FWS Onboarding Instructions

The following describes the process of hiring a Federal Work Study Student Worker employee. All requests should be initiated at least two weeks prior to the intended start date.

- Confirm the student you are hiring is a student enrolled in classes at Montclair State University (Montclair). If your hire is not enrolled in classes at Montclair but is enrolled in classes at another college/university, they would be considered a Temporary Professional employee, not a student employee.
- 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.

Important: Under **no** circumstances should a new hire start working for Montclair until they complete an I-9 Employment Verification form (I-9) with Montclair's Human Resources. If your new hire completed an I-9 with Montclair's Human Resources within the last three (3) years, they may be eligible to use the I-9 that is currently on file. To confirm your new hire needs to complete a new I-9, please contact hr@montclair.edu.

- No new hire can be entered in Workday without completing an I-9.
- All rehires that previously worked for Montclair and completed their most recent I-9 three (3) or more years prior to their rehire date must complete a new I-9 and cannot be entered in Workday without completing a new I-9.
- If a rehire completed their most recent I-9 less than three (3) years prior to their rehire date, they may not have to complete a new I-9. Please contact hr@montclair.edu to confirm if the rehire needs to complete a new I-9.

All I-9's are processed by Human Resources. Please refer employees to the HR website for I-9 information and for how to schedule an appointment to complete an I-9.

I-9 completion does not send any information to Workday. Once the I-9 is completed, the new hire or rehire and Department will receive a confirmation email from hr@montclair.edu. This email indicates the department may enter the new hire or rehire in Workday.

ONLY USE THIS PROCESS for the following:

- To hire a new employee as a Student Worker employee. The term **new employee** means someone that has never worked for Montclair.
- To rehire an employee as a Student Worker employee. A rehire means someone who worked for Montclair in the past but is currently in a terminated status.

I. **View Montclair Campus Onboarding Instructions**

II. **View Bloomfield Campus Onboarding Instructions**

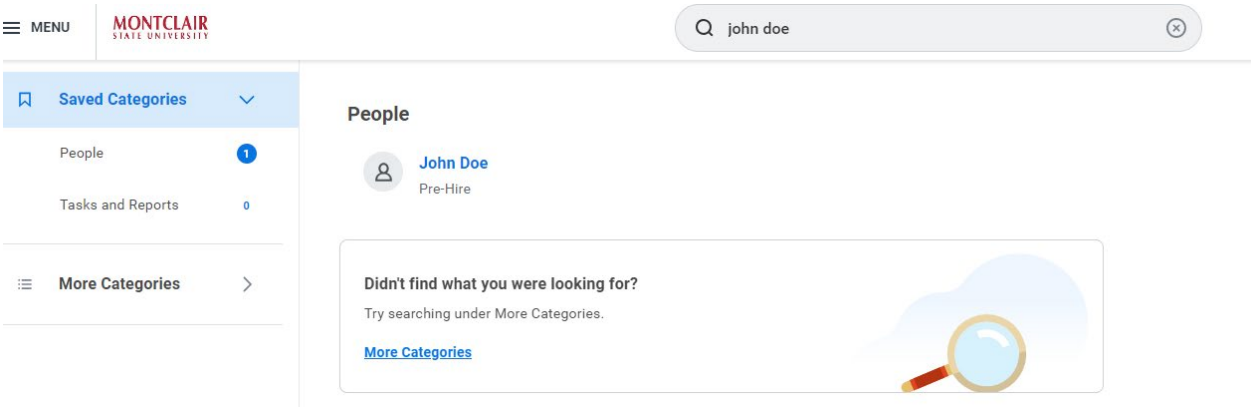
Montclair Campus Onboarding Instructions

Part 1: New Hire or Rehire

Determine if your hire is a new hire or rehire.

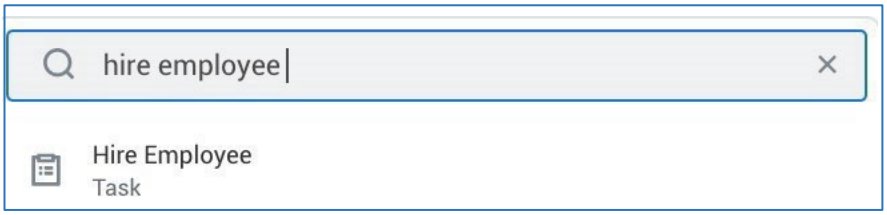
1) In the Workday search bar type the employee's name and hit enter.
2) In the search options on the left of the page, select **People.**
3) Look for your employee's name in the results.
    - If you do not find the employee in the search results, they are likely a **new hire.**
    - If you find the employee's name in the search results, but **(Terminated)** is next to their name, they are a **rehire**.
    - If you find the employee's name in the search results, but **(Terminated)** is not next to their name, you will need to process an **Add Additional Job** instead of using the hire process.
    - You may need to select "**More Categories"** to ensure you are searching all appropriate categories.

NOTE: *Always confirm with the individual to find out if they are current employees or past employees at Montclair State University.*



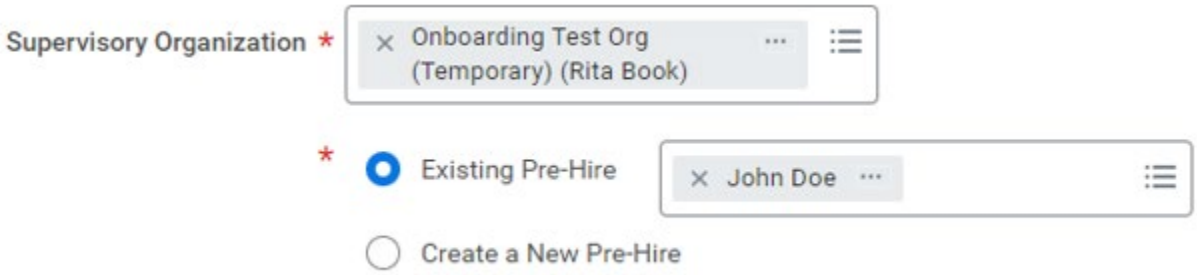
Part 2: Initiate the Hire Process

1) Type **Hire Employee** in the Workday search bar and select the task that appears.

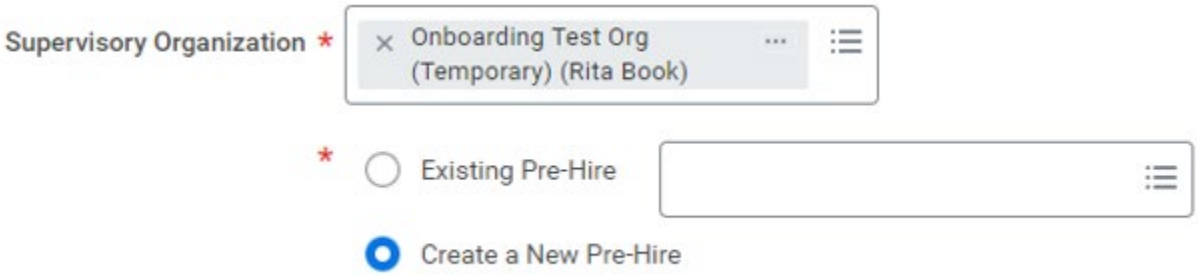


2) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word Temporary in the title.

3) If you determine the employee is a **rehire**, search for them in the Existing Pre-Hire drop down menu.



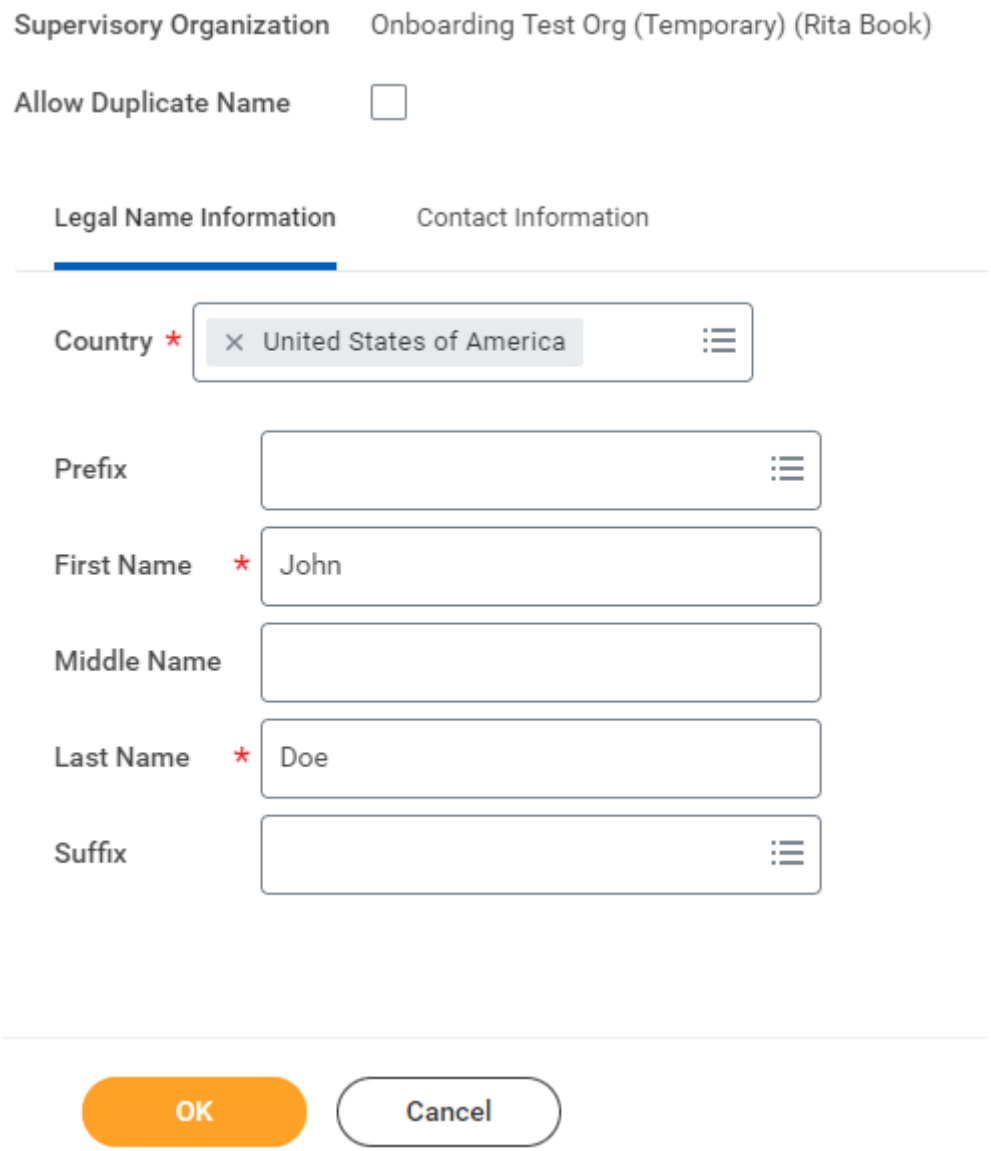
If you determine the employee is a **new hire**, please complete a secondary search in the Existing Pre-Hire section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of Create a New Pre- Hire. **If they do appear, then they are most likely a rehire.**



Part 3: Name and Contact Information

This section will only appear for new hires.

