

Add a Student Worker Position for an Existing Employee

The following describes the process of adding a student worker position for an already active employee. All requests should be initiated at least two weeks prior to the intended start date.

[Additional Student Employment Information](#)

WHO CAN INITIATE this process?

- < Administrative Assistant
- < Manager

***DO NOT USE THIS PROCESS for the following:**

- < Do not add a student worker position if the employee is not a registered Montclair State University student.

ONLY USE THIS PROCESS for the following:

- < Add a student worker position for a registered Montclair State University student who already has an existing student worker position.

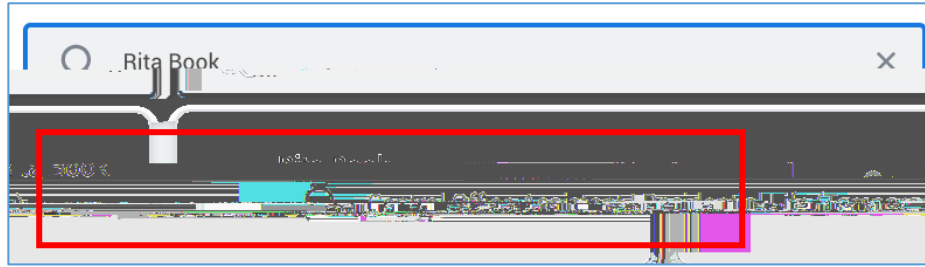
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Approval Workflow in Workday

- 1) Initiation of process by Administrative Assistant or Manager
- 2) Approval by Human Resources
- 3) Approval by Manager (this step is skipped if the process was initiated by the Manager)

Instructions

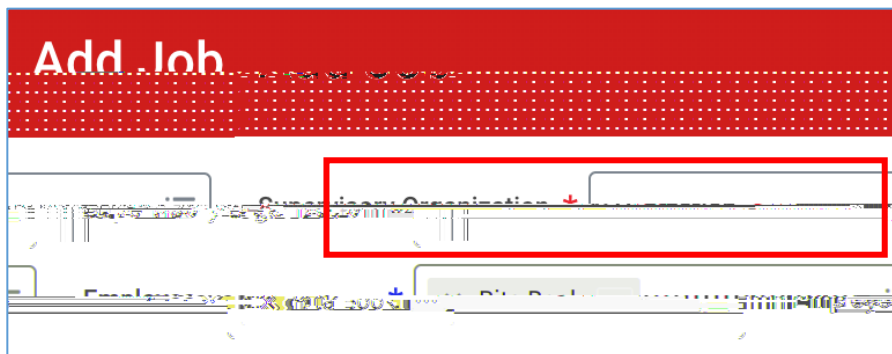
- 1) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.



- 2) On the worker profile below the employee's name **click** on the related actions icon → Job Change → Add Job



- 3) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word "Temporary" in the title.



4) Click **OK** at the bottom of the page.

5) Fill in the first section with the following information.

- < **Effective Date** = This is the hire date for the position
- < **Reason** = Select New Position or Vacant Position

6) Fill in the second section with the following information for an **Undergraduate Student Worker**. See the next section for a Graduate Student Worker.

- < **Employee Type** = Fixed Term

7) Open the third section by clicking on Additional Details.

