

How to Start a Job Requisition for Student Help

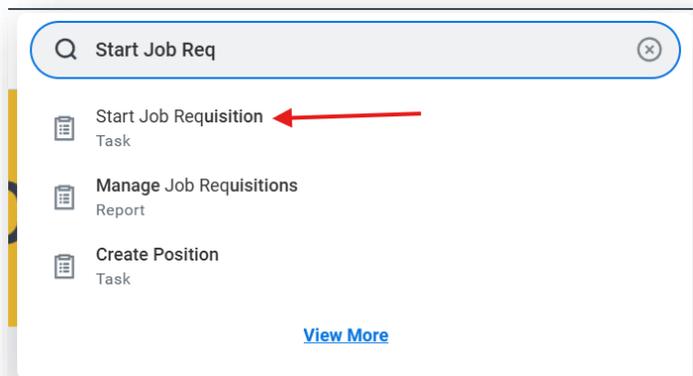
Overview: Describes how to request a job requisition, searching for a job requisition, and finding a direct link to your job requisition

Initiator(s): Supervisory Org Manager

Important Reminders:

- This is NOT the same process you would use for hiring regular staff (University Staff, Faculty, Academic Staff, etc.).
- Student Managers cannot start/create job requisitions in Workday
- Student managers can be assigned the role of Committee Chair or Committee Member to view candidates
- If you have questions, concerns, or suggestions about these instructions, please contact your HR business partner or HR@uwsp.edu

Step 1: Log in to [Workday](#) and type “start job requisition’ into the search bar.



Step 2: Choose the supervisory organization (student help). If needed, ensure the supervisory organization includes SH by clicking the three dots on the right and typing “SH,” then hit enter.

Basic Information

What supervisory organization is this job for? *

Ensure the supervisory organization includes "SH". Use "UWSTP" in lieu of UWSP if needed in the search bar.

This job will *

replace a worker

add a worker

Always choose 'add a worker'

How many openings are there for this job?

Estimate the number of openings. overestimate the number you will hire into this position within the semester/academic year

Job Information

Job Profile *

Always choose 'Student Help'

Job Title *

The job title will default to Student Help, but you can change this to your preferred working title for the position. Indicate if this is Period Activity Pay (previously known as lump sum)

Step 3: Using the [Job Requisition Template](#), paste the job description for the position you're hiring for. **Be sure to enter the hourly wage for the position.**

Job Description Summary

Student Help

Job Description

Use the Job Req Template - [https://www3.uwsp.edu/hr/Documents/Job Description Template for Student Hourly Req..docx](https://www3.uwsp.edu/hr/Documents/Job%20Description%20Template%20for%20Student%20Hourly%20Req..docx)

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Write or paste the actual job description of the position you are hiring for using the Job Requisition Template. Please be sure to include the hourly wage for this position.

Step 4: Continue filling in job details for the position: location, remote, etc.

Worker Information

Is there a remote opportunity for this job? *

x Onsite ⋮

Choose appropriate remote opportunity.

What location is this job based in? *

Suggested for you UW Stevens Point

x Collins Classroom Center-0007 ⋮ ⋮

Choose location for the position

Make sure the location is on the UWSP Campus. You can view details by hitting the 3 dots next to the location

Add additional locations

 ⋮

Leave this blank.

What type of worker are you hiring? *

x Temporary (Fixed Term) ⋮

This should default to Temporary (Fixed Term), which is correct. Leave as is.

What is the time type for this job?

Full time

Part time

None of the above

Always choose "part time"

What are the scheduled weekly hours for this job?

0

Always enter "0" into this field. The Job Description should include weekly hours.

Select a work shift

x First Shift (United States of America) ⋮

Select a shift, if applicable. This is not required.

Step 5: Fill out the costing information and recruiting information.

Cost Information

Select a company *

× UWSTP University of Wisconsin Stevens Point

← Company will default to UWSTP. Leave as is.

Select a cost center *

× CC002189 UWSTP | UNICOL | Tutoring-Learning Center

← Cost center will default, but you can choose the correct cost center if this populates incorrectly.

Recruiting Information

When would you like this worker to start? * Do NOT select as soon as possible.

As soon as possible

Select Date

03/09/2026

← Anticipated start date may not be the student's actual start date. Entering the actual start date comes later in the hiring process.

When do you want this contract to end? *

05/29/2026

← Enter the farthest end date that you foresee needing the position through (end of semester or academic year).

What recruiting instruction do you have for this job? *

Post Internally and Externally

← Choose 'post internally and externally', unless your position is Work Study only. In that case, choose 'internally only'.

Do NOT select 'posting not required'

Select a primary location to post this job *

× Stevens Point, WI

← Choose Stevens Point, WI

Select additional locations to post this job

← Leave this blank

Why are you creating this job? *

× New Position > New Position

← Always choose 'new position'

Step 6: Fill out the remaining details, as well as the justification and comments section. See details in screenshots for examples of comments and what they translate to.

There is no formal spot in the start job requisition process to list wage and if a background check is required. However, this information must be communicated for the job to be posted.

In the comment section at the bottom of the form list the following information:

- Hourly wage (list the amount) or Period Activity Pay (PAP, no amount needed)
- POT/POTV: Position of Trust or Position of Trust with Vulnerable populations and requires a background check. [Review the policy for definitions.](#)
 - