Student Employment Frequently Asked Questions

Will a job requisition be required for every student hire, even for additional jobs or direct hires?

Answer:
Yes, a job requisition is required for every student hire, regardless of whether it is their first or subsequent position, or if you are processing a direct hire. Each new role or department assignment necessitates either a new or existing requisition.

Can additional onboarding forms be added to the process?

Answer:
At this time, department-specific onboarding forms cannot be added to the Workday onboarding process. The onboarding workflow is standardized and includes only required state compliance documents, RIT policy acknowledgements, and other mandated forms. Any department-specific onboarding materials must be managed outside of Workday. Future enhancements may allow for more customization.

Does the “Add Job” function still require a requisition?

Answer:
Yes, every time you add a job for a student—whether it is their first or an additional position, or even for direct hires—a job requisition is required.

How do we know if a student already has a job elsewhere on campus? Should this be part of our interview process?

Answer:
It is recommended to ask students during the interview process if they hold other positions on campus. Workday provides increased transparency, allowing managers to view if a student has multiple jobs once they are hired in your department.

If a student with multiple jobs graduates, how does termination work in Workday?

Answer:
When a student holds multiple jobs and one department ends the job, the student remains active in the other department. Once all jobs are ended, Workday will automatically initiate the termination process for the student. Always use the “End Job” feature; Workday will determine if termination is appropriate based on the student’s employment status.

Do you have to create a job requisition for a GRA or GTA?

Answer:
Graduate Research Assistants (GRAs) do not require a job requisition, as they are not classified as employees. Graduate Teaching Assistants (GTAs), however, are considered employees and must have a job requisition on file.

How long does it take from uploading a job description to being able to hire?

Answer:
During peak periods, such as the first week in January, approvals may take a bit longer due to high volume. Once the semester is underway, approvals are typically processed within a few business hours. After the initial approval of a job requisition, you can hire multiple students under that requisition without additional approvals.

What is the best way to organize student employee positions when they assist with many classes and have varied hours?

Answer:
Best practices for organizing such positions include creating distinct job descriptions for each role or grouping similar responsibilities under one requisition, as appropriate for your department’s needs.

Can only managers create job requisitions, or can others be granted permission?

Answer:
Non-managers can be granted permission to create job requisitions if they are assigned the Student Hiring Support security role. This allows staff who handle hiring to perform these tasks even if they are not managers.

Are we able to copy and paste from Career Connect job descriptions?

Answer:
Yes, you may log into Career Connect, retrieve your job description information, and manually copy and paste it into Workday. Job requisitions will not transfer automatically; this process must be completed manually as needed.

Once a job has reached its end date, will applications still be visible?

Answer:
Yes, applications remain accessible in Workday even after a job has reached its end date. Unlike Career Connect, there is no 30-day window; you will have extended access to view applicants for your positions.

If more than one person in a department hires students, can others use the same requisition?

Answer:
Yes, multiple staff members can utilize the same job requisition to hire students, provided they have the Student Hiring Support security role and are added as Primary Recruiters on the requisition. This allows for collaborative hiring within departments.

Will we need to submit separate requisitions for student managers or advanced level jobs?

Answer:
Yes, a separate job requisition should be created for advanced positions such as student managers. When promoting a student to a higher-level role, use the "Change Job" function to update their position. The advanced level job description form previously required for above-minimum-wage hires is no longer needed in Workday.

Can we communicate with students via Workday? Are there customizable message templates?

Answer:
Workday provides automated communication templates for certain stages of the hiring process. While some areas, such as the job offer letter, allow for limited customization, most pipeline stage communications are pre-configured and cannot be edited.

What is the best practice for job requisitions semester to semester? Should I create a new one each semester?

Answer:
Best practice is to create a new job requisition each academic year to ensure information remains current and manageable. While a requisition can be used for multiple hires throughout the year, it is advisable not to leave a requisition open for more than one year.

How does direct hire work if we do not post positions or have candidates apply?

Answer:
The direct hire process will be covered in detail during training sessions. This process allows departments to hire students without posting a position or going through the standard application screening.

Will there be an option to change existing student employees' business titles?

Answer:
Yes, there is a "Change Business Title" task in Workday. This feature allows you to update a student's business title, which is especially useful for students holding multiple jobs.

Can students submit regular requests for spring eligibility verification online?

Answer:
Yes, students can submit eligibility verification requests online between now and January.

Will we be able to retain a copy or have access to all student hiring submissions?

Answer:
Yes, you will be able to view all student hiring submissions in Workday. You can access this information through your organizational chart or by reviewing individual student records.

Will there be a way for students to log in/out of their jobs remotely, as they do now using QTS?

Answer:
Yes, students will have options to punch in and out remotely, including web-based and mobile solutions. Additional information will be provided by Payroll.

For dining, do different positions (student workers, assistant managers, managers) require separate job descriptions/requisitions?

Answer:
Yes, each distinct role should have its own job description and requisition to accurately reflect responsibilities and pay rates.

Can multiple people be enabled to view applicants? Can student employees be granted access?

Answer:
Multiple staff can view applicants if they have the Student Hiring Support security role and are added as Primary Recruiters on the job requisition. Student employees should not be granted access to view applications for other students.

What do we need to do for students already in Kronos? Do we need to create a requisition for existing positions?

Answer:
Students currently in Kronos will be automatically brought into Workday. You do not need to create new requisitions for these existing positions.

Will current job requisitions be moved over from Career Connect?

Answer:
No, current job requisitions will not be automatically transferred from Career Connect to Workday. You will need to manually copy and paste the information as needed.

Will students working at our downtown gallery be able to submit their own hours to payroll remotely?

Answer:
Yes, students will have remote options for submitting their hours, including web-based and mobile solutions. More details will be provided by Payroll.

Can we use the same job requisition for different account numbers?

Answer:
Yes, you can change the costing information when processing the hire. This allows you to use the same requisition for different account numbers.

Can you share more information about the "Meals" and "End" break options in Workday?

Answer:
Workday's Check-In/Out features, which replace the Kronos timeclock, allow students to record "Meal" or "End" punches. These are paired to add time to employee timecards. Managers and timekeepers can edit punches or correct time blocks as needed. Students cannot edit their own punches.

If I put in an end date, can I extend the student's employment or do I need to rehire?

Answer:
You can use the "Change Job" function in Workday to update a student's end date, wage, or start date without needing to rehire. This process allows for flexibility in managing student employment terms.

If we have sent GA/GTA hiring this semester for students working this spring, will we need to create a new requisition?

Answer:
Students with current jobs will be brought into Workday with their existing job descriptions. A new requisition is not required for these students.

If we have an existing job listing through Career Connect, do we need to re-post the job requisition in Workday?

Answer:
Yes, you will need to manually re-post job requisitions from Career Connect into Workday, as they will not transfer automatically.

What happens to current student workers continuing from Fall into Summer? Will SEO move them over without a new job requisition?

Answer:
Current student workers will be transitioned into Workday without the need for a new job requisition, provided their employment continues without interruption.

Will student workers need to use PaymentWorks for direct deposit information?

Answer:
No, direct deposit information will be set up directly in Workday. PaymentWorks is only used for payments processed through Accounts Payable, such as cash awards and prizes.

Do we have to create a job requisition to hire students as a GRA?

Answer:
No, Graduate Research Assistants (GRAs) are not classified as employees and do not require job requisitions.

Can we use or access someone else's job posting?

Answer:
You can view another department's job posting if you have the Student Hiring Support security role for that department and are added as a Primary Recruiter on the job requisition.

Will we get notifications once the student has completed the onboarding process? How will the student/supervisor know when the student can officially start working?

Answer:
Hiring managers and/or those with the Student Hiring Support role will receive notifications upon completion of onboarding tasks, such as offer letter acceptance and I-9 verification. A dashboard is also available to track onboarding activities.

Does the Student Employee Confidentiality Form live in Workday now? If a student works multiple roles in one department, do we need one per job or just one per department?

Answer:
The confidentiality form is still managed at the department level. If required, it only needs to be completed once per department, regardless of the number of roles a student holds.

If we need to change the start date or wage, can we update this in Workday ourselves, or do we still need to email a New Hire Form to SEO?

Answer:
You can update the start date or wage directly in Workday using the appropriate change functions. There is no need to email a New Hire Form to SEO for these changes.

If hiring for a specific faculty member responsible for timecards, how do we assign that person during onboarding?

Answer:
During the onboarding process, you can assign the appropriate faculty member as the work manager within the job requisition or hiring workflow.

If we're paying students higher than minimum wage, is it required to attach the advanced level job description document?

