BEFORE a Student Can Work:

- Supervisors must have a JM Student Sup Org to hire a student worker:
  - Check with your student hiring liaison for more information. To request a new sup org, send an e-mail to uwboehr@uw.edu including the sup org type, superior sup org, manager name, time and absence approver, and costing center (budget).
- Supervisors are responsible for confirming student eligibility:
  - Students must be enrolled in 6 or more credits (undergraduate) or 4 or more credits (graduate). Students must show their class schedule to their supervisor to confirm enrollment.
  - Students must have a social security number to work at the UW. If a student does not have a social security number, they are not allowed to work until they have one. The University of Washington system (Workday) requires a social security number for all workers. Contact the UWB Center for International Education for more information.
- Supervisors must send the completed Student Employment Form at least two weeks prior to the expected start date to the UWB Workday Support Team (WST) by e-mail (uwbworkdaysupport@uw.edu) or campus mail (Box 358525). Section 1 is completed by the student and Section 2 is completed by the supervisor.
  - Work Study Students:
    - Students must obtain the Work Study Award Verification Form (formerly JRF) from the UWB Financial Aid Office. Section 1 is completed by the UWB Financial Aid Office.
    - Supervisors need to contact the UW Seattle Work Study Office to obtain the Job Number. The supervisor completes Section 2 and sends the Award Verification Form with the Student Employment Form by campus mail (Box 358525) for processing.
- The WST enters all student employees into Workday. The new hire information is sent electronically to the Integrated Service Center (ISC) through Workday for final approval. Once approved, Workday assigns a position number (PN) to each appointment. The student will then receive onboarding instructions by e-mail from My Workday UW. WST will also send the student, supervisor and I-9 Coordinator a welcome e-mail with information.
- Once the supervisor receives the welcome e-mail, the student may begin working on their start date.

BEGINNING Student Employment:

- Workday Onboarding:
  - When the student hire is approved by the Integrated Service Center (ISC), the student will receive multiple My Workday UW e-mails with onboarding instructions. Students need to sign up for Duo to sign into Workday. All steps must be completed by the student within 3 business days of their start date.
  - WST will also send a welcome e-mail to the student, supervisor and I-9 Coordinator once the WST verifies the new hire approval and position number.
  - Supervisors must review the “Onboarding Status Summary” report in Workday within 3 business days to ensure student workers have completed their onboarding processes.
- Form I-9: This is part of the onboarding process and must be fully completed within 3 business days of the student’s start date.
  - The student completes Section 1 of the Form I-9 during the onboarding process in Workday.
  - The supervisor should direct the student to the department’s I-9 Coordinator. The student will take their official documentation to the I-9 Coordinator to complete Section 2. This all must be done within 3 business days of the student’s start date.
  - The ISC processes the completed Form I-9 and the student position is now in compliance. If completed more than 3 days after the start date, the I-9 Coordinator must enter an overdue reason when completing Section 2 of the Form I-9.
TIMESHEET Due Dates are the 1st and 16th of each month (or sooner). Each pay period:

- **Timesheet Reminders:**
  - Each pay period, WST will send an e-mail reminder for timesheet due dates.
  - If hours are waiting supervisor approval in Workday, Workday will send the supervisor an e-mail reminder.

- **Supervisors are responsible for ensuring students submit their hours for time worked.**

- **Supervisors are responsible for approving timesheets** on the 1st and 16th of each month (or sooner). If supervisors do not approve timesheets by the due date, evaluation of emergency check requests will be performed by the ISC. Check-in with your school administrator or student hiring liaison. WST cannot issue emergency checks.

- **Students with multiple positions:** Each position has an associated position number (PN). Students will use a drop down menu in Workday to identify the correct PN. Hours worked for each position must be entered into the correct PN to ensure the correct supervisor approves the time and correct cost center (budget) pays for the time worked.

**STUDENT Ongoing Responsibilities:**

- Tell their supervisor if their school enrollment status changes.
- Monitor start and end date in Workday.
- Undergraduate and graduate students may not work more than 19.5 hours/week while classes are in session (19 hours/week for Work Study). For more than one position, the maximum hours/week are the combined total of all positions together.
- Accurately enter hours worked on the correct PN; submit timesheets on the 1st and 16th of each month (or sooner).

**SUPERVISOR Ongoing Responsibilities:**

- **Supervisors are the first point of contact for their student workers.**
- Ensure students complete onboarding tasks in Workday within 3 business days of the start date. Review the “Onboarding Status Summary” report in Workday.
- Monitor start and end dates for student workers.
- Ensure undergraduate and graduate students do not work more than 19.5 hours/week while classes are in session (19 hours/week for Work Study). For more than one position, the maximum hours/week are the combined total of all positions together. Supervisors will receive an alert in Workday if a student exceeds the maximum hours.
- Ensure student workers submit timesheets in Workday and approve timesheets on the 1st and 16th of each month.

**EXTENDING AND TERMINATING Student Employment:**

- **Extending:** Two weeks before the student’s end date, send an e-mail to the WST: uwbworkdaysupport@uw.edu
- **Terminating:** Send an e-mail request to the WST: uwbworkdaysupport@uw.edu

**WORKDAY Roles:**

- **Time and Absence Approver:** This role is held by the student’s supervisor to approve timesheets
- **Integrated Service Center (ISC):** Central office located at UW Seattle; answers Workday questions; final approver for Workday transactions (student hires, Form I-9, etc.).
- **I-9 Coordinator:** Completes Section 2 of the Form I-9 in Workday.
- **UW Bothell Workday Support Team (WST) Roles:** uwbworkdaysupport@uw.edu
  - **HCM Initiate 2:** Enter new student workers and add additional jobs in Workday.
  - **I-9 Coordinator:** This role can complete Section 2 on the Form I-9.
  - **Costing Allocations Coordinator:** This role can change budget numbers on positions.

**WORKDAY Reports for Supervisors:**

- **Workday Reports for Managers**
- **Workday Reports for Time and Absence Approvers**