Date

05 / 05 / 2027

enter your comment

Submit

Deny

Save for Later

Close

7. You will receive an alert at the top of your screen that the event has been submitted.
 - a. If you wish to review your student job requisition submission, select **View Details**.



×

Success! Event submitted

Up Next: Student Employment Recruiter | Job Requisition:
R000 - Consolidated Approval by...

[View Details](#)

≡ MENU **WPI**

Success! Event submitted Requisition Compensation Change: R000 ⋮

Up Next

Student Employment Recruiter
Job Requisition: R000 - Consolidated Approval by Student Employment Recruiter

> **Details and Process**

[Details](#) [Process](#)

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

More Details

Result:

You have created a student job requisition in Workday. From here, all student job requisitions are reviewed by the Talent & Inclusion division to ensure all details are accurate. If approved, the primary recruiter will receive a task to post the job.

Helpful Tips:

Please monitor your inbox for incomplete items and processes to complete. Pay attention to the pop up indicating next steps to orient yourself with where you are in the process, as this is only viewable for a few seconds on screen.

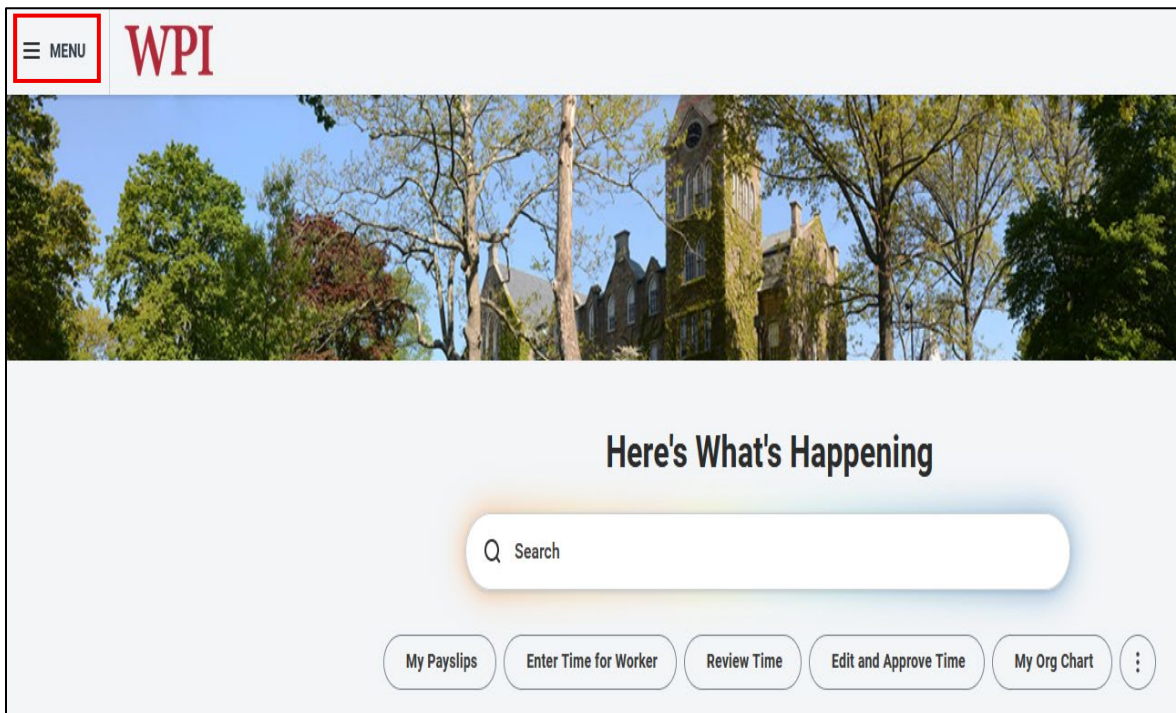
Once you have determined the student to hire for the position, ensure the student is in compliance and has completed (or will complete) their onboarding tasks with the Talent and Inclusion division.



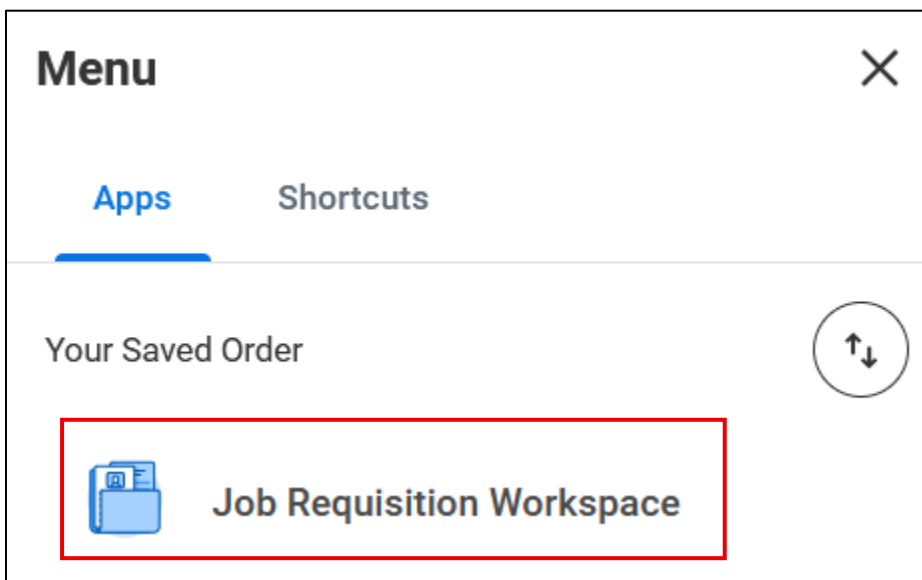
Managing Student Requisitions

Once your student job requisition has been approved by the Talent & Inclusion division, you may view, edit, post/unpost, and manage student hires.