1) Enter the legal first and last name. Do not use preferred names. The employee can enter their preferred name during their onboarding.



2) Click on the **Contact Information** tab.
3) You are required to enter the following:
    - **HOME** address
    - **PERSONAL** e-mail address, **do not use** any existing Montclair e-mail accounts
    - **PERSONAL** cell phone or home phone

    IMPORTANT: Do not mark any of this information as Work contact information.

4) Click the **Add** button under each of the above-mentioned sections to enter the required information.

Legal Name Information | **Contact Information**

Phone

Country Phone Code * × United States of America (+1)

Phone Number * (973) 999-9999

Phone Extension

Phone Device * Cell Phone

Type * × Home

Primary Work ☐

Primary Home ☑

Use For

Visibility ☐ Public

Address

Effective Date * 05/14/2024

Country * × United States of America

Address Line 1 * 123 Sunny Lane

Address Line 2

City * Little Falls

State * × New Jersey

Postal Code * 07424

County

Usage

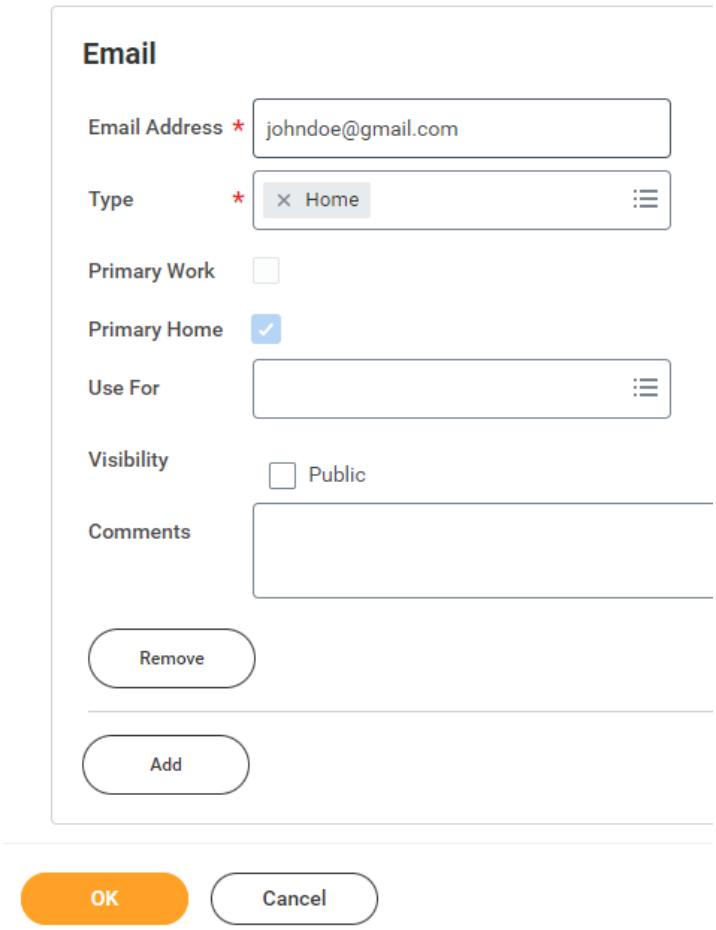
Type * × Home

Primary Work ☐

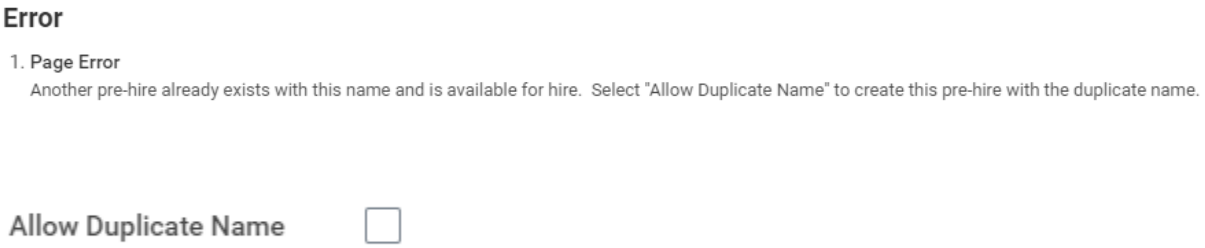
Primary Home ☑

Use For × Mailing

× Street Address - Retired

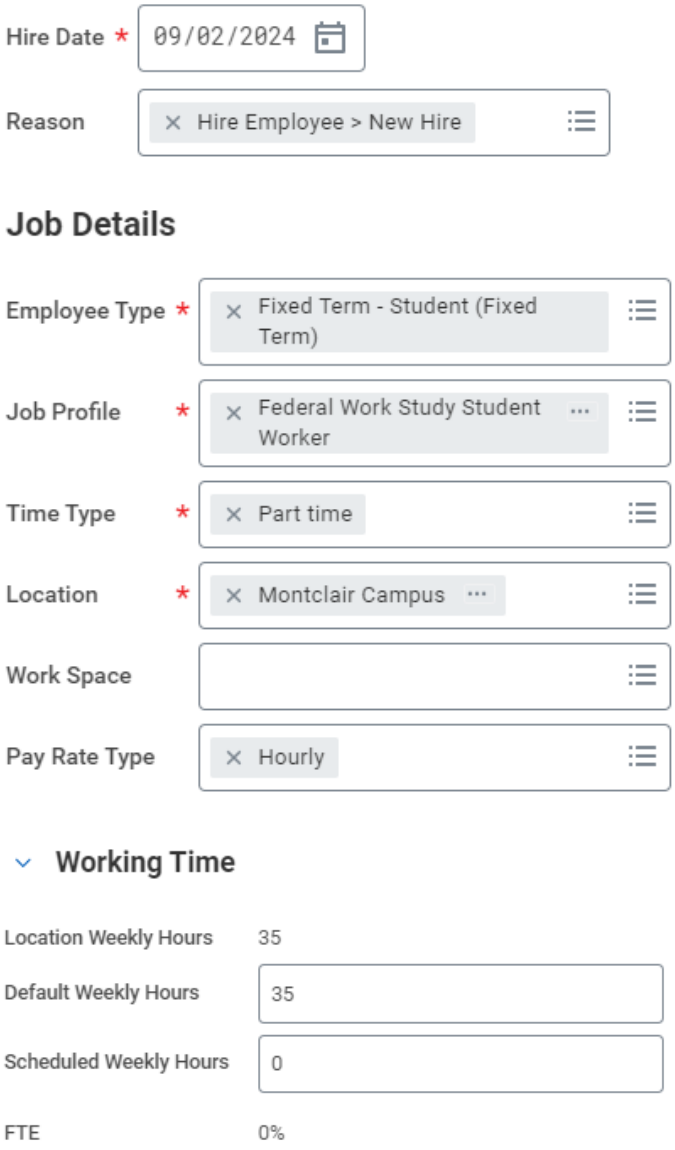


NOTE: If you receive the below error and you are certain the employee has never worked at Montclair before, please check off the “Allow Duplicate Name” box.



