

## Important Guidelines

- Check student employment eligibility in myUNLV. Review eligibility requirements on the [Hiring Student Employees](#) website.
- Set aside 10 minutes per student hire event and process each one from beginning to end to avoid system errors and delaying the student start date.
- Complete the hire process 7-10 business days before the hire date.
- It is recommended that the hire date be the first or the 16th of the month to align with the pay period.
- An employee can not start working until this process has been approved by Human Resources in Workday.

## Hire a Student

From the *search* bar:

1. Search and select Hire Employee – Task.
2. For Supervisory Organization enter the Supervisor's Name (POOLED).
3. Select Create New Pre-Hire.
4. Click OK.
5. Complete required fields in the Legal Name Information tab. Use legal names with correct spelling and upper/lower case letters.
6. Enter contact information in the Contact Information tab.
7. For Phone click "Add", enter the phone number with area code, device, and type.
8. Scroll down to Address, click "Add", entering the student's address, City, State, Postal code, type.
9. Scroll down to Email, click "Add", this must be a personal email address or their student email address ending in nevada.edu.
10. Click OK.

## Job Details

1. Enter the Hire Date (scheduled first day of work).
2. Select a Reason > New Hire.
3. Enter the Employee Type of Student (Fixed Term).
4. Enter a Job Profile of Student Level (1, 2, or 3).
5. Select the Time Type of part time.
6. Enter the Location of UNLV - (Harry Reid Research Park, Maryland Campus, Satellite Campus, Shadow Lane Campus, Winnemucca General Hospital) .
7. Pay Rate Type will populate from the job profile.
8. Open the *Additional Information* section using the arrow.
9. Job Title/Business Title defaults (some departments may use different titles for this)

10. Default weekly hours, defaults to 40 (leave as is)
11. Scheduled weekly hours - defaults, however you need to change this. Some students work 10 hours but the maximum they can work is 20, after you hit enter the FTE% will be calculated. Students are not allowed to go over 50% FTE or 20 weekly hours.
12. Scroll down to the End Employment Date. This is the anticipated graduation date, we like to use either 5/31/XX or 12/31/XX, as a student even if you graduate you can work through the end of the month of that term. Also, this date will match the actual end date on the upcoming compensation page. *(There are exceptions to this rule, the student may be hired for a project or through a grant or gift, then you will use the coordinating end date.)**(The anticipated graduation date or if funded via Grant, then Grant end date).*
13. In the comments section, enter a brief description of job duties.
14. Click Submit.

## Additional Processes

There are several additional processes triggered in the Hire Employee process. Workday will take you step by step through the process by clicking the "To Do" in the pop up box.

## Check for Duplicate Employee

It is important to verify whether a new hire has an existing record in Workday. Check for employee/former employee duplicate records using the "Run INTH-S099 SSN " integration (see Check for Duplicate Employee job aid for details). Add a comment "no previous record" and click submit.

- If a matching record already exists, cancel this Hire process using the cog icon from the Inbox item, and delete the 'new' duplicate record before proceeding with *Change Job* or *Add Job* for an active employee, or *Hire* from the pre-hire record.

## Organization Assignments

1. Open the newly delivered task.
2. Scroll down to cost center, click on the pencil, and enter CC####
3. If Work Study program is awarded, enter WS (select Federal Work Study or America Reads)
4. Click submit. (A work study alert is prompted, click submit again).

## Propose Compensation

1. Open the newly delivered task.
2. Scroll down to the *Hourly* section.
3. Click the pencil icon.
4. Enter the hourly rate.

5. Open the *Additional Details* section using the arrow.
6. Enter an Actual End Date. (This needs to match the End Employment Date).
7. Click Submit.

## Assign Costing Allocation for Hire Employee

1. Click the Open button on the Up Next task.
2. From the drop down, select Worker and Position.
3. Click the Add button.
4. Enter an Additional Worktag that will also cause the other fields to auto-populate. (PG#####, GR#####, or GI#####).
  - a. If the employee is paid through a Grant, enter a Costing Allocating End Date that matches the Grant End Date.
  - b. If the employee is paid through Work Study, enter the PG# for the hiring department at 100%. After the process is completed, you will then be prompted to enter the Work Study Costing Allocation information.
5. If the employee is paid from multiple funding sources, click the plus (+) icon to add additional rows. The distribution percent for all lines must sum to 100%.
6. Click Submit.

## Change Personal Information

1. Click the Open button on the Up Next task.
2. Enter the Gender, Date of Birth and Race/Ethnicity information provided by the employee on the Personal Data Form.
3. Click Submit.

## Complete Onboarding Procedures for Worker

This step is a TO DO to remind the initiator to request a phone, keys, copy services, mail or other services that are provisioned outside of Workday. Click Submit when completed.

## Edit Government IDs

Based on the process, an employee's social security number will need to be verified, or entered, in the system. The task will be delivered to the appropriate Inbox.

1. To add a new National ID, click the Add Row icon to add a new National ID.
2. For a social security card, select the Country of the United States of America.
3. Select *National ID Type* of Social Security Number (SSN) and enter the 9 digit *Identification #*. Issue Date and Expiration Date fields are not required when entering SSN National ID.
4. Click Approve.
5. The Employee is required to *Present SSN Card for Verification* to a Human Resources Representative.

## Edit Service Dates

HR representatives should enter the Service Dates in accordance with NSHE Guidelines.

## What Happens Next

You can correct or cancel a hire from the employee's related actions menu, select Worker History> View Worker History, then select either Correct or Cancel as a related action on the *Hire* event.

## Onboarding

All new hires complete a variety of onboarding tasks within Workday. Once the Form I-9 is completed (and username and password configured), an onboarding "Worklet" will be delivered to each new hire's Workday landing page.

Onboarding provides a set of tools to help engage new hires into the organization:

- Create welcome messages, set up people to meet and helpful contacts.
- Guide workers through their onboarding tasks.
- Give workers a convenient and effective way to monitor how many onboarding tasks are ready and completed and see a visual progress indicator.
- Communicate relevant corporate and job-related information.

Onboarding also improves productivity.

- Create electronic Form I-9s for U.S. employment verification.
- Distribute documents to new hires and track acknowledgments or electronic signatures.
- Retrieve completed documents that new hires upload.

## Pre-Hire/ Employee Inbox Tasks

- Edit Additional Data
- Edit Government IDs
- Enter Personal Information
- Complete I-9 Form
- Disability Self-Identification
- Veteran Status Identification
- Review Onboarding Documents
- Change Emergency Contacts
- Withholding Elections (W-4)
- Add Payment Elections (Direct Deposit)