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.
- Do not add a student worker position if the employee has an active temporary position already in Workday profile.

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.

- Undergraduate student workers cannot work more than 20 hours per week during the fall and spring semesters. Graduate student workers can work a max of 30 hours per week. *Please monitor hours between multiple jobs.*

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)
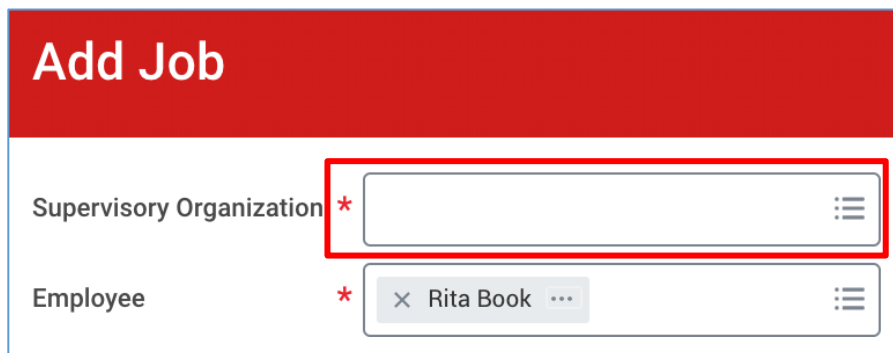
Instructions

1) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.
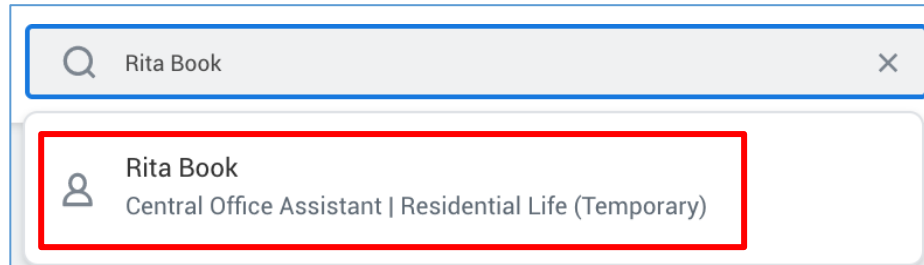
2) On the worker profile below the employee's name **click** on the related actions icon ➔ Job Change ➔ Add Job
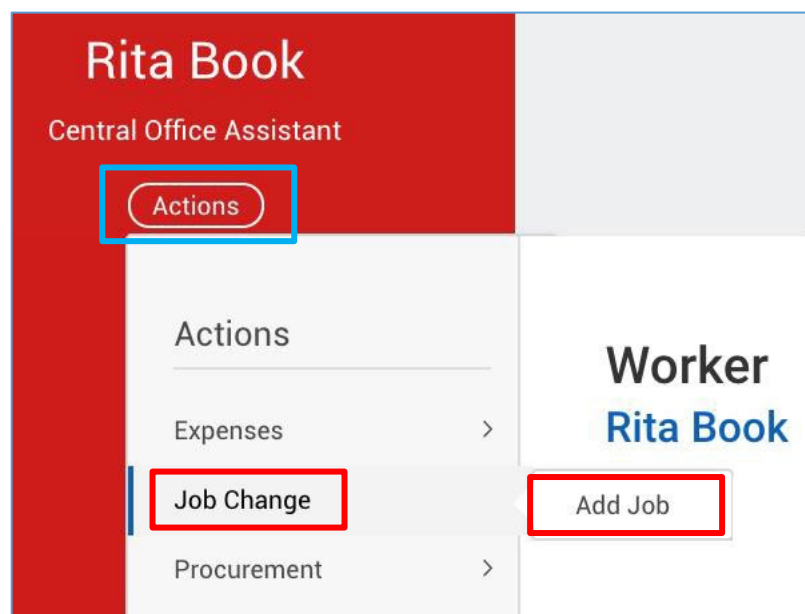
3) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word "Temporary" in the title.

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.

- **Employee Type** = Below is the information you need to enter for each type of employee hire (Montclair Campus Student Worker, Bloomfield Campus Student Worker, and Federal Work Study Student Worker).