1. Click on the **Menu** at the top of your home page on Workday.



2. Select the **Job Requisition Workspace**.





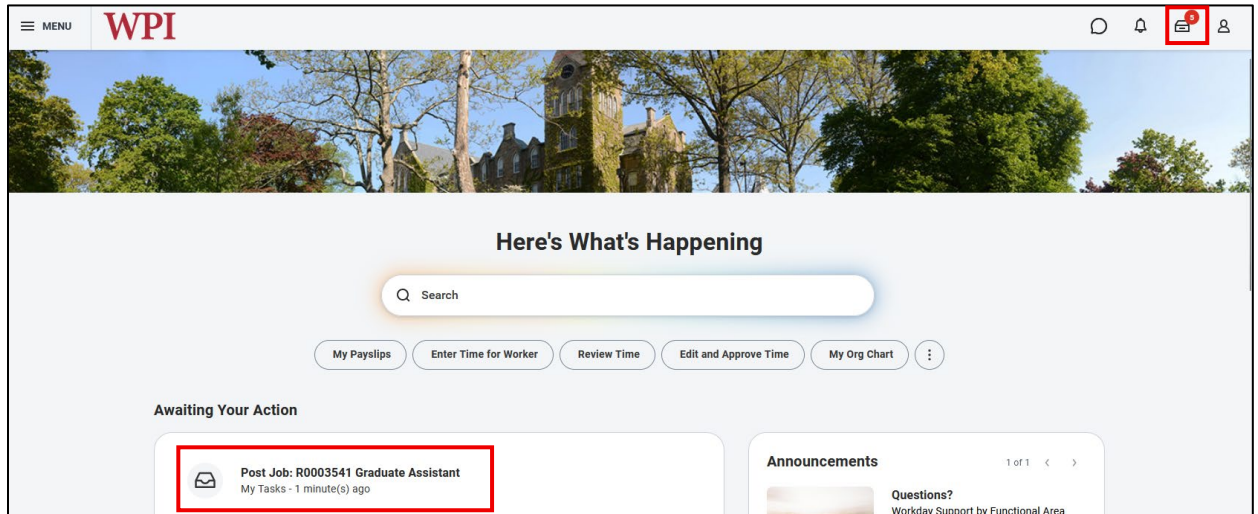
3. You will see your open student job requisitions and their respective requisition number. Click on the **Job Requisition** to see all details of the job requisition and candidates.
 - a. **Open** does not equate **Posted**. **Open** means that the number of openings listed on the requisition has not been filled and can be used to continue hiring students.

Job Requisition Workspace										
Show All By Hiring Manager By Primary Location			x Frozen x Open Q							
Job Requisition	Status	Hiring Manager	Review ↓	Screen	Interview	Reference Ch...	Offer	Background ...	Ready for Hire	
R000	• Posted Today		... >	...	...	...	...	...	...	
R000	• Posted Today		... >	...	...	...	...	...	...	
R000	• Posted Today		... >	...	...	...	...	...	1	



Post a Job Requisition

1. Click on the **Post Job** notification in your Workday home screen or My Tasks inbox.



2. The **Post Job** task should indicate what the previous Recruiting Instruction for the requisition was, as well as where the requisition should now be posted.
 - a. Select All > **Internal Career Site for Students**.

☆ ⚙️ 📄 Created: 07/16/2026

Post Job R0003541 Graduate Assistant (Open) ⋮

Recruiting Instruction Post Internally Only

Job Posting Site * ⋮

Preview Job Posting ☐

3. Select **OK** at the bottom of the screen.

 Created: 07/16/2026

Post Job R0003541 Graduate Assistant (Open) 

Recruiting Instruction Post Internally Only

Job Posting Site *

 Internal Career Site for Students 

Preview Job Posting ☐

OK

Cancel



4. The next pop-up screen will load. Enter information in all the following mandatory fields, then select **Submit**.
 - a. Site: **Internal Career Site for Students**
 - b. Start Date: This should be the day of or later when the requisition will be posted for students to view.

Post Job R000: (Open) ...