Answer:
No, attaching an advanced level job description document is no longer required for students paid above minimum wage.

When and how will students receive information about Workday, especially regarding timeclocks?

Answer:
Multiple communications will be sent to students and managers regarding Workday and timeclock access. These will include instructions and support resources to ensure a smooth transition.

Will compensation automatically adjust when the minimum wage is raised?

Answer:
Yes, student employment will automatically adjust compensation for any student falling below the new minimum wage when it is announced and implemented.

If a department uses more than one account for a student job, will the student's name appear more than once in their team?

Answer:
No, the student will appear only once in your team listing. You can view all their jobs by selecting their profile.

For student employees, can they give their timesheet details to the manager or timekeeper to enter in Workday?

Answer:
Most student employees should check in and out using the wall clock, website, or mobile app. In certain locations, timecards may auto-submit to the manager or timekeeper. Students cannot edit their own punches and must request changes through their manager or timekeeper.

Is there a way to bulk request computer accounts for student employees who need access to training?

Answer:
Talent Roadmap is being replaced by Workday Learning, which will provide access to role-specific and compliance training for student employees. Student employees can access Workday on any computer or their mobile devices based on their UID and RIT login credentials, and will not need computer user accounts separately from what is required for their job duties.

Will student employment eligibility emails be discontinued? Can we check eligibility in Workday?

Answer:
Yes, eligibility emails will be discontinued. You can verify a student's registration status and employment eligibility directly in Workday.

What types of reports are available for student employees?

Answer:
Managers and timekeepers will have access to reports similar to those for hourly employees, including total hours, missed or corrected punches, punch methods, assigned learning, and action items.

Do we need a job requisition for GTAs and Stipend positions, but not GRAs?

Answer:
Yes, job requisitions are required for Graduate Teaching Assistants (GTAs) and stipend positions, but not for Graduate Research Assistants (GRAs).

If a job is available during the school year and summer, do we need a separate requisition?

Answer:
No, the same requisition can be used for both the academic year and summer.

Who is responsible for monitoring maximum hours for student employees?

Answer:
All managers of a student's multiple jobs will have visibility into the student's total hours worked. Each manager can only approve hours for their own department. This shared visibility encourages accountability among managers and students.

Are participant stipends processed the same way as other payments?

Answer:
Participant stipends and one-time cash prizes are processed using the Student Cash Awards and Participant Support Payments job aid.

When will Career Connect be deactivated?

Answer:
Career Connect will remain active for Career Services but will no longer be used for posting regular student jobs.

Will student employees need employee logins to access Workday training? Is obtaining an employee login still a separate process?

Answer:
Students will use regular Single Sign-On (SSO) to access Workday. Employee emails and accounts will continue to be created through the RSC as a separate process.

Will job postings be taken down on December 12?

Answer:
Job postings will be removed on January 2, but staff will still have access to their accounts and job information.

If a student applies for a job on Career Connect before the freeze, will the application transfer to Workday?

Answer:
No, applications will not transfer from Career Connect to Workday. However, you will be able to process a direct hire in January.

Will students be able to apply to jobs posted on Career Connect during the freeze, even if they can't be hired until January 2?

Answer:
Yes, students can apply to jobs on Career Connect during the freeze, but hiring will not occur until after January 2.

Can staff enter job requisitions and add the supervisor as Primary Recruiter? If so, can they see the students in their organization?

Answer:
Yes, staff with the appropriate security roles can enter job requisitions and add supervisors as Primary Recruiters, allowing them to view students in their organization.

Can we hire the same student with the same costing center under multiple jobs?

Answer:
Yes, it is possible to hire the same student under multiple jobs with the same costing center. Coordination with the Student Employment Office is recommended to ensure proper setup.

Will there be a different process for eligibility verification?

Answer:
The current process for employment eligibility verification will be replaced by Workday. Eligibility will be visible directly in Workday based on student registration status.

In production, will we be able to see our security roles?

Answer:
Work is ongoing to provide visibility into security roles in Workday. This feature may not be available immediately at launch but is a priority for future updates.

Will the training video cover hiring a student for a different manager?

Answer:
The training video includes information on hiring students for different managers. Additional guidance will be provided as needed.

Will current positions/postings in Career Connect move over to Workday?

Answer:
No, current positions and postings will not transfer automatically. You can access them in Career Connect and manually copy the information into Workday.