Student Workers *(Non-FWS Student Workers)*

- **Employee Type** = Fixed Term Student <u>OR</u> Fixed Term BC Student
- **Job Profile** = Student Worker – UG OR Graduate Student Worker
- **Time Type** = Part time *(never select full time)*
- **Location** = Select Main Campus, Bloomfield College, 855 Valley Road,1515 Broad Street, or 150 Clove Road
- **Pay Rate Type** = Don't change this field. It will automatically populate.
- **Scheduled Weekly Hours** = 0

Federal Work Study Student Workers

- **Employee Type** = Fixed Term Student <u>OR</u> Fixed Term BC Student
- **Job Profile** = Federal Work Study Student Worker
- **Time Type** = Part time *(never select full time)*
- **Location** = Select Montclair Campus, Bloomfield College, 855 Valley Road,1515 Broad Street, or 150 Clove Road
- **Pay Rate Type** = Don't change this field. It will automatically populate.
- **Scheduled Weekly Hours** = 0

Effective Date * 09/01/2024

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

Job Details

Employee Type * ✕ Fixed Term - Student (Fixed Term)

Job Profile * ✕ Student Worker - UG

Time Type * ✕ Part time

Location * ✕ Montclair Campus ⋯

Work Space

Pay Rate Type ✕ Hourly

⌄ **Working Time**

Location Weekly Hours   35

Default Weekly Hours   35

Scheduled Weekly Hours   0

FTE   0%

Alert:
The FTE is zero. The FTE value can affect FTE reporting, benefits, and payroll for the worker. Ensure that the Default Weekly Hours and Scheduled Weekly Hours are correct.

~~Work Shift~~

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

> **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. <u>DO</u> NO
  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 so <u>do not</u>
  change it.
- **Default Weekly Hours** = 0
- **End Employment Date** = Enter the actual assignment end date that is no later than
  the end of the fiscal year. Do not use the end of the fiscal year just to keep an
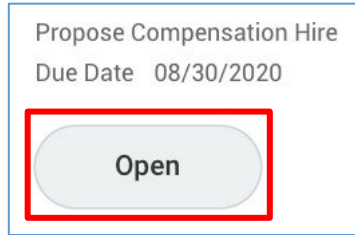 employee active longer.

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.

⌄ Additional Details

Job Title	Program Assistant Fall '24
Business Title	Program Assistant Fall '24
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	☐
Job Category	Student - Undergraduate
Job Classifications	57005 - Student Employee -UG (Ledger Account)
~~Additional Job Classifications~~	☰
~~Company Insider Types~~	☰
Workers' Compensation Code from Job Profile	(empty)
~~Workers' Compensation Code Override~~	☰
First Day of Work	09/01/2024 📅
End Employment Date	* 06/30/2025 📅
Exclude from Headcount	☐

10) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

Propose Compensation Hire
Due Date   08/30/2020

Open

11) To add the hourly rate, you will click the edit pencil in the subsection labelled **Hourly**.

The hourly rate must be at least the minimum wage which may have changed since this job aid was created.

Hourly
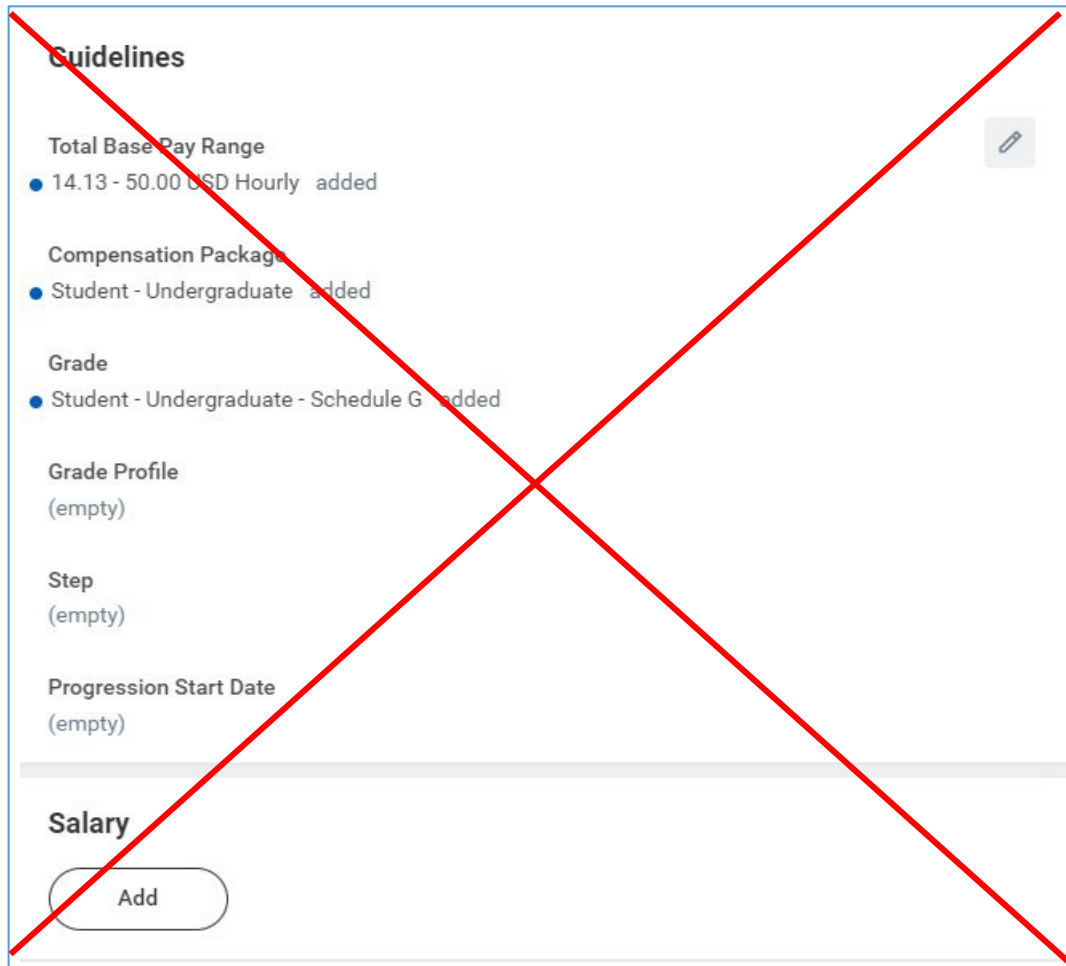
Assignment Details
● 15.13 USD Hourly   added