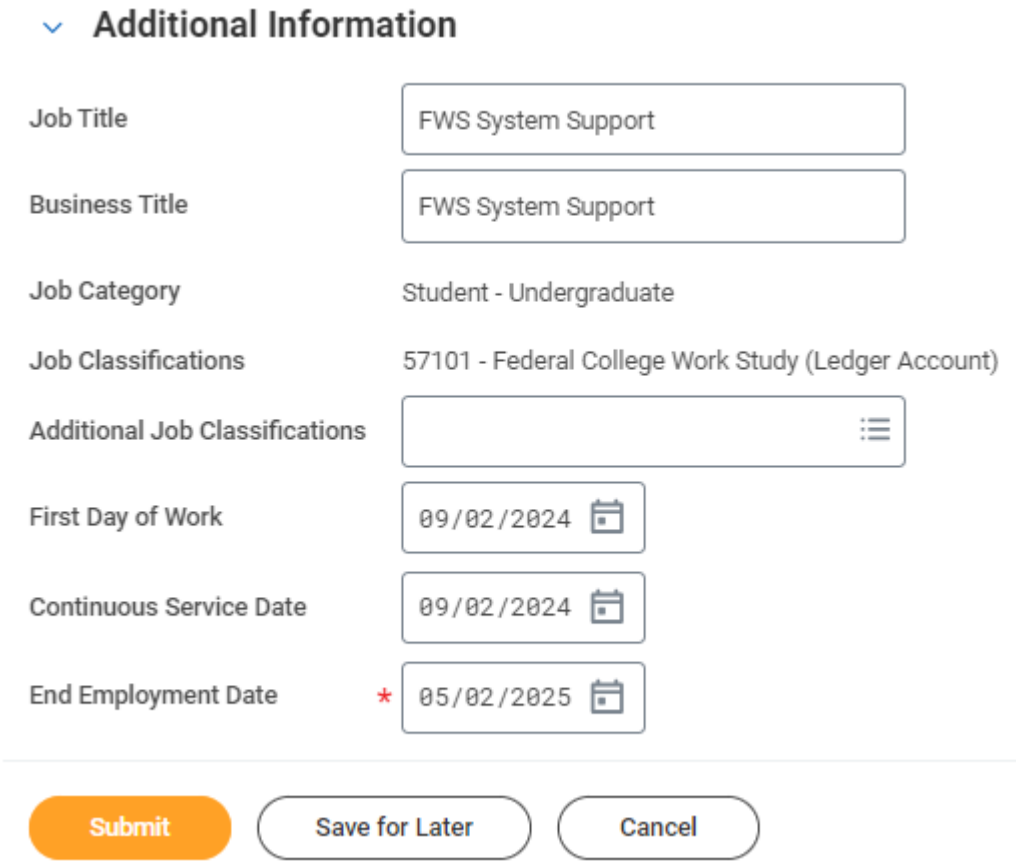
Part 4: Assignment Information

1) Fill in the fields with the following information:
   - **Hire Date** = The first day the employee will work (FWS Student Workers cannot start before the first day of classes).
   - **Reason** = Select New Hire or Rehire
   - **Employee Type** = Fixed Term – Student (Fixed Term)
   - **Job Profile** = Federal Work Study Student Worker
   - **Time Type** = Part time **(never select full-time)**
   - **Location** = Select appropriate campus
   - **Work Space** = Can be left blank
   - **Pay Rate Type** = Do not change this field. It will automatically populate
   - **Default Weekly Hours** = Will **always** be 0
   - **Scheduled Weekly Hours** = Will **always** be 0
   - **FTE%** = 0 ***(NOTE: Ignore the orange alert message about the FTE equaling zero.*** **The FTE should always be 0 for employees).**



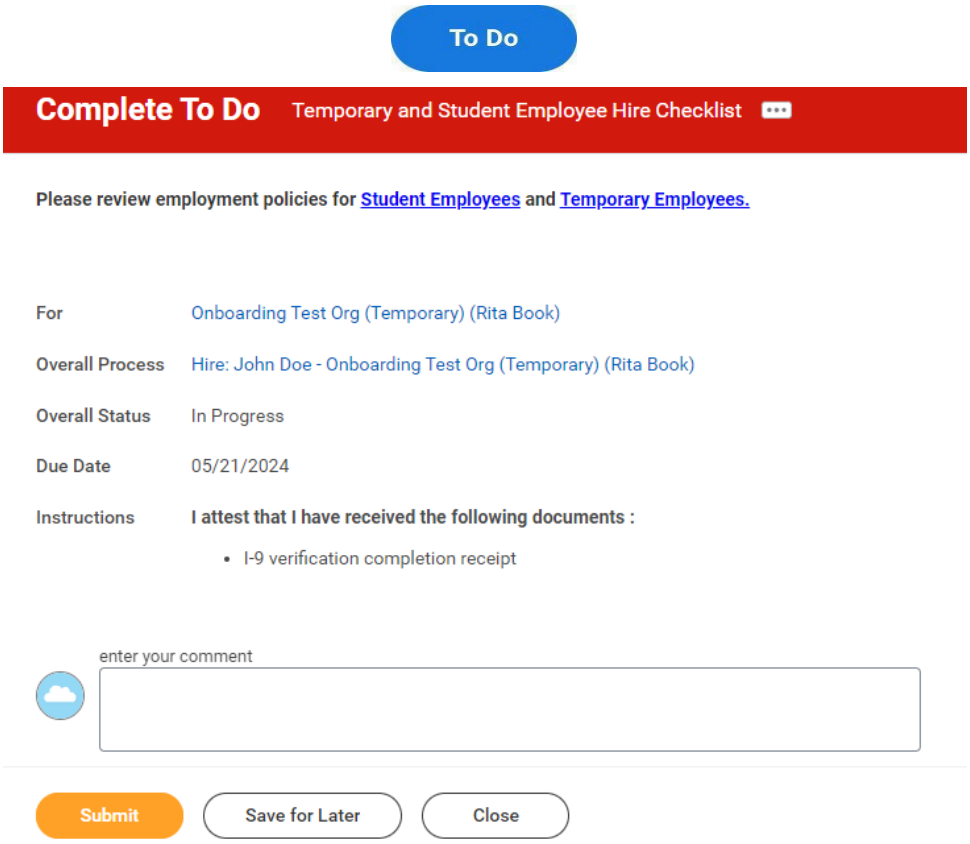
Open the next section by clicking on **Additional Details:**

- **Job Title =** Title **must** include "FWS". Type in a unique Job Title that is related to the assignment. DO NOT leave the 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 do not change it.
- **End Employment Date** = The date provided by Human Resources which can be found on your Workday Homepage under the **Announcements** section.



Part 5: Employee Hire Checklist

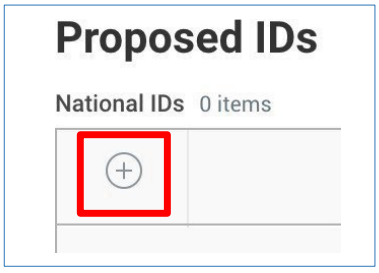
1) Click the **To Do** button to continue to the next step. Click **submit** if you attest to the checklist.



Part 6: Government ID and Personal Information

If this is a rehire, please confirm the accuracy of the existing information in Workday).

1) Click the plus sign under **Proposed IDs: National IDs**.



2) Enter the following information:
   - **Country** = United States of America
   - **National ID Type** = Social Security Number (SSN)
   - **Add/Edit ID** = The employee's Social Security Number.

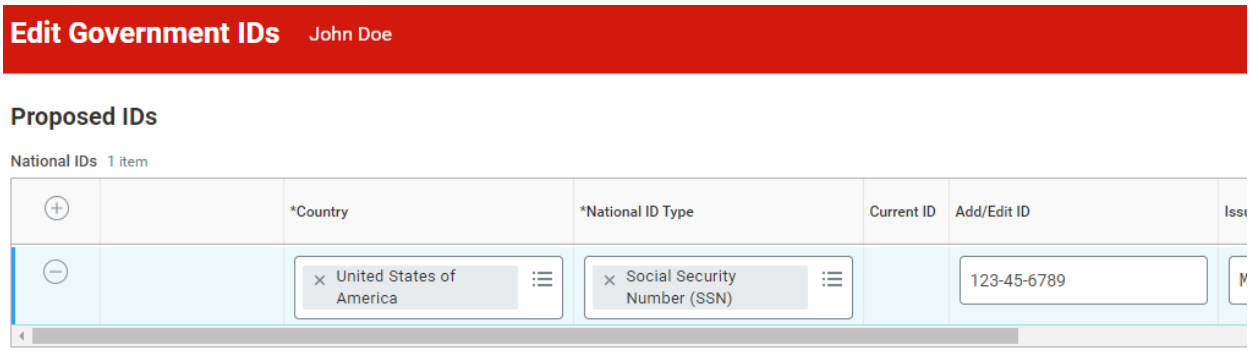
- An employee CANNOT be hired into Workday without a SSN. If the employee has applied for a SSN, they must wait until they receive their SS card before being entered into Workday.

- **Do not enter any additional information on this page.**

Important: If you receive an error message about a duplicate government ID, **DO NOT CONTINUE**. It could mean the following:

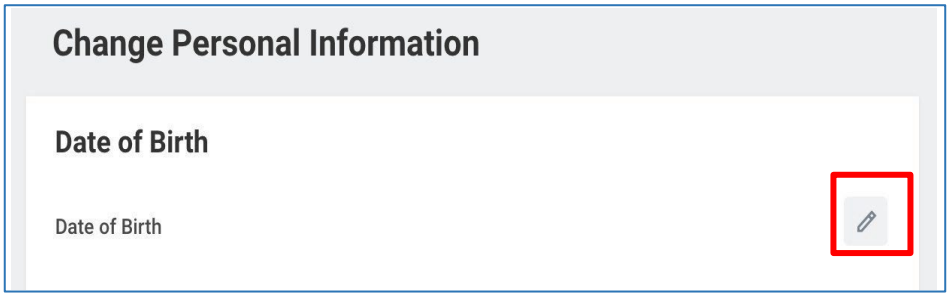
- A possible duplicate employee that already exists in Workday **OR**
- A new hire/rehire is in the process of being hired by another department

Click the **Cancel** button at the bottom of the page and create an additional job for the new hire/rehire or contact the Workday Customer Care for assistance (973-655-5000, option 3 or WCCSupport@montclair.edu).



Part 7: Personal Information

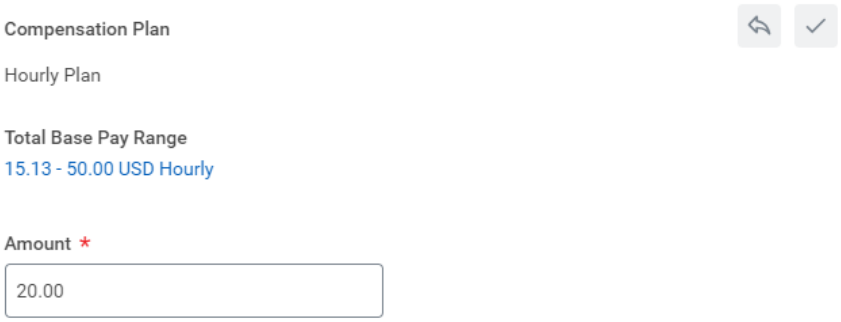
1) Click on the edit icon and enter the employee's date of birth.



