Add Additional Job for Student Employees

Quick Reference Guide

**Purpose:** This document informs HRPs who hire students how to *Add an Additional Job to the student’s worker record in Workday.*

- Add Additional Job is used to hire student employees within the HRP’s supervisory organization.

- To compensate an employee performing work for more than three months, a position must exist in the HRP’s supervisory organization and the Add Additional Job business process must be completed.

- Before adding an additional job, determine if the student has an active record. If they do, review all active positions to make sure that an additional position will not take the student over 20 hours per week.

- If a student will be scheduled for more than 20 hours per week, permission must be granted from the Dean of Students for graduate students or Enrollment & Student Advancement (ESA) for undergraduate students.

- If the additional position will not place the student over 20 scheduled hours per week, the position can be added.

**Before Starting: Add Additional for Student Employees**

1. **Check for Student’s Current Positions and Weekly Hours**

   - Search Student’s name to locate their Worker Record. When you locate the appropriate worker record, do the following:
   
   1. Click on Job
   2. Click on All Jobs
   3. Review Weekly Hours

   ![Image](image_url)

**Information Needed:**

- Student’s Name
- New Position Details
- Compensation Amount
- FAS Accounts and Sub-Accounts
Business Process: Add Additional for Student Employees

2 – Initiate Add Additional Job

1. Click on the Related Action button
2. Click Job Change
3. Click Add Job
3 – **Enter Job Details**

1. Supervisory organization will auto-fill, but make sure it is the correct Supervisory Organization
2. Employee name will auto-fill
3. Click OK
4. Select the Effective Date
5. The Reason will auto-fill
6. For Position, click the prompt and select “Positions without Job Requisitions” or “Positions with Job Requisitions”

- The majority of student positions are created without requisitions. So more than likely, you will select “Positions without Requisitions”.

7. Select the position that you want to add for the student
8. Select the student’s position
9. Employee Type: will auto-fill based on the position. In this case it is Student (Fixed Term)
10. Job Profile: will auto-fill based on the position
11. Time Type: click on the prompt and select Part time or Full time. Most student positions are part time
12. Location: click on the prompt to select a specific location or type in a location such as Hyde Park Campus
13. Pay Rate Type: will auto-fill based on the position
14. Scheduled Weekly Hours: enter the number of hours that the student will be scheduled to work for the newly added position
14. Click on the caret next to Additional Details
15. Job Title: will auto-fill
16. Business Title: will auto-fill
17. Default Weekly Hours: enter 37.5 hours
18. FTE: Full Time Equivalent - for part-time workers this should be less than 100%

19. First day of work: should match the Effective Date
20. End Employment Date: enter the appropriate date
21. Click Submit
4– Propose Compensation

4a. Bi-Weekly *(The HRP will receive an inbox task to start this process.)*

1. Effective Date: select the Effective Date

2. Scroll down to Hourly and click icon to edit

3. Total Base Pay Range: This range is prescribed by The University for the position being added

4. Amount: select an amount within the Total Base Pay Range

5. Frequency: will auto-fill based on the position being added

6. Select Submit
4b. Monthly  
(Most student positions, whether exempt or nonexempt are paid on a bi-weekly schedule. See the Student Position Human Resource Protocol for exceptions.) [https://studentemployment.uchicago.edu/](https://studentemployment.uchicago.edu/)

(The HRP will receive an inbox task to start this process.)

1. Effective Date: select the Effective Date

2. Scroll down to Monthly and click the icon to edit
3. Amount: select an amount within the Total Base Pay Range
4. Frequency: may auto-fill based on the position being added
5. In Additional Details, include the ACTUAL End Date

6. Click Submit
5– **Change Organization Assignments**  *(The HRP will receive an inbox task to start this process.)*

1. Details: review for accuracy

2. Company: auto-fills to University of Chicago

3. FAS Account: click on icon and enter account number

4. FAS Sub Account: click on icon and enter sub account number

6. Click Submit
6– **Assign Costing Allocations**  *(The HRP will receive an inbox task to start this process.)*

1. Effective Date: will auto-fill
2. Costing Allocation Level: click on the caret to get two choices:
   - Worker, Position and Earning
   - Worker and Position, (This means that the worker will only receive pay for their job)
3. If you need to allocate costs to other account(s), click the add button to add additional FAS Accounts or Sub Accounts

4. After you make your selection, click submit
7– Add Period Activity Pay (if applicable)

When using the Add Additional Job business process for students, Period Activity Pay is used if applicable. Period Activity Pay should be used for students in an exempt position who need to be paid bi-weekly. See the Student Position Human Resource Protocol more information. 
https://studentemployment.uchicago.edu/

(If necessary, the HRP will receive an inbox task to start this process.)

1. Go to the task in your inbox
2. The Period Activity Pay task will be on top
3. Effective Date: will auto-fill
4. Academic Period:
   - Click on the prompt
   - Select By Academic Year and choose the appropriate year
5. Click OK
1. **Reason:** Select - Period Activity > Add Activity Pay > Additional Assignment

2. **Activity:** click on the prompt, select all activities, and choose the appropriate activity

3. **Start Date:** enter the start date of the position or the start date of the period (quarter) in which the student is being paid

4. **End Date:** enter the actual end date of the position or the end date of the quarter

5. **Use as Payment Date Range:** If you check the box, the start and end dates of the activity will align with the payment start and end dates

6. **Quantity:** enter the number of activities being performed, this is usually 1

7. **Assigned Unit Rate:** This is the lump sum of the pay that the student will receive over a period of time, usually one quarter of service
8. Total Amount: will auto-populate, based on the Assigned Unit Rate
9. Costing Overrides: Click on the “0” icon and add additional FAS codes, if necessary
10. Start Date/End Date: Enter the job start/end date. The start date may be the start date of the quarter and the end date is the end date of the 6th pay period of the quarter
11. Click submit.