1 item

*Site	*Start Date	End Date	Primary Posting
x Internal Career Site for Students			☐

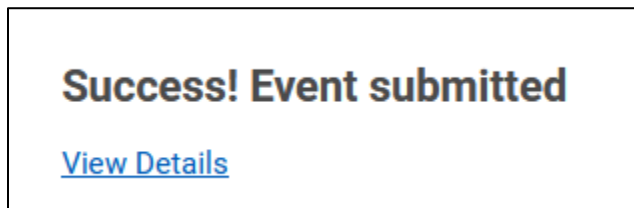
enter your comment

Process History

Post Job - Awaiting Action

Submit Save for Later Cancel

5. You will receive an alert at the top of your screen that the event has been submitted.

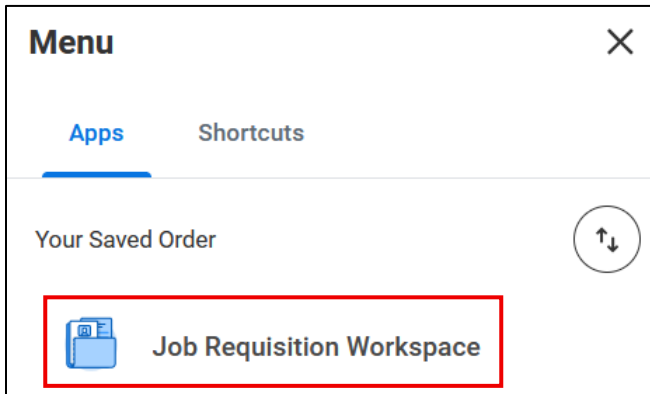


Result: The student job requisition is now posted, visible to students and allowing them to apply.



View Job Requisitions and Candidates

1. Login to Workday
2. Select **Menu**.
3. Select the **Job Requisition Workspace**.



4. The Job Requisition Workspace will show all of your job requisitions. Select a Job Requisition to review candidates.

Job Requisition Workspace										
Show All By Hiring Manager By Primary Location			Frozen Open Q							
Job Requisition	Status	Hiring Manager	Review ↓	Screen	Interview	Reference Ch...	Offer	Background ...	Ready for Hire	
R00	Posted 3 days ago		4 >							
R00	Posted 3 days ago		3 >							
R00	Posted 3 days ago		2 >							
R00	Posted 4 days ago		2 >							
R00	Posted 3 days ago		2 >							

5. The summary view provides a representation of the recruitment process and the number of candidates at each step (Review, Interview, Ready for Hire).

Job Requisition Workspace Summary View

Candidates

Details

Active (4)

Inactive (0)

4

Review

Screen

Interview

Reference Check

Offer

Background Check

Ready for Hire

No Filters Applied

Saved Filters

select one

4 Items

Overview

Contact

Experience

Resume

☐	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Require Sponsorship	Current Company	Resume	Source	Jobs Applied to
☐	(Student)	Review	Review		208/07/2025					Student Employment – Student Employment	2
☐	(Student)	Review	Review		208/07/2025					Student Employment – Student Employment	2
☐	(Student)	Review	Review		208/07/2025					Student Employment – Student Employment	2
☐	(Student)	Review	Review		208/07/2025				Resume.pdf	Student Employment – Student Employment	6



Review Candidates and Move Forward to Ready for Hire

1. At the **Review** step, navigate to the **Candidates** tab to review applicants.

Job Requisition Workspace Summary View

Candidates Details

Active (4) Inactive (0)

4 Review Screen Interview Reference Check Offer Background Check Ready for Hire

No Filters Applied Saved Filters select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Require Sponsorship	Current Company	Resume	Source	Jobs Applied to
☐	Review	Review	2	08/07/2026					Student Employment -> Student Employment	2
☐	Review	Review	2	08/07/2026					Student Employment -> Student Employment	2
☐	Review	Review	2	08/07/2026					Student Employment -> Student Employment	2
☐	Review	Review	2	08/07/2026				Resume.pdf	Student Employment -> Student Employment	6

2. Open the candidate's application by clicking on their name or the **Review** button.

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Require Sponsorship	Current Company	Resume	Source
☐	Review	Review	2	08/07/2026					Student Employment -> Student Employment

3. At the **Review** step, read the application details, including work history, education, languages, and skills. Select the **Actions** drop-down menu then select **Move Candidate**.

Jobs Applied to 2

Active Job Applications (2)

Review

Actions

Move Candidate

View Job Application Event

View Job Requisition

Summary

Overview

Recruiting History

Screening

Interview

Attachments

Personal Notes

Employment Offer

Job Application Details

Job Requisition

Location Worcester

Date Applied 08/07/2026 04:03:29 PM

Source Student Employment -> Student Employment

In Progress 1 Item

Step	Awaiting Me	Awaiting
Review	Review Decision	2

Education

Languages

Italian - Fluent

Comprehension - 5 - Fluent

Oral - 5 - Fluent

Reading - 5 - Fluent

Work History

Current Job 1 years Total Jobs 4 Total Experience 5 years

Experience

Move Forward

Decline



4. Update the **Move Candidate** screen, updating the **Move Forward** field to **Final Interview**. Once updated, select **OK**.

Move Candidate Job Application: [redacted] ...