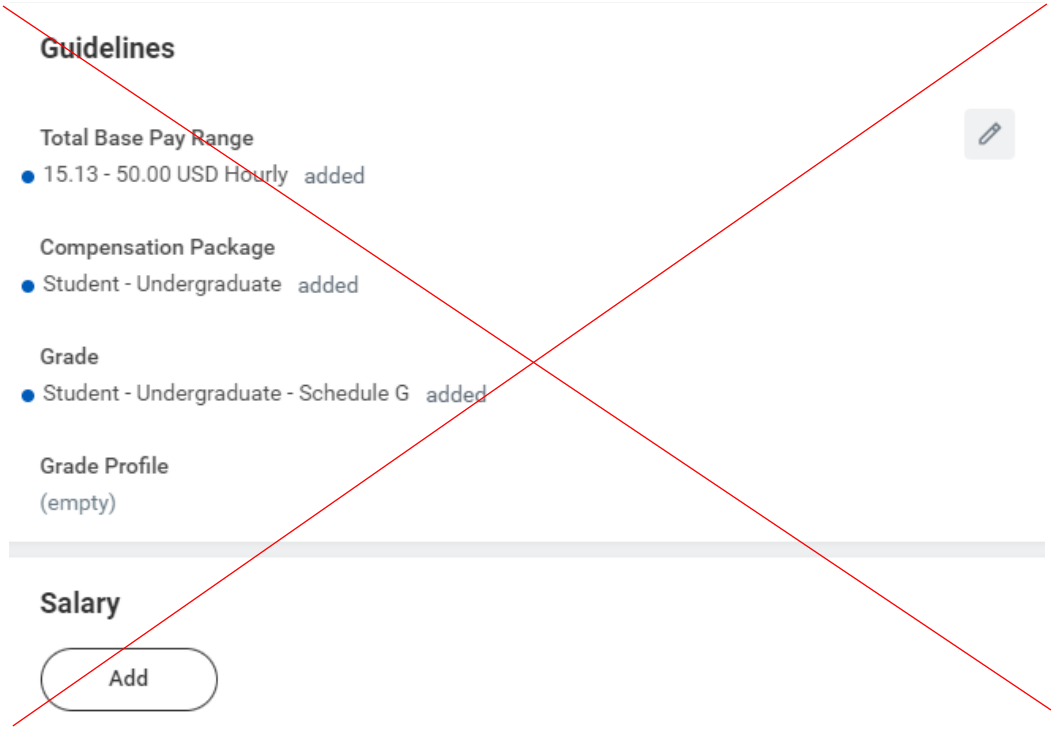
Part 8: Propose Compensation

1) To add the hourly rate, click the edit pencil in the subsection labeled **Hourly**. The hourly rate must be at least the minimum wage.

2) Review the Student Employment Guidelines. If the proposed hourly rate is greater than the compensation guidelines, a justification **MUST** be provided in the comment section.



3) DO NOT edit anything under the Guidelines section.



Part 9: Organization Assignment

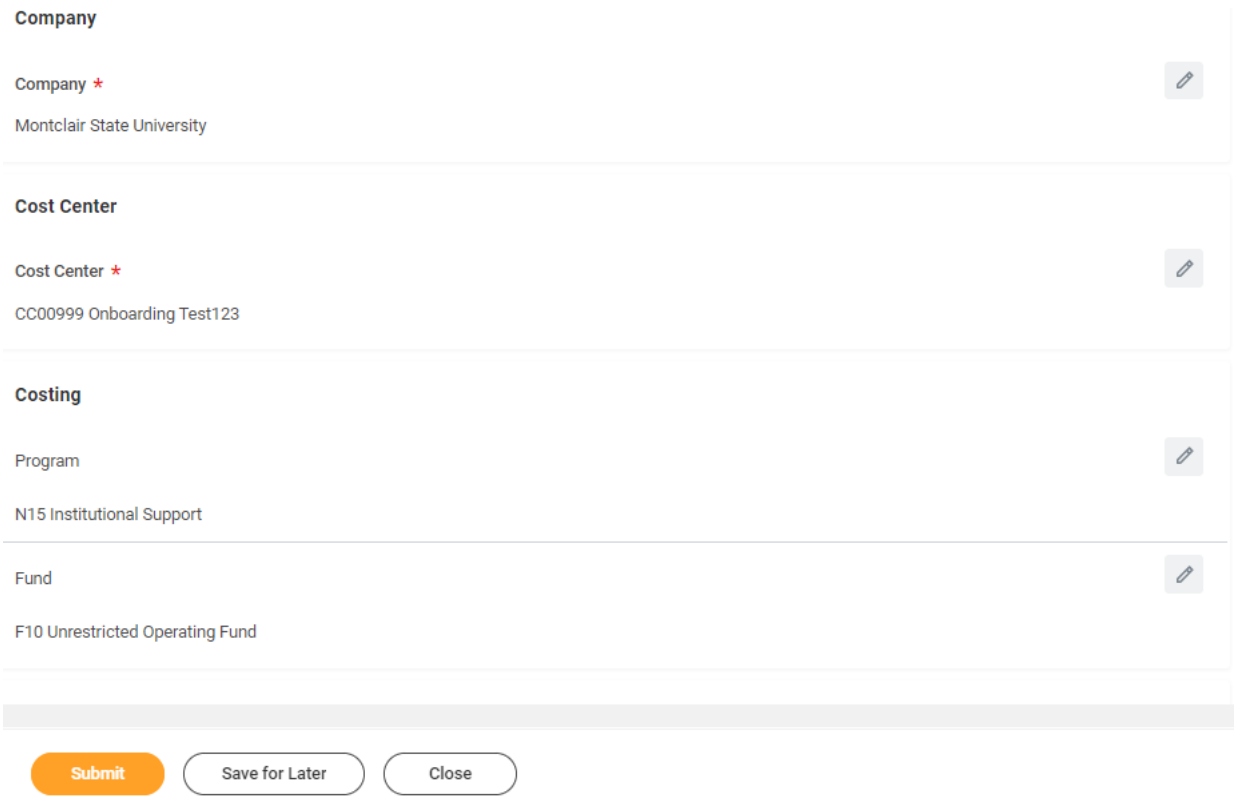
1) Select the correct company = Montclair State University

2) Enter the cost center of the employee's hiring department. The other Worktags will automatically populate based on the cost center that was entered.

   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 10) below.

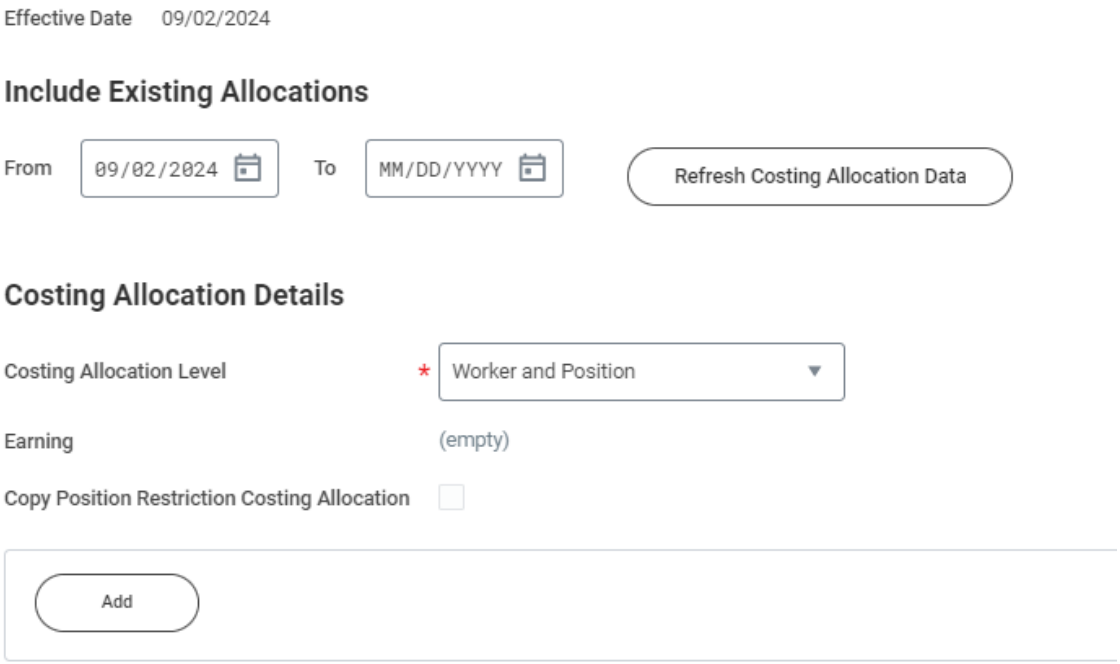
   Example: the "Onboarding Department" is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step:

   - Cost Center = CC00999 Onboarding Test123



Part 10: Costing Allocation

1) Under Costing Allocation Level select **Worker and Position**, never select Worker, Position, and Earning.

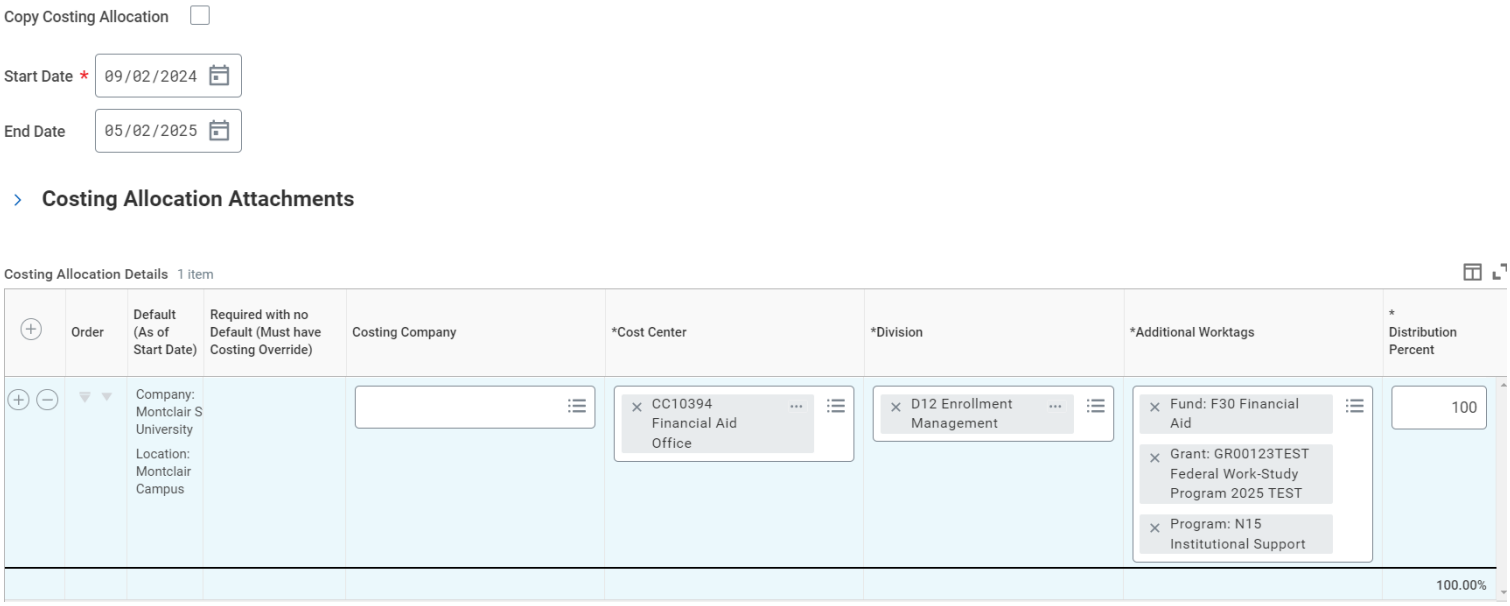


2) To add the Costing Allocation Details (the FWS Grant Code), scroll down and click the **Add** button.

