To begin a hire, complete the Student Employment Form

1. Supervisor initiates Student Employment Form two weeks prior to student’s start date

   Student Employment Form Section 1: Completed by Student
   Student Employment Form Section 2: Completed by Supervisor

   Send form to the UWB Workday Support Team (WST) by e-mail (uwworkdaysupport@uw.edu) or campus mail (Box 358525)

   New hire is approved in Workday by HR Partner

   Integrated Service Center (ISC) at UW Seattle receives request and approves student worker in Workday

   Workday automatically sends student the onboarding e-mail instructions

   Workday support team confirms PN number for student in Workday

   The Workday Support Team (WST) enters student worker into Workday

   The Workday Support Team sends the Welcome e-mail to student, supervisor and I-9 Coordinator

   Student completes Form I-9 Section 1 in Workday (part of the onboarding process)

   The supervisor directs the student to the I-9 Coordinator

   The student takes their official documentation to the I-9 Coordinator to complete Section 2

   The Workday Support Team confirms PN number for student in Workday

   The Workday Support Team sends the Welcome e-mail to student, supervisor and I-9 Coordinator

   Supervisor ensures student completes all onboarding tasks within 3 business days of start date; use “Onboarding Status Summary” report in Workday to verify

   Onboarding complete.

   Student completes Onboarding tasks in Workday

   Supervisor is responsible for tracking student start and end dates. Use the Student Worker Log, Workday or outlook calendar to track.

   Supervisor ensures student completes all onboarding tasks within 3 business days of start date; use “Onboarding Status Summary” report in Workday to verify

   Supervisor ensures student completes all onboarding tasks within 3 business days of start date; use “Onboarding Status Summary” report in Workday to verify

   Continuous Activities

   1. Student logs their hours in Workday each pay period

   2. Supervisor approves timesheets on 1st and 16th of each month

   3. Supervisor approves timesheets on the 1st and 16th of each month

   4. Supervisor is responsible to ensure student submits their timesheets on the 1st and 16th of each month (or sooner)

   5. Supervisor is responsible to ensure student submits their timesheets on the 1st and 16th of each month (or sooner)

   6. Supervisor ensures student submits their timesheets on the 1st and 16th of each month (or sooner)

   Extend Student Employment

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

   Terminate Student Employment

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

   UWB Workday Support Team (WST): uwworkdaysupport@uw.edu Revised 3/21/2018