* ☒ Move Forward Final Interview ▼

☐ Decline select one ▼

Comment

8. You will receive an alert at the top of your screen to schedule the interview. Select **Interview Team** to proceed to the **Interview** page. Schedule an interview date with the candidate(s).
 - a. You may also return to the Job Requisition Workspace summary view, selecting the student's name or **Interview Team** to proceed to the **Interview** page.
 - b. Update the **Schedule Interview** page to include the Interviewer Name, Interview Date, and any comments, then select **Submit**.

You have submitted

Up Next: [redacted] | Schedule Interview Team | Due Date

[View Details](#)



- Once the interview concludes, return to the **Job Requisition Workspace** summary view. Select the checkbox before the candidate's name, then select **Move Forward**.

Job Requisition Workspace Summary View

Candidates Details

Active (3) Inactive (1)

2 Review 1 Interview

No Filters Applied Saved Filters select one

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Current Title	Require Sponsorship	Current Company	Resume	Source	Jobs Applied to
☒	Final Interview (Student)	Interview Tea...	1	08/07/2025					Student Employment -> Student Employment	2
☐	Review (Student)	Review	2	08/07/2025					Student Employment -> Student Employment	2
☐	Review (Student)	Review	2	08/07/2025				Resume.pdf	Student Employment -> Student Employment	6

Move Forward Decline Send Message ...

- Update the **Move Candidates Forward** screen, updating the **Move Selected Candidates to Next Step** field to **Ready for Hire**. Once updated, select **OK**.

Move Candidates Forward

Interview

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step X Ready for Hire

1 item

Job Application	Current Step	Next Step
	Final Interview	X Ready for Hire

OK Cancel



7. The candidate has now been moved forward to the **Hire** task. Check your Workday **My Tasks** items for a **Hire: Student Name** or **Ready for Hire for Job Application: Student Name** task.
- a. If a **Ready for Hire for Job Application - Staffing Action** task appears, select **Add Additional Job**. Once completed select **Submit**.

Staffing Action

Zoe Vi

Action *

Add Additional Job

select one

Add Additional Job

Change Job

enter your comment



Submit

Cancel

- b. Once the **Ready for Hire for Job Application – Staffing Action** task is completed, a new **Start Additional Job: Student Name** task will appear in your inbox.

Start Additional Job:

08/10/2026

☆

Effective: 08/06/2026

Hire:

08/10/2026

☆

Effective: 08/06/2026



Hire a Student

Confirm Federal Work Study Funding

Before hiring a student into a Federal Work Study position, ensure Federal Work Study funding is available.

1. In Workday, search **Federal Work Study Students AY 27**.

Search bar containing the text: Federal Work Study Students AY 27

Buttons below the search bar: My Payslips, My Org Chart, Manage Absence, Create Expense Report, Find Jobs

2. Select the **Federal Work Study Students AY 27** Report.

Section: Tasks and Reports

Federal Work Study Students AY 27
Report

Results contain students who have an active academic record and exclude students who are on a leave of absence.

3. View the list of students to find the student you wish to hire and confirm if they have Federal Work Study. Students are listed by ID and in alphabetical order by first name.

Section: Federal Work Study Students AY 27

Results contain students who have an active academic record and exclude students who are on a leave of absence.

581 items

Student ID	Student
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4. Proceed to **Hire a Student** guidance below.



Hire a Student from Job Requisition (No Other Active Position)

If hiring from a job requisition, ensure to move selected student(s) to **Ready for Hire** stage before proceeding with instructions below.

1. Check your Workday **My Tasks** inbox for a **Hire: Student Name – Supervisory Org – JM** task. Review the **Before You Begin** section at the top of the **Revise Employee Hire** task.

Before You Begin:

Please ensure you have the following information available to complete the hiring process:

- The home cost center that the employee is being hired into
- The proposed compensation or activity pay information
- The funding sources for compensation to complete costing allocation information
- For graduate funded students, the appropriate grant/worktags(s) and funding details for the appointment.

Note: Students should be hired as part-time.

Please observe the following maximum scheduled weekly hours by Job Profile / Job Family:

- **Federal Work Study / CSWS:** 5 hours
- **Hourly Student:** 10 hours
- **Graduate Funded Students:** 20 hours

2. Complete all required fields and review all information is correct. Fields include:
 - a. **Hire Date:** Date of Hire
 - i. Federal Work Study positions must be hired effective 8/20/2026.

Hire Date *

08 / 20 / 2026

- b. **First Day of Work:** Should be the same as hire date above.

First Day of Work

08 / 20 / 2026

- b. **Reason:** Hire Employee > **Hire Employee > New Hire**

Reason *

Hire Employee > New Hire



c. **Position Details:**

- i. **Job Requisition:** If hiring from an existing Job Requisition, the requisition ID will default from the original posting. You may remove this entry if you need to update information from the job requisition.

Job Requisition

- ii. **Employee Type: Student (Fixed Term)**

Employee Type *
× Student (Fixed Term) ⋮

- iii. **End Employment Date:** Select the anticipated last date this position will work.

1. Federal Work Study positions must end effective 5/5/2027.

End Employment Date *
05 / 05 / 2027 📅

- iv. **Location: Worcester**

Location *
× Worcester ⋮

d. **Job Details:**

- i. **Job Profile:** See **Creating Student Job Requisitions – Step 3c** for guidance on the appropriate job profile to select.