Plan Name
● Hourly Plan   added

Effective Date
● 09/01/2024   added

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


Guidelines

Total Base Pay Range
● 14.13 - 50.00 USD Hourly   added

Compensation Package
● Student - Undergraduate   added

Grade
● Student - Undergraduate - Schedule G   added

Grade Profile
(empty)

Step
(empty)

Progression Start Date
(empty)

Salary

(Add)

12) Click **Submit** at the bottom of the page.

13) Click the **Open** button to continue to the Organization Assignments process. If you miss this step, the process will be in your Workday inbox to continue.

Open
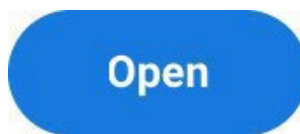
14) Select the correct company either Montclair State University or Bloomfield College of Montclair State University.

15) Enter the cost center that will be used to pay the employee. The other worktags will automatically populate based on the Cost Center that was entered.

Special instructions for Federal Workday Student Workers
All departments are required to enter their own department cost center information at this step. The department will only enter FWS account information on the Assign Costing Allocation step (last step in hire process). See the Assign Costing Allocation section (Part 9) below.

Example: the Biology department is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step:
- *Cost Center = CC10096 Anthropology Department*

Organizations

Company

Company *
Montclair State University

Cost Center

Cost Center *
CC10096 Anthropology Department

Costing

Program

N10 Instruction

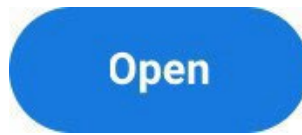Fund

F10 Unrestricted Operating Fund

Other

Division

D22 College of Humanities and Social Sciences

16) Click **Submit** at the bottom of the page

17) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

Open

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

Include Existing Allocations

From 08/29/2020 📅 To MM/DD/YYYY 📅 Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level   select one ▼

select one

Worker, Position, and Earning

Worker and Position

Earning

Add

19) **If the position is not funded by a grant, gift or Federal Work Study 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 funded by a grant, gift, Federal Work Study or split funded, continue to the next step to enter the Costing Allocation Details.

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

Remove

Add
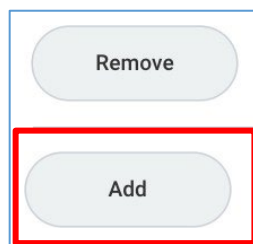
- Enter the **start date and end date** of the costing allocation details. The End Date should always be the last day of the pay period in which the assignment end date lands. Please refer to the payroll calendar to ensure you select the appropriate end dates.
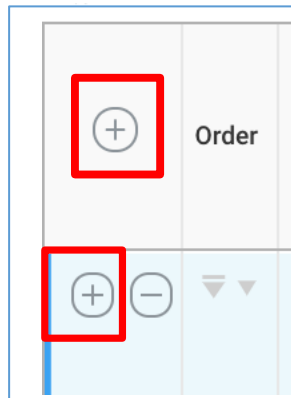- Add your worktags. We suggest you enter the grant, gift, FWS, or alternative

cost center worktag first (if applicable) because it will automatically pull in the related worktags.

For Federal Work Study funded positions you need to enter the grant code under the additional worktags column. The other fields will automatically populate.

Note: The FWS grant code changes every year. The new code will be sent out every year in a campus communication.

*Cost Center	*Division	*Additional Worktags
	Search	Search

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%.

Click **Submit** at the bottom of the page.

email to WCCSupport@montclair.edu