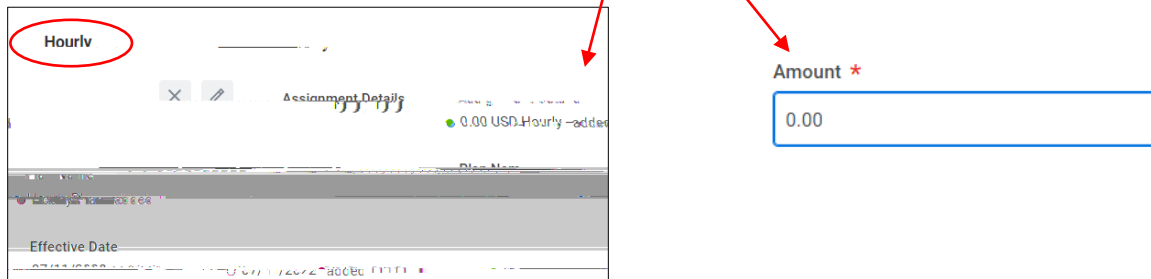


Student Hiring

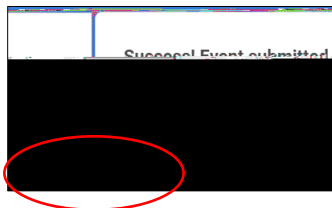
15. Scroll down to the Hourly section and click on the pencil icon to edit the fields. In the amount field, enter the hourly rate for the position.



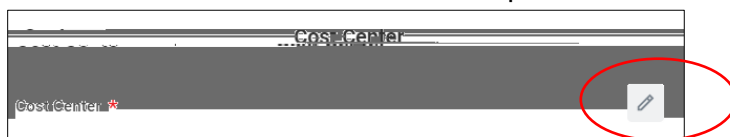
Note: If uncertain what the pay rate is for a specific position, please contact the Student Employment Office.

16. Click Submit A confirmation screen opens showing the next step in the hiring process.

17. Click Open to Change Organization Assignments. The Organization Assignment is where you will assign a cost center (project number).



18. Scroll to Cost Center section and click on the pencil to edit the field.



19. In the Cost Center field, type the cost center number or name. When the cost center appears in the Search Results, select it.

20. Click Submit A confirmation screen indicates the student has been successfully hired for the job.



**NEXT STEPS:**

If HIRE was selected (student's first job on campus)

- Student employee will receive a notice in their Bowdoin email reminding them that they need to log into Workday and complete their onboarding (employment forms).
- Supervisor will receive an email that the student is not yet authorized to work.
- Supervisor will receive a follow up email once student meets with Student Employment Office to complete the I9 form. Student may begin working.

If ADD JOB was selected:

- Student employee may begin working. No additional paperwork is required.

NOTE If you are hiring an international student into their first campus job, then additional steps are required. The supervisor will receive an email notification from Workday regarding these steps. Be aware that the process will take a few weeks and the student may not be working until the process is complete.

HELPFUL REPORTS:

- Student Employment Status Managers This report will pull all active students and identify those who are employees (employment forms complete) and those who have not yet worked on campus.
- Student Onboarding Summary This report will identify the status of the employment forms for new hires. 100% ready to work!