Job Profile *
× Federal Work Study ⋮



- ii. **Job Title:** *This field will default to the Job Profile selected. Please update this to reflect the position title needed. Changes to this field will also update the Business Title.*

Job Title

- iii. **Pay Rate Type: Hourly**

Pay Rate Type

X Hourly

- e. **Working Time:**

- i. **Time Type: Part Time**

Time Type *

X Part time

- ii. **Scheduled Weekly Hours:**

Scheduled Weekly Hours

3. Click Submit.

Submit Save for Later Cancel

4. You will receive an alert at the top of your screen that the hire task has been submitted. Select **Open** to proceed to **Propose Compensation Hire** page.



Success! Event submitted

Up Next: | Propose Compensation Hire | Due Date

[View Details](#)

Open

- a. Select **Make Changes** at the top of the **Propose Compensation Hire** task.

Make Changes

- b. Navigate to the **Hourly** section. Select the three dots, then select **Edit**.

Hourly

Plan Name
Hourly Plan
ADDED

Assignment Details
15.00 USD Hourly
ADDED

Effective Date
07/20/2026
ADDED

Edit

- c. Update the **Hourly – Amount**. *Hourly rate minimums for graduate student employees are available on the student employment website [here](#).*
- d. Expand the **Hourly - Additional Details** section, adding an **Actual End Date**. Ensure the compensation **Actual End Date** aligns with the position end date from the previous Hire task. Select **Save**.

Hourly

Plan Name
Hourly Plan

Amount *
15.00

Additional Details

Actual End Date
MM / DD / YYYY

Assignment Details
15.00 USD Hourly

Save

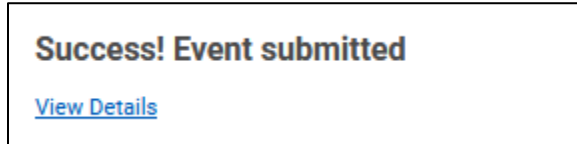
Cancel



- e. When all **Compensation** changes have been entered, select **Submit** at the bottom of the screen.



5. You will receive an alert at the top of your screen that the Propose Compensation Hire task has been submitted.



Result:

You have submitted a student hire in Workday. From here, all student hires are reviewed by the Talent & Inclusion division to ensure all details are accurate. If approved, the hire is finalized in Workday and the student may begin working on the selected first day of work.

Helpful Tips:

Please monitor your inbox for incomplete items and processes to complete. Pay attention to the pop up indicating next steps to orient yourself with where you are in the process, as this is only viewable for a few seconds on screen.

Once you have determined the student to hire for the position, ensure the student is in compliance and has completed (or will complete) their onboarding tasks with the Talent and Inclusion division.



Hire a Student

Start Additional Job from Job Requisition (Other Active Position)

If hiring from a job requisition, ensure to move selected student(s) to **Ready for Hire** stage before proceeding with instructions below.

1. Check your Workday **My Tasks** inbox for a **Start Additional Job: Student Name** task. Review the **Before You Begin** section at the top of the **Revise Add Additional Job** task.

Before You Begin:

Please ensure you have the following information available to complete the hiring process:

- The home cost center that the employee is being hired into
- The proposed compensation or activity pay information
- The funding sources for compensation to complete costing allocation information
- For graduate funded students, the appropriate grant/worktags(s) and funding details for the appointment.

Note: Students should be hired as part-time.

Please observe the following maximum scheduled weekly hours by Job Profile / Job Family:

- Federal Work Study / CSWS: 5 hours
- Hourly Student: 10 hours
- Graduate Funded Students: 20 hours

2. Complete all required fields and review all information is correct. Fields include:

- a. **Effective Date:** Date of Hire

- i. Federal Work Study positions must be hired effective 8/20/2026.

Effective Date *	08 / 20 / 2026	
------------------	----------------	--

- a. **Reason:** Add Additional Employee Job > New Assignment > New Position

Reason *	Add Additional Employee Job > New Assignment > New Position	
----------	--	--



b. **Job Details:**

- i. **Job Requisition:** If hiring from an existing Job Requisition, the requisition ID will default from the original posting. You may remove this entry if you need to update information from the job requisition.

Job Requisition

- ii. **Employee Type: Student (Fixed Term)**

Employee Type *	X Student (Fixed Term)	⋮
-----------------	------------------------	---

- iii. **Job Profile:** See **Creating Student Job Requisitions – Step 3c** for guidance on the appropriate job profile to select.

Job Profile *	X Federal Work Study	⋮
---------------	----------------------	---

- iv. **Time Type: Part Time**

Time Type *	X Part time	⋮
-------------	-------------	---

- v. **Location: Worcester**

Location *	X Worcester	⋮
------------	-------------	---

- vi. **Pay Rate Type: Hourly**

Pay Rate Type	X Hourly	⋮
---------------	----------	---

c. **Working Time**

- i. **Default Weekly Hours:** Do not update this field. Please leave the default 40 listed.
- ii. **Scheduled Weekly Hours:**

Scheduled Weekly Hours	
------------------------	----------------------

b. **Additional Details:**

- i. **Job Title:** *This field will default to the Job Profile selected. Please update this to reflect the position title needed. Changes to this field*



will also update the Business Title.

