Is there a way to add a secondary supervisor to manage student time cards?

- There is a security role called Timekeeper that can be added for additional people to view and approve timecards. This can be requested through a Workday Roles ticket through the RSC.

Is there a way we can expand the options for when we are declining an applicant? Such as "Missing Essential Documents"

- We do not have the ability to expand that at this time; however we encourage departments to communicate with students outside of Workday if they are missing documents and would like them submitted. Students cannot reapply or edit their applications within Workday.

I have a Job Requisition that is frm the summer still open. Can I close it without causing any problems with students hired into that job?

- Closing a job requisition does not affect those already hired into the role. It will decline any remaining candidates that were not selected, and you will be unable to hire additional students into that specific requisition once closed.
- Please note that Unposting a Job is not the same as Closing the Requisition. If you simply do not want additional candidates to apply, you can unpost the job through the job posting tab on the requisition.

I know wage changes are at the discretion of the department, but I am looking for insight on how other departments standardize merit increases and increases responsibility for their student employees. If anyone would be open to discussing with me, let me know! edtpro@rit.edu

- Please feel free to reach out directly to discuss with this supervisor!

My job requisition is still listed in the dashboard. Does that mean that it is still showing as open? No one has applied since May.

- The designation (Open) after the job title indicates that job requisition itself is still open, however that is not the same as the job being posted for students to apply. (Open) means the job requisition is open and available to hire into. You will need to navigate to the Job Posting tab within the requisition to see if it is currently posted. You can then post or unpost the job as needed.

Is there any way we can get a preview of what a newly-hired student sees and in what order when a hire is initiated? So we can reach out and let them know when to expect

I9 email, what to expect for onboarding tasks within Workday and when, etc. For example, before Workday, I knew that the I9 email was sent the next business day after initiating a hire and could tell the student this. Now I'm not sure when that goes out. This is helpful to know especially for first-years so we can let them know exactly what to expect and get them through the hire process efficiently before the semester starts

- Onboarding tasks to students are issued immediately upon hire, including the I-9 email. The tasks completed within Workday are issued as To Do tasks in their Workday account. The New Hire Packets that includes Part 1 of the I9 is sent via email directly to the student, from donotreply@equifax.com. Once they complete Part 1 (all parts of the New Hire Packet), they will receive an email with instructions for Part 2. There is no longer a delay in these notices.

Will the students who transferred in to Workday (from Kronos) have to go through the I9 process before they are hired for fall now that their jobs have been ended?

- If they were not brought into Workday because they did not have an active job at the time of transition, then yes, they will need to complete the I9. If they were brough into Workday and terminated within Workday, then Workday will look back and determine if the student had an active job in Workday within the last 12 months and determine if an I9 needs to be completed.

My student is hired in workday, and requisition details show that she is hired, but I cannot enter her hire start date. Is this because she has not met with SEO yet?

- If the student has truly been hired, then the start date would have been entered during that initial hire, the system does not move forward without it, including triggering the meeting with SEO. One of two scenarios is likely happening: 1) the student has not been hired into the system fully but is in progress and steps need to be made (in the Offer stage most likely), or 2) you did hire them, already entering their start date, but because the date is in the future you cannot currently see them as an employee. Please contact our office directly with the student's specific information so we can check their specific status.

Is there a way to bulk change employee locations from Eastman to proper locaition?

- No, they must be done individually for existing students. When you hire new students you can edit the location to the correct one.

Are there guidelines for payment of TA's based on experience and whether they are graduate or undergraduates students? What did you say was a maximum we could go to without being flagged?

- GTA salaries are benchmarked and posted by the Graduate School. You can view the most current wage scales on our website or in the tool kit on the Graduate School website.

My second question is: Do I always have to post a job before hiring a student employee?

- You do not always have to post, but every job must have a valid and up to date job requisition before you can hire.

Student Awards that have historically been paid via stipend... we're being told that now students have to be paid hourly if the award is not labeled Fellowship.. how do we manage this?

- Student Awards are not processed by SEO. The stipend types that are processed are GRAs, Leadership Stipends, Entrepreneurial Co-ops, Stand-Alone Performances.
- Fellowships, Participant Support, and Awards are still processed through AP.
- Please note that an Award cannot be used to compensate a student for a project or work that has been completed on behalf of the university. That is employment and should be paid hourly.

May I have clarification of the amount of timecard violations before a student should recieve disciplinary actions? Is there a college wide understanding?

- Timecard violations should be addressed immediately. There is no specific number of violations needed before termination, but departments should immediately address when they are seen and document each time. The standard for disciplinary actions are verbal, written, final written, termination, however some issues may be sever enough to speed up the process. Please note in an audit, when there are timecard issues it's the department that is questioned and held accountable so addressing and documenting immediately is important.

IF those leadership roles were previously approved, do I have to go through the process of getting that approved again?

- No, if a leadership stipend position has prior review and approval it does not need to be re-approved. Please make sure you put the title of the position in the comment section on the PAP so we can cross reference the list of approved positions.

