To begin a hire, complete the Student Employment Form

1. Supervisor initiates Student Employment Form two weeks prior to student’s start date
2. Student Employment Form Section 1: Completed by Student
3. Student Employment Form Section 2: Completed by Supervisor
4. Send form to the UWB Workday Support Team (WST) by e-mail (uwbworkdaysupport@uw.edu) or campus mail (Box 358525)
5. The Workday Support Team (WST) enters student worker into Workday
6. Integrated Service Center (ISC) at UW Seattle receives request and approves student worker in Workday
7. Workday automatically sends student the onboarding e-mail instructions
8. The Workday Support Team confirms PN number for student in Workday
9. The Workday Support Team sends the Welcome e-mail to student, supervisor and I-9 Coordinator
10. Supervisor is responsible for tracking student start and end dates. Use the Student Worker Log, Workday or outlook calendar to track.

1. Student completes Form I-9 Section 1 in Workday (part of the onboarding process)
2. The supervisor directs the student to the I-9 Coordinator
3. The student takes their official documentation to the I-9 Coordinator to complete Section 2
4. Student completes Onboarding tasks in Workday
5. Onboarding complete.

Continuous Activities

1. Supervisor logs their hours in Workday each pay period
2. Supervisor approves timesheets on the 1st and 16th of each month

Extend Student Employment

Two weeks before the student’s end date, send an e-mail request to the UWB Workday Support Team (uwbworkdaysupport@uw.edu)

Terminate Student Employment

Send an e-mail to the UWB Workday Support Team (uwbworkdaysupport@uw.edu)

UWB Workday Support Team (WST): uwbworkdaysupport@uw.edu
Revised 10/13/2017