3) Enter the **start date and end date** of the costing allocation details. The start date should align with the first day of work and the end date *should always be the last day of the pay period*.

NOTE: The FWS dates and grant code changes every year. The information for the upcoming year can be found on your Workday Homepage under the **Announcements** section.

4) Add your worktags. We suggest entering the FWS grant worktag first because it will automatically pull in the related worktags.



HELPFUL LINKS

- Workday Job Aids Main Website
- How to Hire a Student Employee
- How to Add a Job for an Existing Student Employee
- Start a Job Change for Student Employees
- Time Entry for Student Workers
- How to Approve Time *(for managers and timekeepers only)*
- How to Enter Time for a Worker *(for managers and timekeepers only)*
- Setting up Direct Deposit

- Payroll Calander
- Manual Time Sheet Form *(used for late time submissions)*

HELP CONTACT INFORMATION

For assistance, contact Workday Customer Care at 973-655-5000, option 3 **or** by e-mail to WCCSupport@montclair.edu.

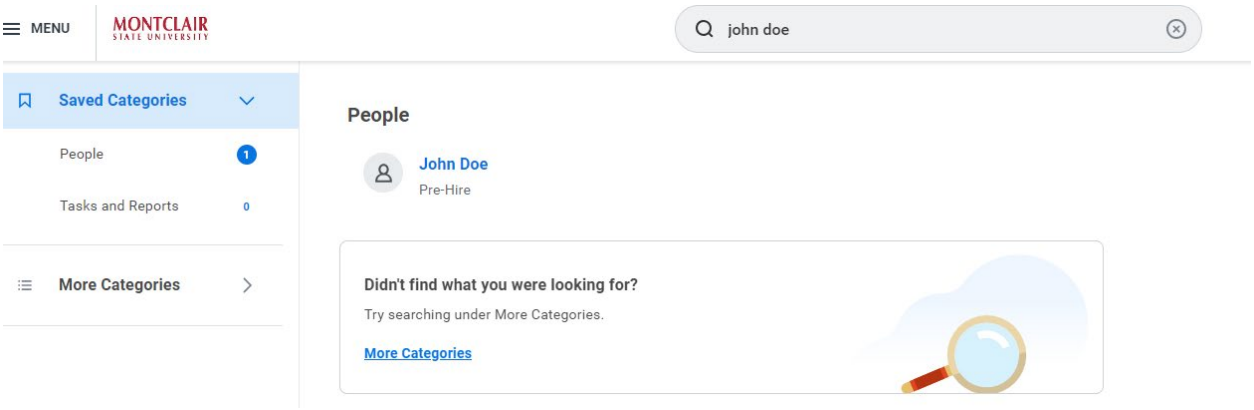
Bloomfield Campus Onboarding Instructions

Part 1: New Hire or Rehire

Determine if your hire is a new hire or rehire.

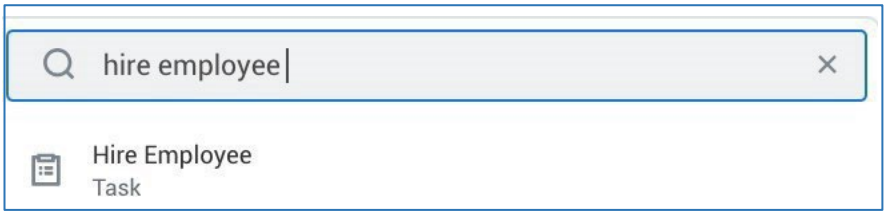
1) In the Workday search bar type the employee's name and hit enter.
2) In the search options on the left of the page, select **People.**
3) Look for your employee's name in the results.
    - If you do not find the employee in the search results, they are likely a **new hire.**
    - If you find the employee's name in the search results, but **(Terminated)** is next to their name, they are a **rehire**.
    - If you find the employee's name in the search results, but **(Terminated)** is <u>not</u> next to their name, you will need to process an **Add Additional Job** instead of using the hire process.
    - You may need to select "**More Categories"** to ensure you are searching all appropriate categories.

NOTE: Always check with the individual to find out if they are current employees or past employees at Montclair State University.



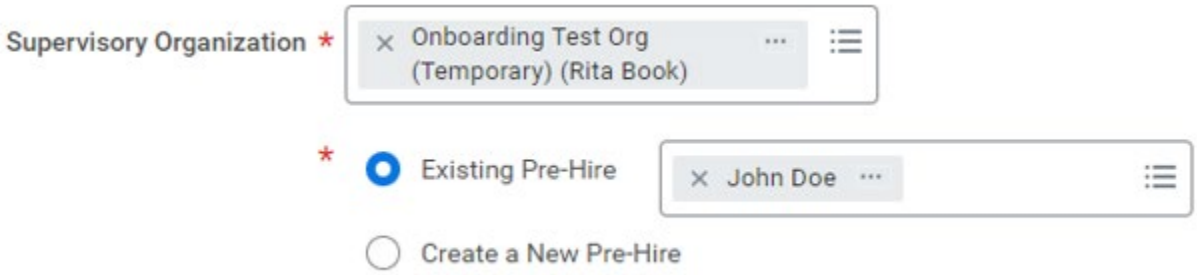
Part 2: Initiate the Hire Process

1) Type **Hire Employee** in the Workday search bar and select the task that appears.

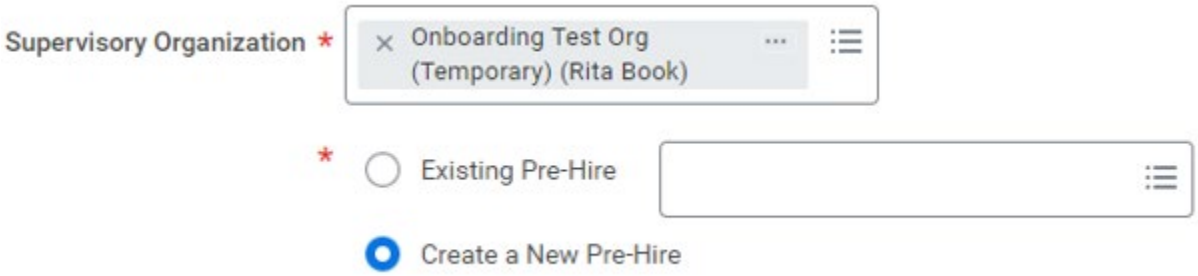


2) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word Temporary in the title.

3) If you determine the employee is a **rehire**, search for them in the Existing Pre-Hire drop down menu.



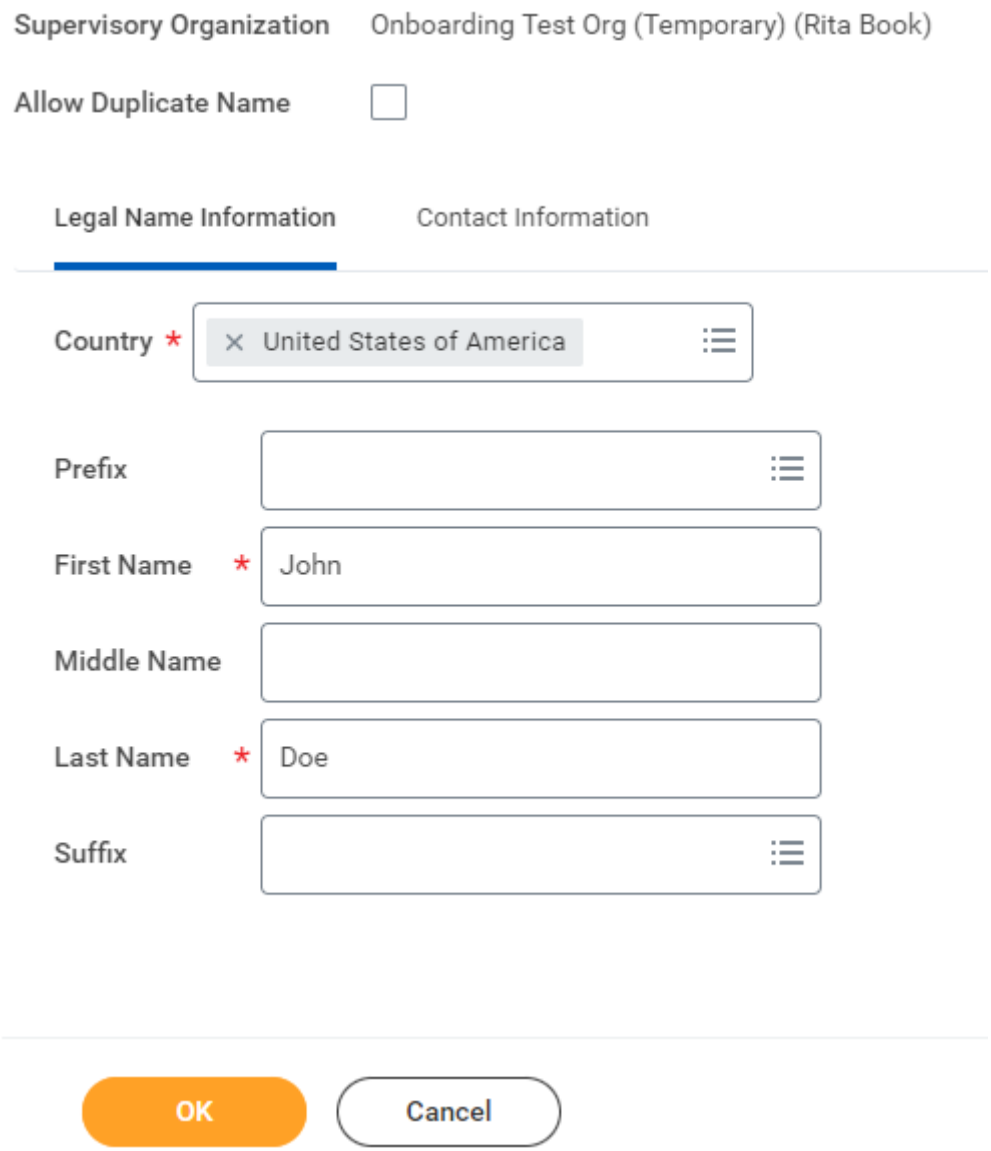
If you determine the employee is a **new hire**, please complete a secondary search in the Existing Pre-Hire section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of Create a New Pre- Hire. **If they do appear, then they are most likely a rehire.**



Part 3: Name and Contact Information

This section will only appear for new hires.