Can you cover PSL for students and the limits on hour usage for qualified events

- Students earn 1 hour of Paid Sick Leave for every 30 hours worked. They can use these hours for any job they have on campus, and the hours follow them if they move to a new position on campus. The time can be used for their own illness or preventative care or that of an immediate family member, or as safe leave if the student or immediate family member is in a domestic violence situation. Additional information can be found at the link below. Please note the time cannot be used as vacation time, or to cover absences for any other reason than those listed by New York State.
- https://www.rit.edu/careerservices/sites/rit.edu.careerservices/files/docs/New%20York%20State%20Paid%20Sick%20Leave%20PDF%207-15-2026_0%20(2).pdf

Is there a way to look back in workday at a GTA student hire to see what their stipend was at hiring, or is once the job ended, is there no way to find that again?

- You can use the View Activity Pay Assignments to view any PAP. You will need to enter the appropriate Academic Period to view the PAP.

I was just looking at the job aid for setting up a GRA and it said GRAs do not require job reqs. You just said they needed to be hired into a job in order to add the PAP. So do we need job reqs or not?

- GRA's are non-employees and do not require a job req. The hire process is used to "hire" GRA's into the position in order to add the PAP, however it will not require a job req and allow you to ove through the process without it. GTA's are employees and do require a job req.

If the student is hired in and it notified to do their I9, is ther an exipiration on the request for them to complete it?

- There is not an expiration on the request, however the manager should not be allowing the student to begin working until it is complete. If they don't complete it within a timely manner then the department should determine if they still want the student working for them. If not they need to let our office know so we can add a note to the record to ensure of the student is ever hired again in the future the I9 is reissued to them at that time to ensure it gets completed.

Not a question - but a thanks for bringing back this series again. Very helpful and kudos to your team for making it happen. :-)

- THANK YOU! We enjoy connecting with the RIT community this way 😊

Clarification on costing allocations: We've seen some cases where students were charged to the wrong cost center, sometimes because the costing allocation defaulted to worktags from another job they hold.

When you say to "skip" the costing allocation step, do you mean users should select "Skip this step" from the gear menu? Or should they submit the task without making changes?

I'm asking because the Skip option isn't visible at the bottom of the task, and some users may interpret "skip" as simply submitting the page as-is. We want to make sure we're giving the correct guidance, especially if those actions produce different results.

- During the hire process when the Assign Costing Allocations step comes up there is an option to Skip before opening the task. If the supervisor missed that chance to skip it and does open the task, then they will need to click the gear icon at the top and select Skip This Task. If a supervisor enters anything into this task, even without any costing information, it will trigger approvals to every cost center manager of every job the student has to review because without specific allocations entered, Workday doesn't know who exactly to send the approvals to so it goes to all.

I noticed that one of my hourly Student employees just shows information under "Personal", "IDs" their visas information but nothing about the I9 packets. If they are international should I be able to see both the Visas and the I9 packets show up?

- Yes if they have been hired through Workday then the I9 information should be there. If they were a student employee prior to Workday, then the I9 information was not brought into Workday so you won't see it.
- The exception would be students that were hired during the first month or so of the Spring semester, Workday might not pick up that information. All students hired into Workday for the first time after approximately 2/15, will show their I-9 status.

Prior to workday, some staff got emails about working over 20 hours which threatened their jobs and caused extreame stress for the employees will these now stop since Workday gives them warning ?

- Workday monitors hours and shifts and will provide warnings directly to the student through Workday, and will provide warnings to the supervisor at payroll sign off. SEO will monitor excessive hours and reach out to students if there is a pattern of continued excessive hours as the 20 hour per week limit is an RIT policy for all students.

Can you link the Leadership Stipend process here please

- Please reach out to our office to discuss Leadership Stipends and the review process. We can discuss the position you want to review to determine if it should be submitted.

At one point early on in the introdution of Workday, SEO had mentioned ending open job reqs after a certain period of time. Is that still something you are considering or will open reqs that hire multiple students be able to remain open?

- RIT was informed that best practice is to close old job requisitions and create new ones at a minimum of annually, but in reality by semester is more appropriate in the higher education environment.
- We do not have plans in place to enforce that at this time, as the campus is still learning and adapting to Workday, but will communicate changes to that policy as it is developed.
- We recommend closing old requisitions and creating new ones for the new semester for two core reasons. 1) To ensure any applications you receive are current and from people available to work for that semester. Student availability changes significantly by semester, and you do not want to spend time interviewing students who no longer fit your scheduling needs. 2) To make sure the job description and requirements are current. Positions can evolve over time, and the job requisition needs to be current.

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i think Emily has also asked this question, but i wanted to put it here as well. i've seen lots of issues this past 6 months with costing of student workers. originally, i would just approve student "costing" task when it was blank. however, it ended up causing a HUGE issue where these students were actually getting charged to the wrong cost center! (CC00036 SEO). i found that several RIT staff somehow would be submitting the student hire but charge them to CC00036 (not their home department), however

when we approved it originally we didnt see that, we only saw a blank box for the costing. can you help? did they skip a step?

- See above answer