

# How to hire a Student Stipend Employee

## Overview

This quick reference guide provides managers with instructions on how to hire a *new* student employee for the payment of one time stipends.

The I9 Form must be completed before you can Initiate the Request one time pay business process. Please do not proceed until the hire and onboarding steps (including I9) are completed.

## Icons:

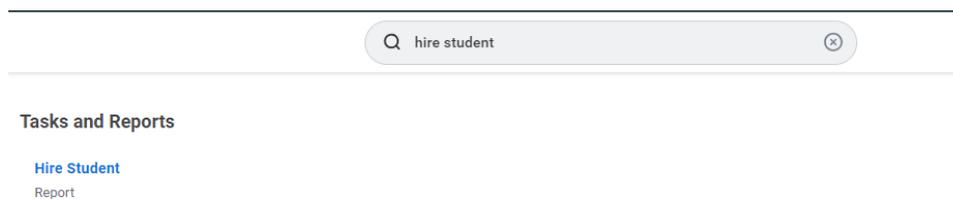
		<b>Required Field</b>
		<b>Prompt to Select</b>
		<b>Edit Existing Information</b>
		<b>Add Row</b>
		<b>Remove Row</b>

Notes:

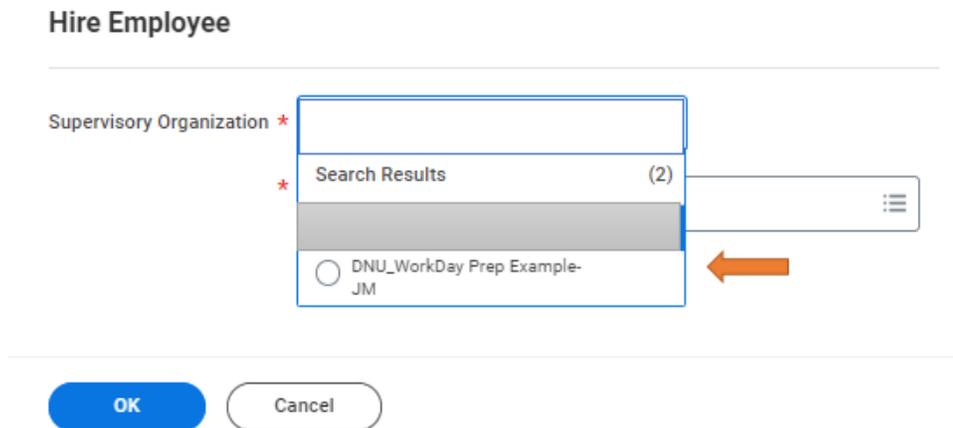
1. Prior to hiring the worker departments must ensure adequate funding with the cost center or grant owner for the payment of wages.
2. The new hire must not begin working until they complete the I9 employment verification form.

Process

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



2. Select the supervisory organization that the employee will be working under. Ensure that the selected supervisory organization has the letters **JM** in the title.



1. Type in the student's name:

The details of the student will appear. Click on 'Hire' to proceed:

## Keying the Assignment information

1. Fill in the fields with the following information.
  - Hire Date = Enter the first day the employee will work
  - Reason = Select Hire Employee > Student
  - Employee Type = Student (Fixed Term)
  - Job Profile = Choose ***Student Stipend Only***
  - Time Type = Part time
  - Location = William Paterson University

- Workspace = Search for the office location by room number. If the employee does not have their own office space, then search for and select the building they work in.
- Pay Rate Type = Leave this blank
- Default weekly hours and scheduled weekly hours = 0

---

Hire Date \* 01/08/2024 

Reason \* X Hire Employee > Student 

**Job Details**

Employee Type \* X Student (Fixed Term) 

Job Profile \* X Student Stipend Only 

Time Type \* X Part time 

Location \* X William Paterson University 

Work Space 

Pay Rate Type 

**Working Time**

Location Weekly Hours 35

Default Weekly Hours

Scheduled Weekly Hours

FTE 0%  
Alert: The FTE is zero. The FTE value can affect FTE reporting, benef

Work Shift 

2. Open the next section by clicking on Additional Details.

**> Additional Information**

3) Fill in the following information. Do not fill in any other fields.

- Job Title = Enter a Job Title that is related to the job. Example: Temporary Office Assistant. Please do not leave the Job Title as the default.
- Business Title = This will automatically default to match the Job Title.
- End Employment Date = Enter the actual assignment end date.

Additional Information

Job Title	Project Worker
Business Title	Project Worker
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Category	Non-Aligned
Job Classifications	Unclassified - (Career Service/Unclassified)
Additional Job Classifications	
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	
First Day of Work	12/05/2023
Continuous Service Date	12/05/2023
End Employment Date	* MM/DD/YYYY
Benefits Eligibility Date	MM/DD/YYYY
Non-Student Hire Date	MM/DD/YYYY

4. Click Submit at the bottom of the page.

The business process will now be directed to other levels for approval and review.

- Note: please follow the One Time Pay QRG for requesting a single stipend payment to the employee, or the QRG for Period Activity Pay for requesting multiple consecutive payments to the employee .