Job Title	
-----------	----------------------

- iii. **Additional Job Classifications:** You may leave this field blank.

Additional Job Classifications	
--------------------------------	----------------------

- iv. **Company Insider Types:** You may leave this field blank.

Company Insider Types	
-----------------------	----------------------

- v. **Workers' Compensation Code Override:** You may leave this field blank.

Workers' Compensation Code Override	
-------------------------------------	----------------------

- vi. **End Employment Date:** Select the anticipated last date this position will work.

1. Federal Work Study positions must end effective 5/5/2027.

End Employment Date *	05 / 05 / 2027
-----------------------	---

3. Click **Submit**.

Submit	Save for Later	Cancel
---------------------------------------	---	---------------------------------------

4. You will receive an alert at the top of your screen that the Start Additional Job task has been submitted. Select **Open** to proceed to **Change Organizational Assignments** page.



Success! Event submitted

Up Next: | Change Organization Assignments |
Due Date

[View Details](#)

Open

5. Enter the **Cost Center** and **Student Worker Staffing Organization**, then select **Submit**.

Change Organization Assignments [Assign Organizations:](#) ...

Organizations

Company

Company *

Worcester Polytechnic Institute - WPI

Cost Center

Cost Center *

1235-CC Federal Work Study - FWS

Costing

Program

500 Student Services

Fund

110-FD Unrestricted

Other

Student Worker Staffing Organization

Student Worker Staffing Organization

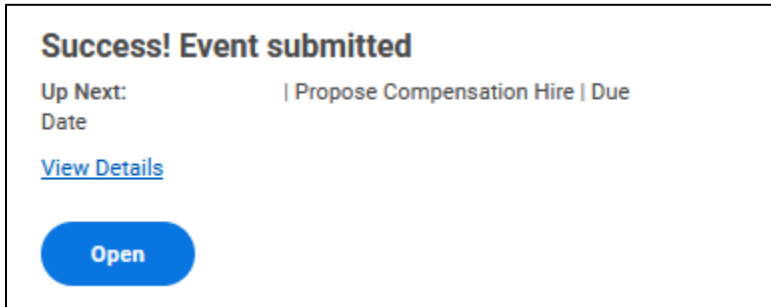
Submit

Save for Later

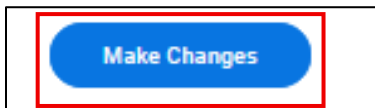
Close



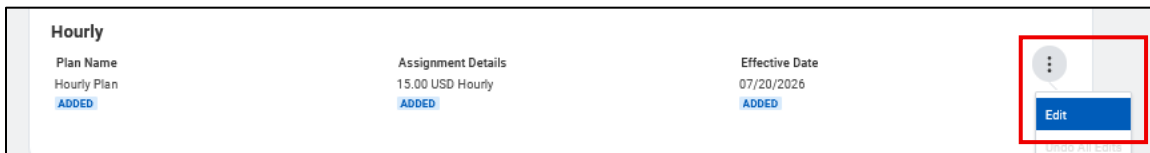
- You will receive an alert at the top of your screen that the Change Organizational Assignments task has been submitted. Select **Open** to proceed to **Propose Compensation Hire** page.



- Select **Make Changes** at the top of the **Compensation** screen.



- Navigate to the **Hourly** section. Select the three dots, then select **Edit**.



- Update the **Hourly – Amount**. *Hourly rate minimums for graduate student employees are available on the student employment website [here](#).* Next, expand the **Hourly - Additional Details** section, adding an **Actual End Date**. Ensure the compensation **Actual End Date** aligns with the position end date from the previous Hire task. Select **Save**.

Hourly

Plan Name: Hourly Plan

Total Base Pay Range: 21.25 - 26.01 - 30.77 USD Hourly

Amount: 15.00

Currency: x USD

Frequency: x Hourly

Additional Details

Expected End Date: MM / DD / YYYY

Actual End Date: MM / DD / YYYY

Compensation Element: Hourly Pay

Compensation Grade: 4H

Assignment Details: 15.00 USD Hourly

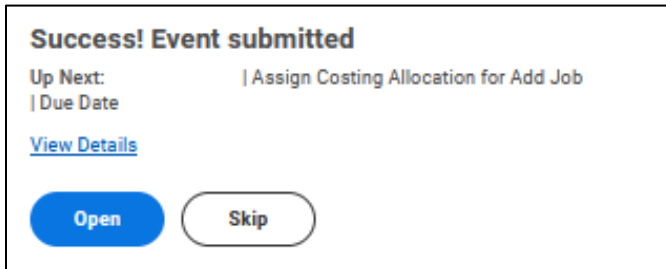
Save Cancel



10. When all **Propose Compensation Hire** task changes have been entered, select **Submit** at the bottom of the screen.