1) Enter the legal first and last name. Do not use preferred names. The employee can enter their preferred name during their onboarding.



2) Click on the **Contact Information** tab.
3) You are required to enter the following:
    - **HOME** address
    - **PERSONAL** e-mail address, **do not use** any existing Montclair e-mail accounts
    - **PERSONAL** cell phone or home phone

    IMPORTANT: Do not mark any of this information as Work contact information.

4) Click the **Add** button under each of the above-mentioned sections to enter the required information.

Legal Name Information | **Contact Information**

Phone

Country Phone Code * × United States of America (+1)

Phone Number * (973) 999-9999

Phone Extension

Phone Device * Cell Phone

Type * × Home

Primary Work ☐

Primary Home ☑

Use For

Visibility ☐ Public

Address

Effective Date * 05/14/2024

Country * × United States of America

Address Line 1 * 123 Sunny Lane

Address Line 2

City * Little Falls

State * × New Jersey

Postal Code * 07424

County

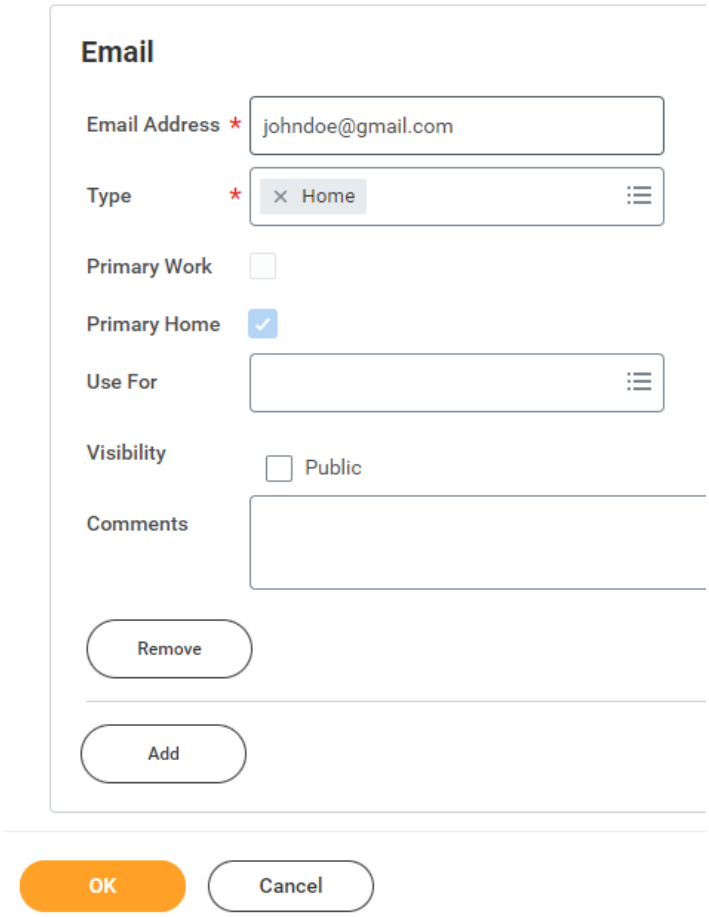
Usage

Type * × Home

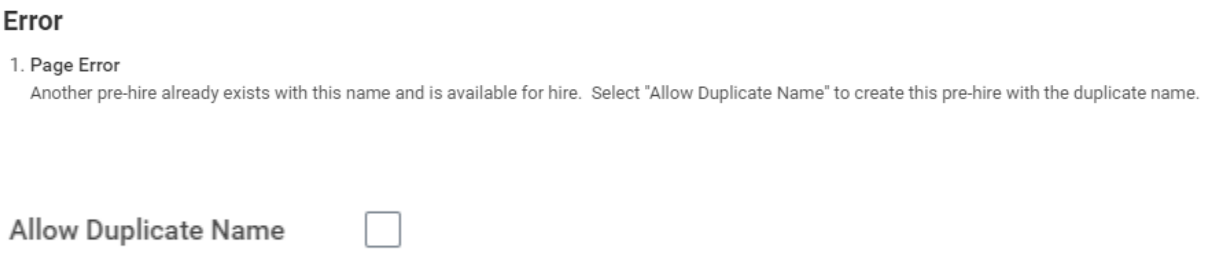
Primary Work ☐

Primary Home ☑

Use For × Mailing
× Street Address - Retired

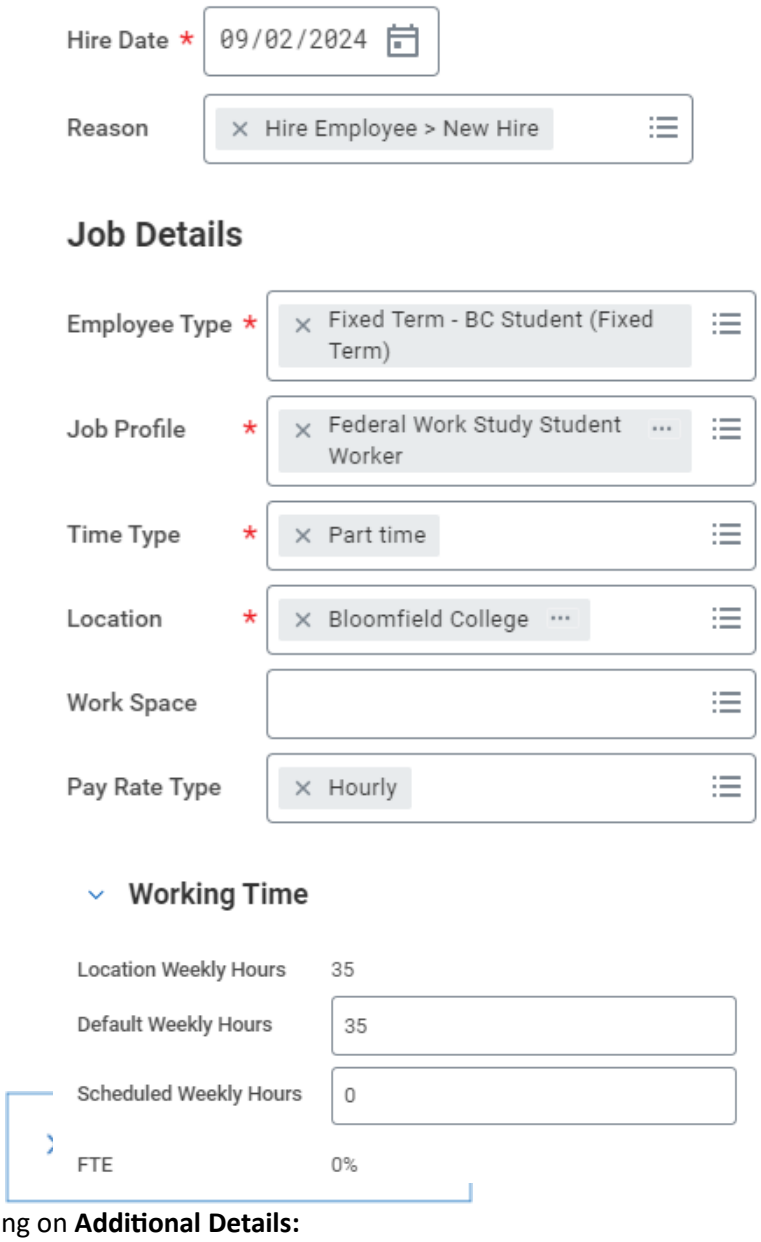


NOTE: If you receive the below error and you are certain the employee has never worked at Montclair before, please check off the “Allow Duplicate Name” box.