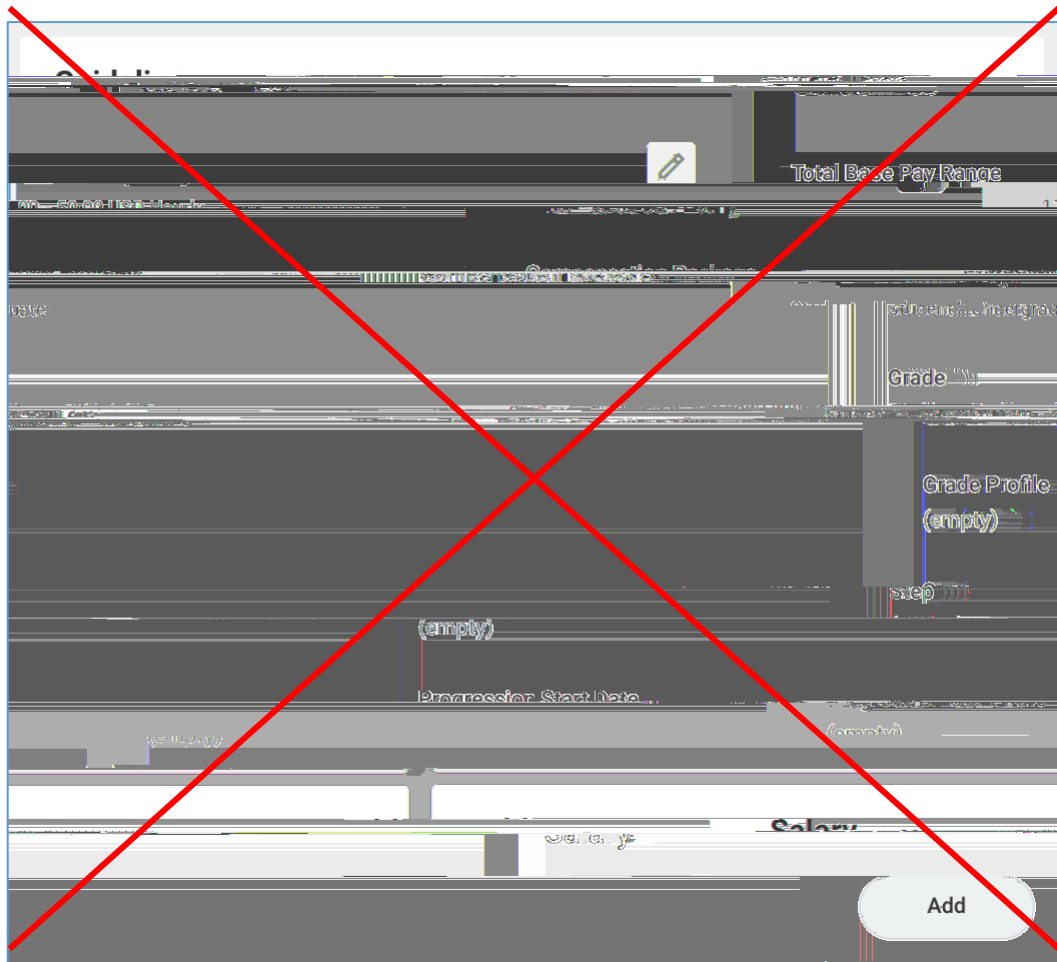
8) Fill in the third section with the following information. Do not fill in any other fields.

***NOTE: Ignore the orange alert message about the FTE equaling zero.**

- < **Job Title** = Enter a Job Title that is related to the work being completed. Do not leave the Job Title as the default. We suggest not using the semester or year in the title.
- < **Business Title** = This will automatically change to be the same as the Job Title.
- < **Default Weekly Hours** = 0
- < **End Employment Date** = Enter the actual assignment end date that is no later than the end of the

- 9) Click **Submit** at the bottom of the page.
- 10) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