11. You will receive an alert at the top of your screen that the Propose Compensation task has been submitted.



- If you need to enter a Costing Allocation, select **Open**. Select **Open** to proceed to **Assign Costing Allocation** page.
 - If you do not need to enter a Costing Allocation, select **Skip**. Enter a comment on the **Skip This Task** page, then **Submit**.
12. If you need to enter a Costing Allocation, update the **Assign Costing Allocation** page. Next, select **Submit**.
- Costing Allocation Level: Worker and Position**
 - Select **+Add**, then update the **Start Date** and **End Date**.
 - Navigate to the Costing Allocations section, then enter the needed worktag(s), ensuring the **Distribution Percent** column totals 100%.
 - If multiple worktags are needed, select **+** on the left side of the Costing Allocation Details section to add another row.



Assign Costing Allocation for Add Job

Event Details
Event: Costing Allocation for Start Additional Job
Effective Date: 07/20/2026

Costing Allocation Details
Costing Allocation Level: Worker and Position

Include Existing Allocations
From: 07/20/2026 To: MM/DD/YYYY Refresh Costing Allocation Data

Proposed Costing Allocations
Add
07/20/2026 07/21/2026
Copy Costing Allocation
Start Date: End Date:
Costing Allocation Attachments
Salary Over the Cap Default Costing Allocations

Costing Allocations
Costing Allocation Details: 1 item

Order	Costing Working Defaults (As of Start Date)	Required with no Default (Must have Costing Override)	*Cost Center	*Fund	Grant	Designee	Activity	*Additional Workdays	* Distribution Percent	Salary Over the Cap
								x Program: 100 Instruction	100	100.00%

enter your comment

Save Save for Later Cancel

13. The **Start Additional Job** task will be routed for budget approvals as needed.
14. Once all budget approvals are received, check your Workday **My Tasks** inbox for a **Start Additional Job: Student Name** task. Review all information is correct, then select **Approve**.

Review Start Additional Job:

For Mechanical & Materials Engineering

Overall Process Start Additional Job:

Overall Status In Progress

Details to Review

Additional Job Information

Proposed Organization Mechanical & Materials Engin

Worker

More Details

Organization Assignments

5 items

Organization Type

Company

Approve Send Back ...



15. You will receive an alert at the top of your screen that the Start Additional Job task has been submitted.

Success! Event approved

Up Next: HR Partner | Consolidated Approval by HR Partner

Result:

You have submitted a student start additional job task in Workday. From here, all student hires are reviewed by the Talent & Inclusion division to ensure all details are accurate. If approved, the hire is finalized in Workday and the student may begin working on the selected first day of work.

Helpful Tips:

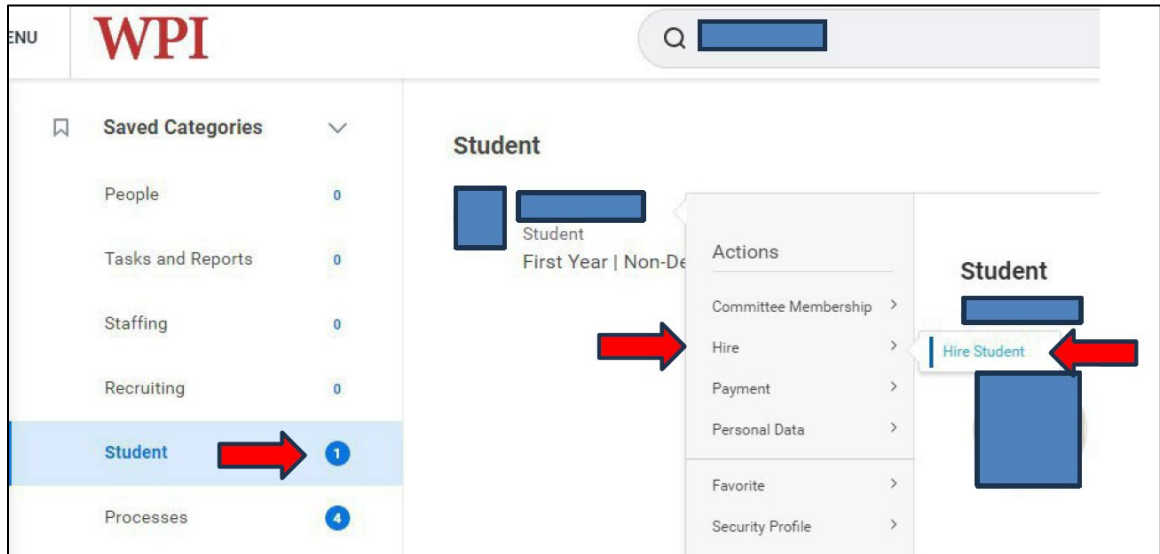
Please monitor your inbox for incomplete items and processes to complete. Pay attention to the pop up indicating next steps to orient yourself with where you are in the process, as this is only viewable for a few seconds on screen.

Once you have determined the student to hire for the position, ensure the student is in compliance and has completed (or will complete) their onboarding tasks with the Talent and Inclusion division.