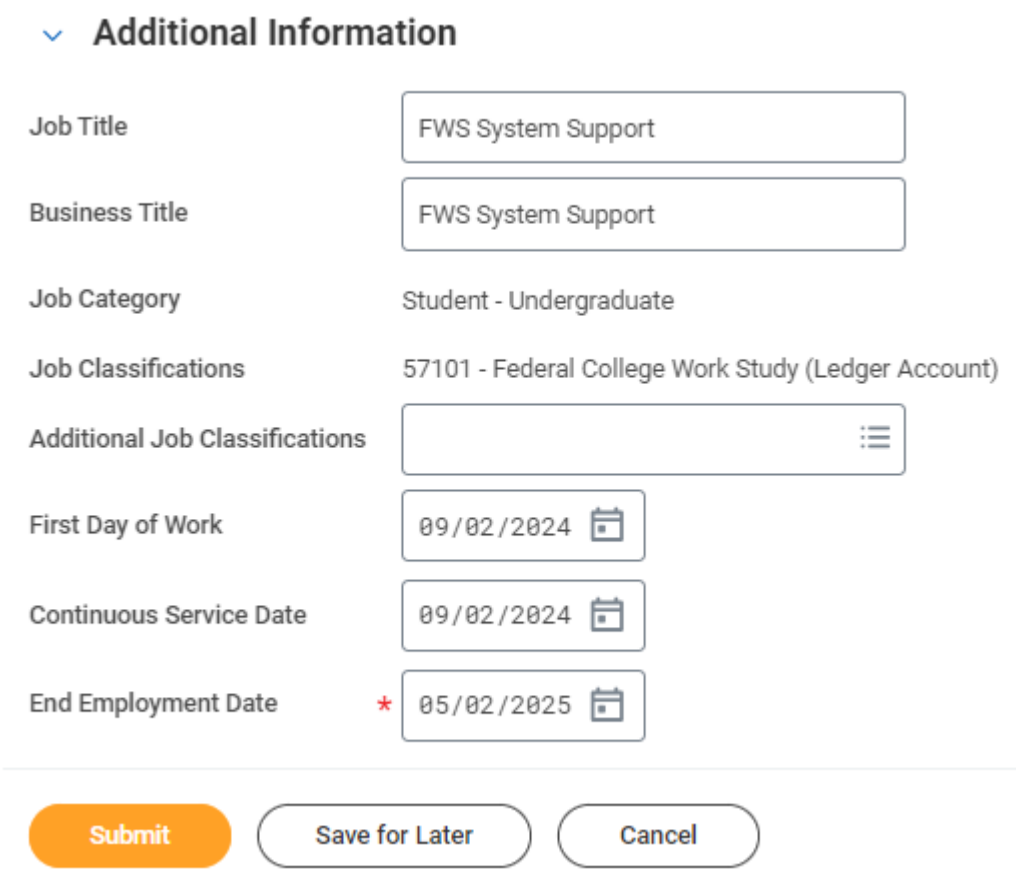
Part 4: Assignment Information

1) Fill in the fields with the following information:
   - **Hire Date** = The first day the employee will work (FWS Student Workers cannot start before the first day of classes).
   - **Reason** = Select New Hire or Rehire
   - **Employee Type** = Fixed Term – BC Student (Fixed Term)
   - **Job Profile** = Federal Work Study Student Worker
   - **Time Type** = Part time **(never select full-time)**
   - **Location** = Bloomfield Campus
   - **Work Space** = Can be left blank
   - **Pay Rate Type** = Do not change this field. It will automatically populate
   - **Default Weekly Hours** = Will **always** be 0
   - **Scheduled Weekly Hours** = Will **always** be 0
   - **FTE%** = 0 ***(NOTE: Ignore the orange alert message about the FTE equaling zero.*** **The FTE should always be 0 for employees).**



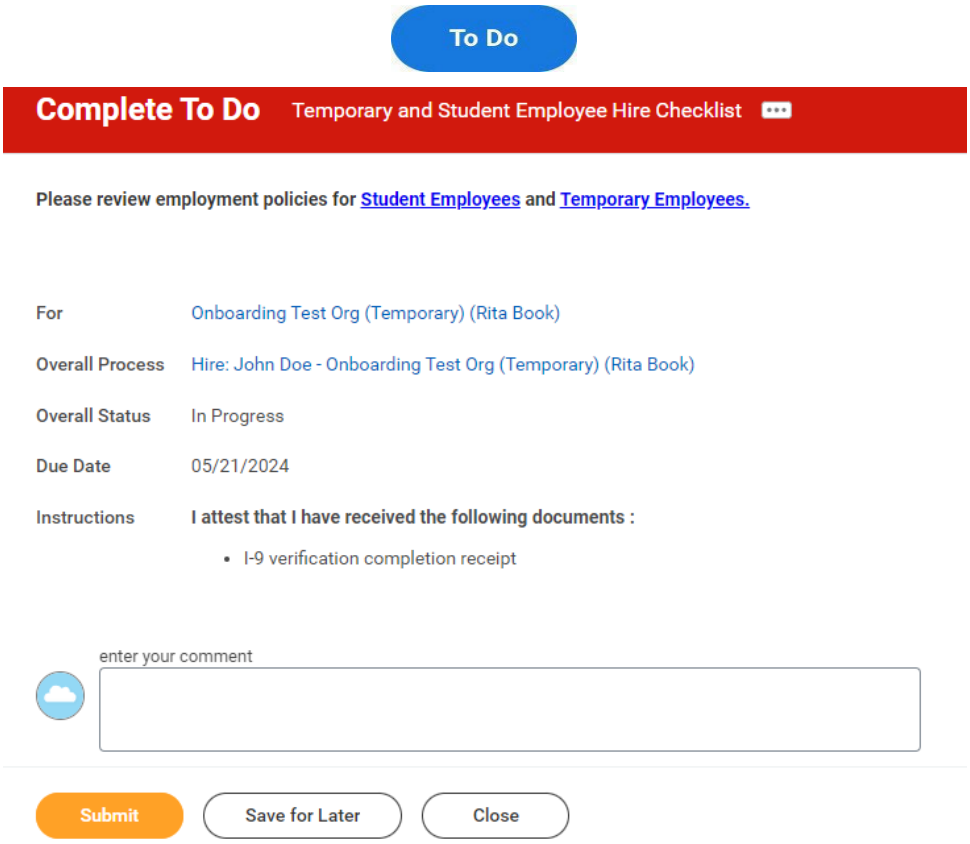
Open the next section by clicking on **Additional Details:**

- **Job Title =** Title **must** include “FWS”. Type in a unique Job Title that is related to the assignment. DO NOT leave the 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 do not change it.
- **End Employment Date** = The date provided by Human Resources which can be found on your Workday Homepage under the **Announcements** section.



Part 5: Employee Hire Checklist

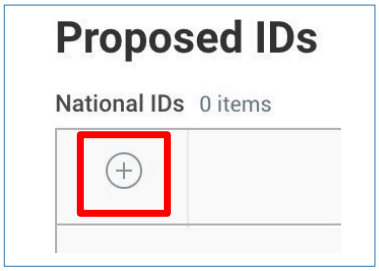
1) Click the **To Do** button to continue to the next step. Click **submit** if you attest to the checklist.



Part 6: Government ID

If this is a rehire, please confirm the accuracy of the existing information in Workday).

1) Click the plus sign under **Proposed IDs: National IDs**.



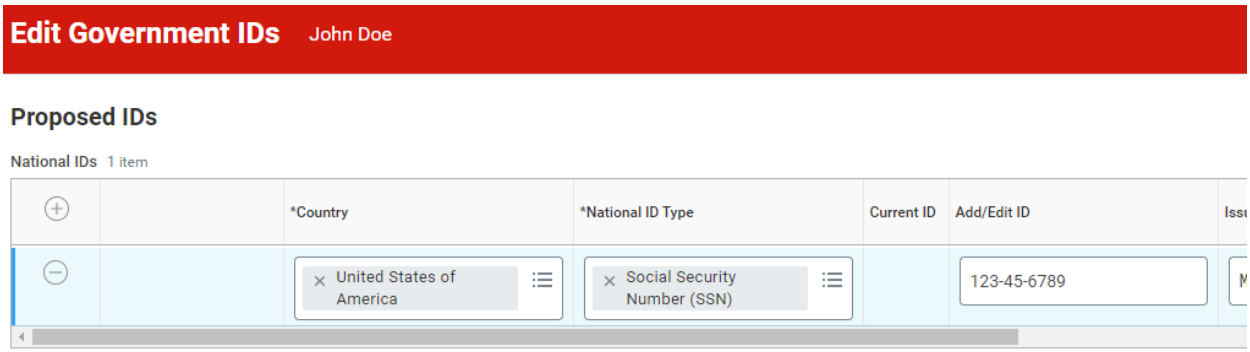
2) Enter the following information:
   - **Country** = United States of America

- **National ID Type** = Social Security Number (SSN)
- **Add/Edit ID** = The employee's Social Security Number.
    - An employee CANNOT be hired into Workday without a SSN. If the employee has applied for a SSN, they must wait until they receive their SS card before being entered into Workday.
- **Do not enter any additional information on this page.**

Important: If you receive an error message about a duplicate government ID, **DO NOT CONTINUE**. It could mean the following:

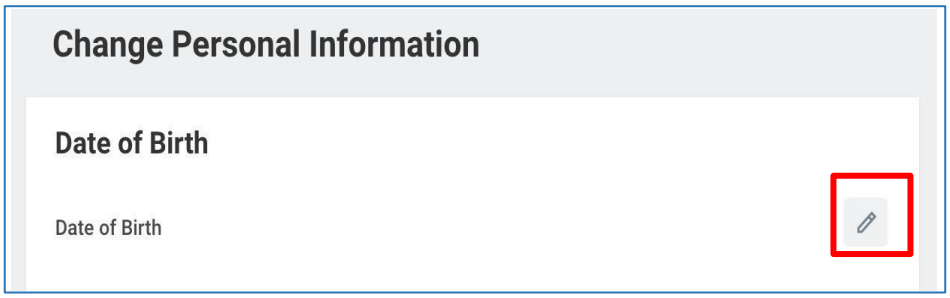
- A possible duplicate employee that already exists in Workday **OR**
- A new hire/rehire is in the process of being hired by another department

Click the **Cancel** button at the bottom of the page and create an additional job for the new hire/rehire or contact the Workday Customer Care for assistance (973-655-5000, option 3 or WCCSupport@montclair.edu).



Part 7: Personal Information

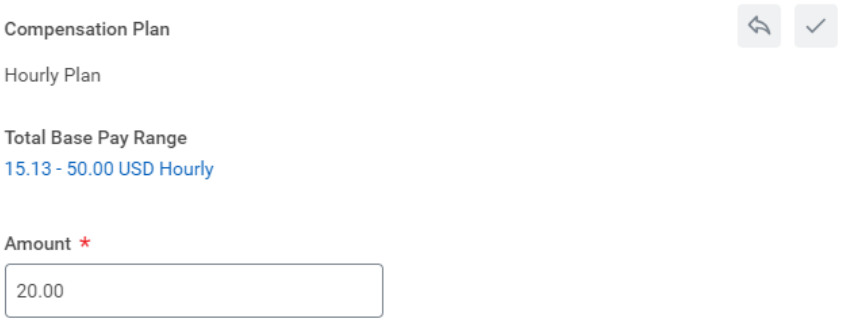
1) Click on the edit icon and enter the employee's date of birth.



Part 8: Propose Compensation

1) To add the hourly rate, click the edit pencil in the subsection labeled **Hourly**. The hourly rate must be at least the minimum wage.