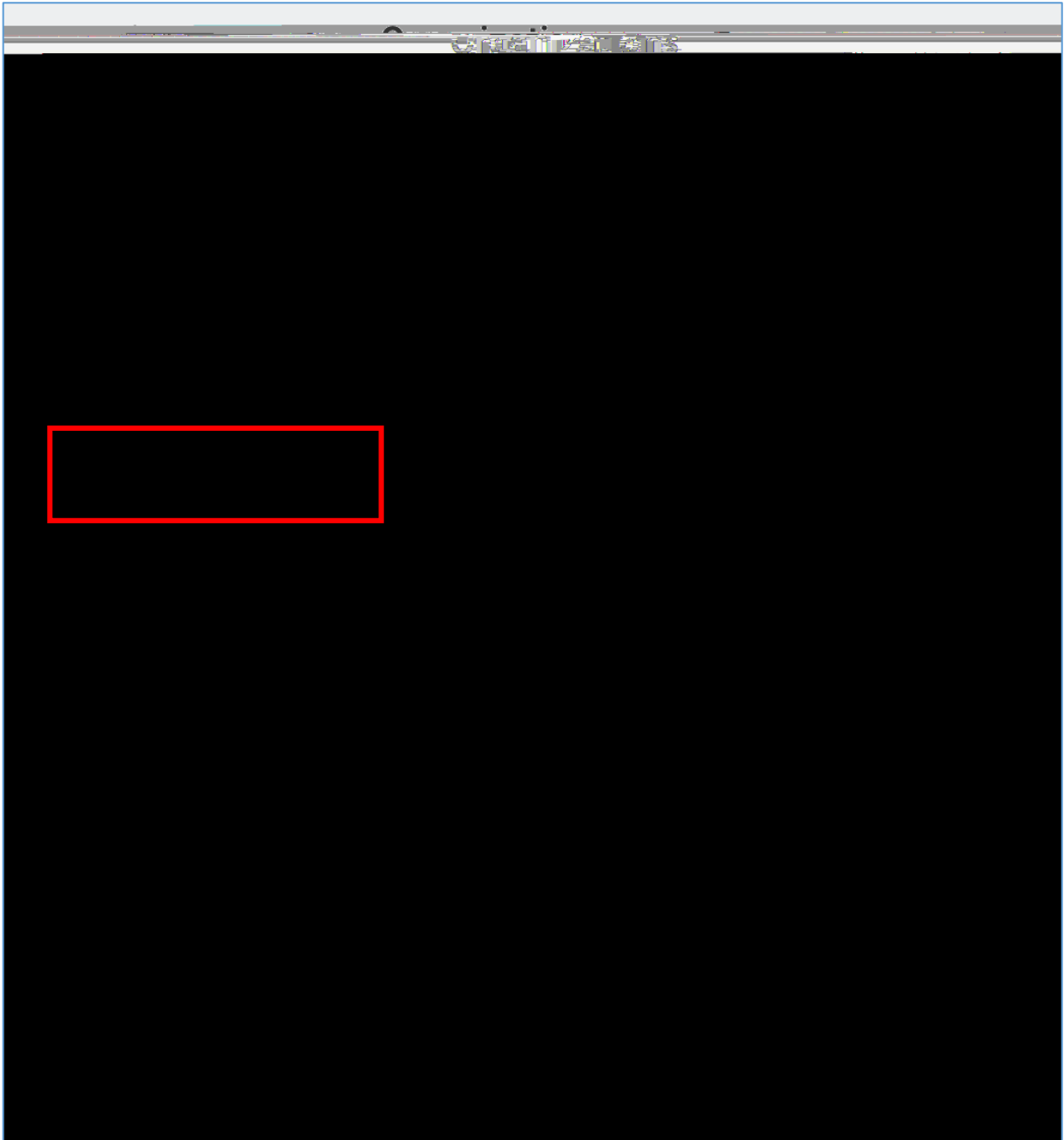
***NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.**



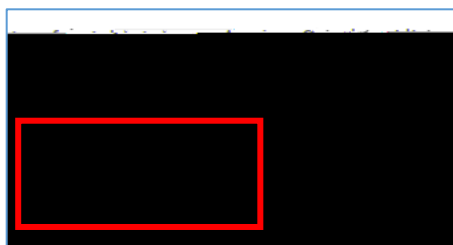
- 12) Click **Submit** at the bottom of the page.
- 13) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