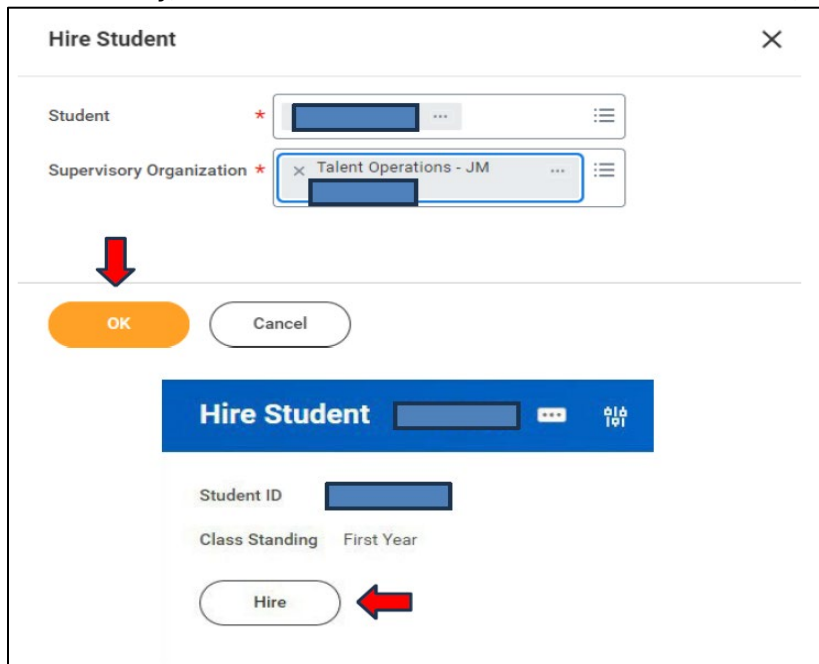


Hire a Student without Job Requisition

1. In the Workday search bar, type in the student's full name and click enter.
 - a. Locate their student record per the screenshot below.
 - b. Navigate to the related actions button adjacent to their name, select hire and then "Hire Student".



2. Enter the JM "Job Management" Supervisory Organization for the student's position. This should be the supervisor or individual they are reporting to. Select, "Ok" when done. Lastly, validate student information and then select, "Hire".





3. Complete the position details:
 - a. Hire Date: First day of employment for compensation. This date should fall within the academic year calendar excluding weekends and holidays unless approved by Talent & Inclusion.
 - b. Reason:
 - i. Hire Employee > New Employee: For students who have never held a position at WPI before.
 - ii. Hire Employee > Rehire: For students who have held either a prior or current position at WPI.
 - c. Employee Type: Student (Fixed Term)
 - d. End employment date: This date should be within the academic year calendar no later than the last day of classes unless approved by Talent & Inclusion.
 - e. Location: Worcester
 - f. Job Profile: Hourly Student
 - g. Job Title: *This field will default to the Job Profile selected. Please update this to reflect the position title needed. Changes to this field will also update the Business Title.*
 - h. Pay Rate Type: Hourly
 - i. Time Type: Part time
 - j. Scheduled Weekly Hours: 5
 - k. Comments: You can write comments, if necessary, but this is not required.
 - l. Attachments: Also not required.
 - m. Select **Submit** when complete.
4. Change Organization Assignments:
 - a. Company: Worcester Polytechnic Institute – WPI
 - b. Cost Center: The operating fund that will compensate the employee.
 - c. Program: 700 General Administration
 - d. Fund: 110-FD Unrestricted
 - e. Other: Select the pencil icon and select **Student Worker Staffing Organization**. It should appear twice if done correctly.
 - f. Select **Submit** when completed.
5. Propose Compensation Hire:
 - a. Refer to the [Student Wage Guidelines](#) to determine appropriate hourly rate for student employees.
 - b. All student positions must have an Expected End Date and Actual End Date for compensation that matches the end employment date. This is under the “Additional Details” section.
 - c. Massachusetts minimum wage is \$15.00 per hour.
 - d. All hourly rates will be subject to Talent & Inclusion approval.



6. Skip costing allocation unless there is funding for the student employee besides operating budget. Review and approve the hire.
 - a. It will route to the supervisor for approval and then Talent & Inclusion.

Important Notes:

Student employees must be hired fully before their first day of employment. This is to ensure compliance with mandatory onboarding requirements.

Please contact talent@wpi.edu for questions/concerns regarding this process.



Change Student Job

1. Enter the student's name into the Workday search bar and select their employee profile.
2. Click the **Actions** button under their name and title.
3. Hover over **Job Change**, then select **Start Job Change**.
4. Select the job you are changing the details for. Select **Change Student Worker Employment Details**. Click **OK**.
5. The start of the next pay period will auto populate for the effective date. If there is a different date you want to use, update this selection.
 - a. Note: Dates in the past will reflect retro pay if an hourly rate change occurs.
6. *To change Job Title:* only update the **Job Title** field.
7. *To change scheduled hours per week:* only update **Scheduled Weekly Hours** field.
8. *To change the job end date:* scroll down to **End Employment Date** and update.
 - a. Be sure to also update the compensation end date.
9. *To change the hourly rate:* navigate to the Hourly section and enter the new rate.
10. When you have finished making changes, select **Submit**.