2) Review the Student Employment Guidelines. If the proposed hourly rate is greater than the compensation guidelines, a justification **MUST** be provided in the comment section.



3) DO NOT edit anything under the Guidelines section.

Part 9: Organization Assignment

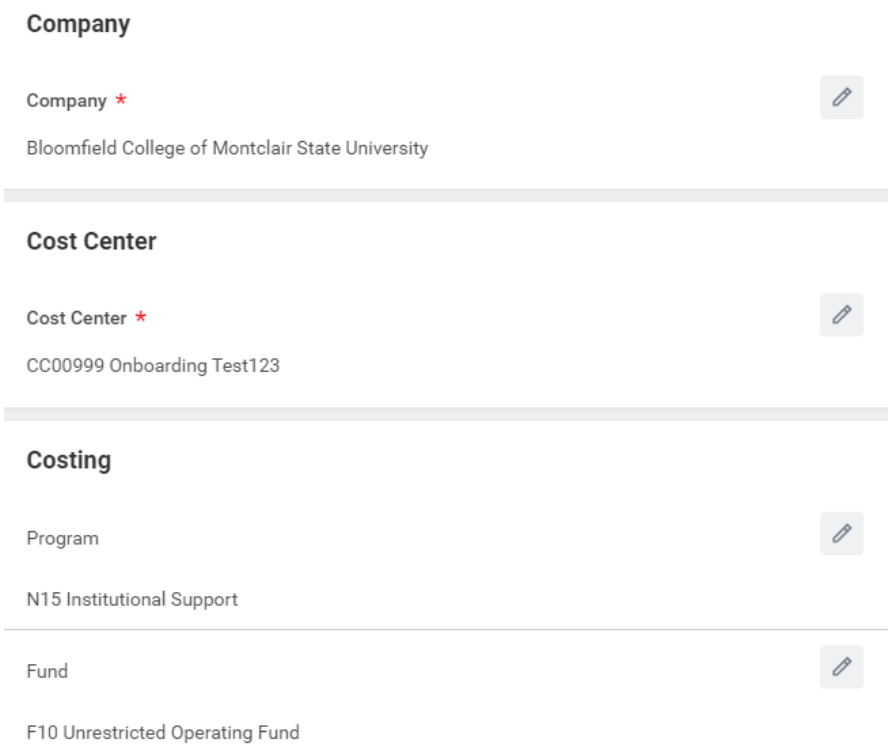
3) Select the correct company = Bloomfield College of Montclair State University

4) Enter the cost center of the employee's hiring department. The other Worktags will automatically populate based on the cost center that was entered.

   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 10) below.

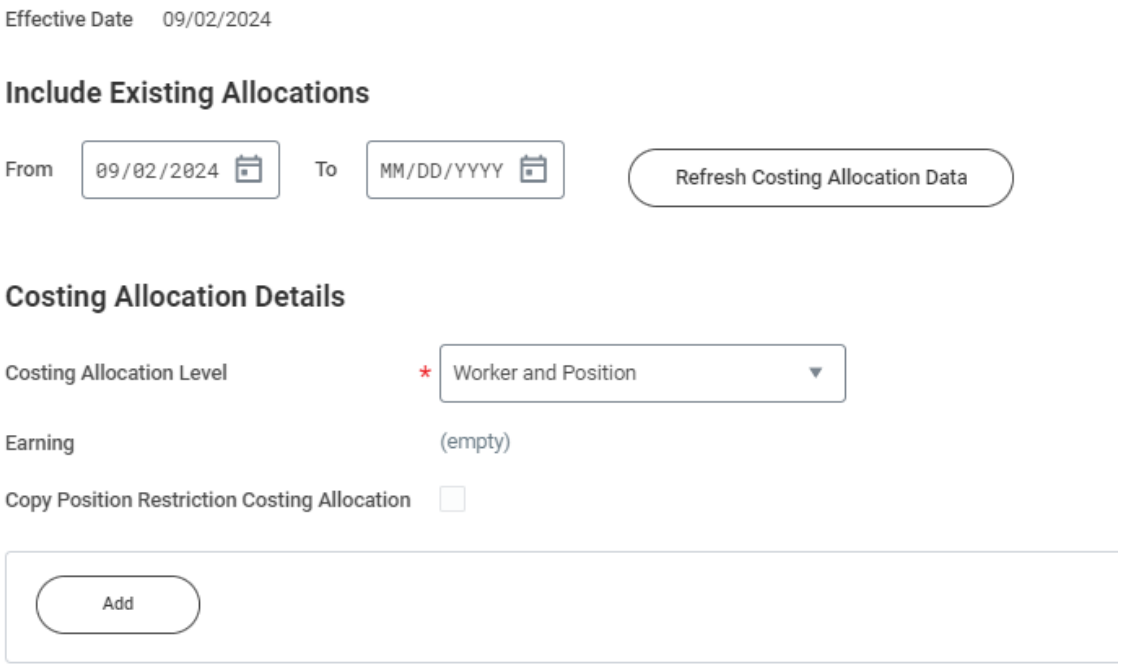
   Example: the "Onboarding Department" is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step:

   - Cost Center = CC00999 Onboarding Test123



Part 10: Costing Allocation

1) Under Costing Allocation Level select **Worker and Position**, never select Worker, Position, and Earning.

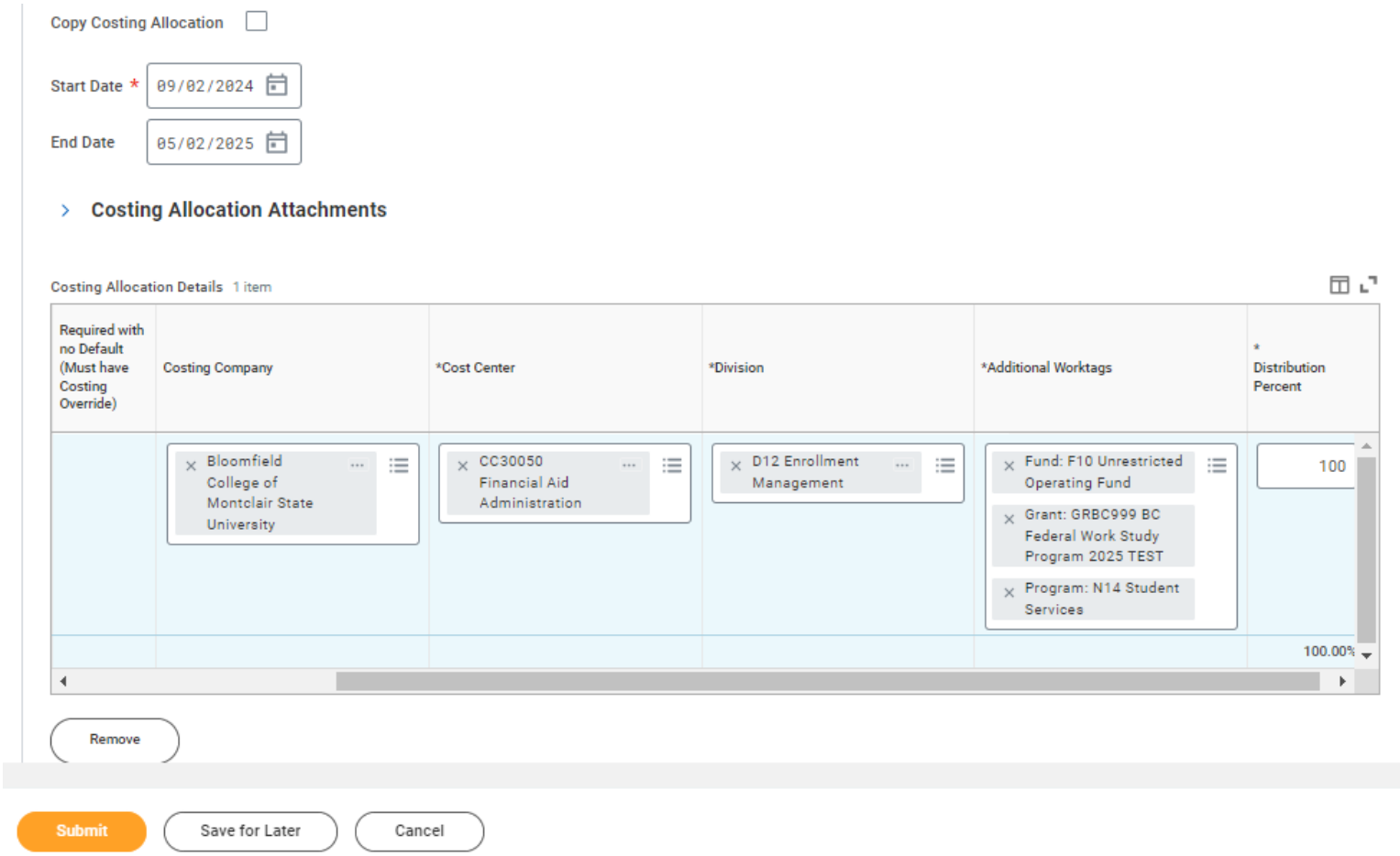


2) To add the Costing Allocation Details (the FWS Grant Code), scroll down and click the **Add** button.

3) Enter the **start date and end date** of the costing allocation details. The start date should align with the first day of work and the end date *should always be the last day of the pay period*.

NOTE: The FWS dates and grant code changes every year. The information for the upcoming year can be found on your Workday Homepage under the **Announcements** section.

4) Add your worktags. We suggest entering the FWS grant worktag first because it will automatically pull in the related worktags.



HELPFUL LINKS

- Workday Job Aids Main Website
- How to Hire a Student Employee
- How to Add a Job for an Existing Student Employee
- Start a Job Change for Student Employees
- Time Entry for Student Workers
- How to Approve Time *(for managers and timekeepers only)*
- How to Enter Time for a Worker *(for managers and timekeepers only)*
- Setting up Direct Deposit
- Payroll Calander
- Manual Time Sheet Form *(used for late time submissions)*

HELP CONTACT INFORMATION

For assistance, contact Workday Customer Care at 973-655-5000, option 3 **or** by e-mail to WCCSupport@montclair.edu.