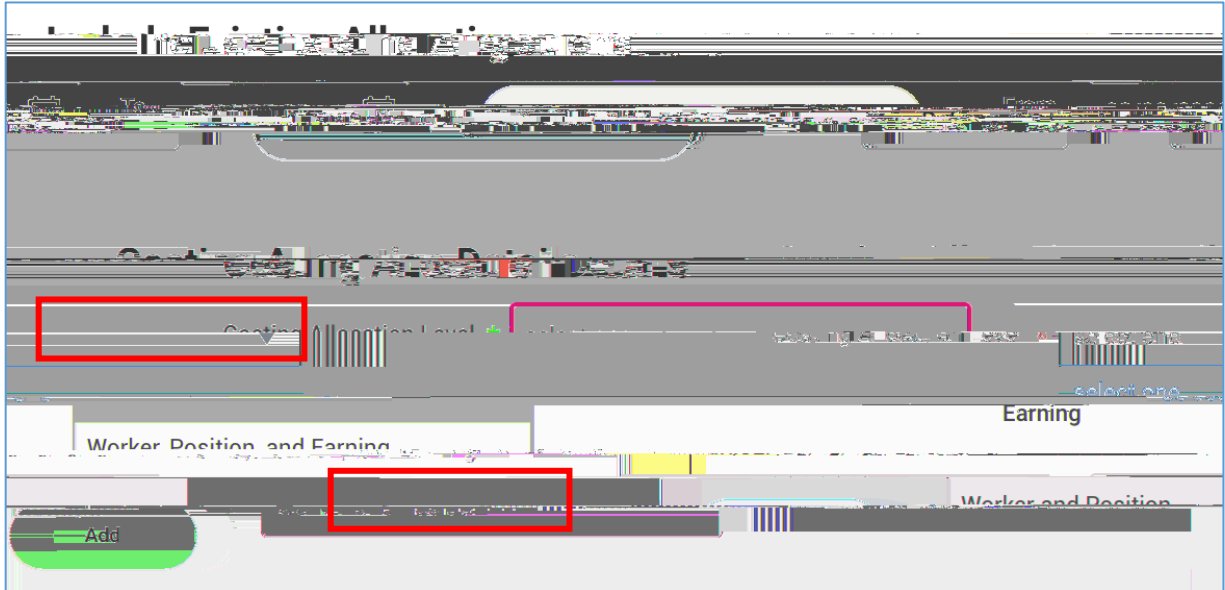
- 14) Enter the cost center that will be used to pay the employee. The other worktags will get pulled in automatically.



- 15) Click **Submit** at the bottom of the page.
- 16) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



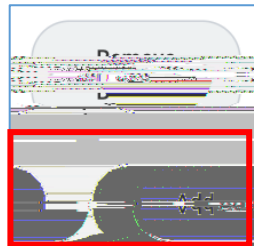
17) Under Costing Allocation Level select **Worker and Position**.



18) If the position **is not** grant or gift funded and it is not split funded (funded by more than one cost center) you can click **Submit** at the bottom of the page. You only need to select the costing allocation level.

If the position is grant, gift or split funded continue to the next step to enter the costing allocation details.

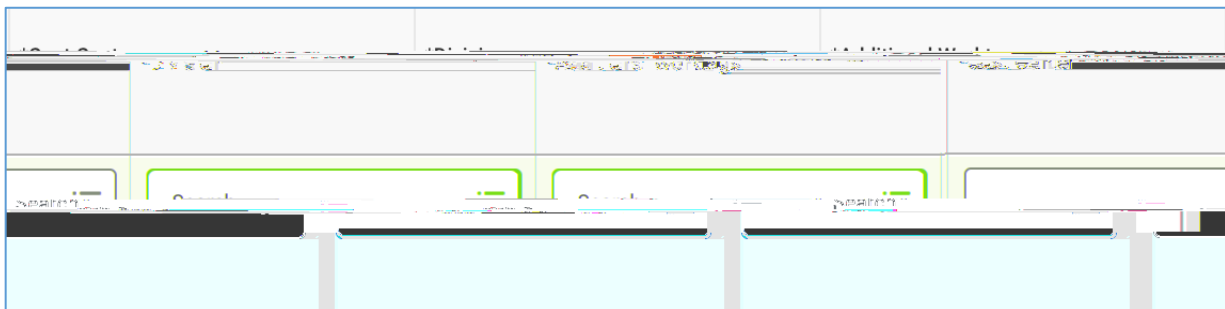
19) To add the costing allocation details, scroll down and click the **Add** button.



Enter the **start date** of the costing allocation details.

You do not need to enter an **end date** to the costing allocation details.

Add your worktags. We suggest you enter the grant or gift worktag first (if applicable) because it will automatically pull in the related worktags.



If the job/position is split funded you can click the plus sign button to the left to add another line. Add your worktags and make sure the percentages equal 100%.

