# supervising STUDENT workers TIPS

## BEFORE a Student Can Work

* Supervisors must have a **JM Student Sup Org in Workday** to hire a student worker
  + Check with your [student hiring liaison](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf) for more information. To request a new sup org:
    - **Academic Units:** Send an e-mail to the School Administrator.
    - **Non-Academic Units:** Send an e-mail to [uwboehr@uw.edu](mailto:uwboehr@uw.edu) including that you need a JM Student sup org, name of your unit, requestor’s manager name, 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 (SSN) 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. Once a foreign national student receives their SSN, **they must go to the** [**Registrar’s Office**](https://www.uwb.edu/registration/contact-us) **for SSN entry into the Student Database (SDB) before working.**
    - **Foreign National Students:** Contact the [UWB Center for International Education](https://www.uwb.edu/cie) for information.
* Supervisors must send the **completed** [Student Employment Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/student-employee-form.pdf) **at least two weeks prior to the expected start date** to the UWB Workday Support Team (WST) by e-mail ([uwbpay@uw.edu](mailto:uwbpay@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](https://www.uwb.edu/financial-aid). Section 1 is completed by the [UWB Financial Aid Office](https://www.uwb.edu/financial-aid).
    - Supervisors need to contact the [UW Seattle Work Study Office](https://www.washington.edu/financialaid/types-of-aid/work-study/) to obtain the Job Number. The supervisor completes Section 2 and sends the Award Verification Form with the [Student Employment Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/student-employee-form.pdf) by campus mail (Box 358525) for processing.
* The WST enters all student employees into Workday. Multiple reviews and approvals occur after initial entry into Workday, which can take up to three business days. Once the hire is 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](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf) 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**
  + All student hires are approved by the [Integrated Service Center (ISC)](https://isc.uw.edu/). The student will receive multiple My Workday UW e-mails with onboarding instructions. [Students need to sign up for Duo](https://itconnect.uw.edu/security/uw-netids/2fa/) **to sign into Workday.** All steps **must be** **completed by the student within three business days of their start date**.
  + WST will also send a welcome e-mail to the student, supervisor and [I-9 Coordinator](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf) once the WST verifies the new hire approval and position number.
  + **Supervisors must review the “Onboarding Status Summary”** report in Workday **within three business days** to ensure student workers have completed their onboarding processes.
* [**Form I-9**](https://isc.uw.edu/user-guides/complete_form_i9/)**:** Part of the onboarding process and must be fully completed within **three business days of the student’s start date.**
  + **The student completes Section 1** of the [Form I-9](https://isc.uw.edu/user-guides/complete_form_i9/) during the onboarding process in Workday.
  + After completion of Section 1, the supervisor directs the student to the department’s [I-9 Coordinator](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf). The student takes their official documentation to the [I-9 Coordinator](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf) to complete Section 2. **This all must be completed within three business days of the student’s start date.**
  + [The ISC](https://isc.uw.edu/) reviews the completed Form I-9 and the student position is now in compliance. **If the process is completed more than three days after the start date, the Supervisor must provide the I-9 Coordinator an “overdue reason” to enter in Workday 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**](http://www.uwb.edu/getattachment/finance/forms-and-guides/2017-uwb-payroll-schedule.pdf)
  + Each pay period, WST will send an e-mail reminder to supervisors with the [timesheet due dates](http://www.uwb.edu/getattachment/finance/forms-and-guides/2017-uwb-payroll-schedule.pdf).
  + 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 each pay period.
* **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](https://isc.uw.edu/). Check-in with your school administrator or [student hiring liaison](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf). WST cannot request or issue emergency checks.
* **Timesheet Approval Delegation**: If a supervisor will be out of the office, they can delegate timesheet approvals through the ISC by submitting a [Workday Delegation Request Form](https://isc.uw.edu/admin-corner/).
* **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). Multiple positions: maximum hours/week are the **combined total** of all positions.
* 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 **three 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

* See the[**Student Worker Extensions and Terminations Process**](http://www.uwb.edu/getattachment/finance/forms-and-guides/Student-Extensions-and-Terminations.docx). E-mail the WST: [uwbpay@uw.edu](mailto:uwbpay@uw.edu)

## WORKDAY Roles and Reports for Supervisors

* **Time and Absence Approver**: This role is held by the student’s supervisor to approve timesheets.
* **UW Bothell Workday Support Team (WST) Roles**: [uwbpay@uw.edu](mailto:uwbpay@uw.edu)
  + **HCM Initiate 2:** Enter new student workers and add additional jobs in Workday.
  + [**I-9 Coordinator**](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf)**:** This role can complete Section 2 on the Form I-9.
  + **Costing Allocations Coordinator:** This role can change budget numbers on positions.
  + **Time and Absence Initiate:** This role can make timesheet corrections and time off requests.
* [**Integrated Service Center (ISC):**](https://isc.uw.edu/) Central office located at UW Seattle; answers Workday questions; final approver for Workday transactions (student hires, Form I-9, etc.).
* [**I-9 Coordinator**](http://www.uwb.edu/getattachment/finance/forms-and-guides/school-and-department-contacts.pdf)**:** Completes Section 2 of the [Form I-9](https://isc.uw.edu/user-guides/complete_form_i9/) in Workday.
* **Workday Reports for Supervisors**
  + [Workday Reports for Managers](https://isc.uw.edu/wp-content/uploads/2017/09/Workday-Reports-for-Managers.pdf)
  + [Workday Reports for Time and Absence Approvers](https://isc.uw.edu/wp-content/uploads/2017/09/Workday-Reports-for-Time-and-Absence-Approvers-Initiates.pdf)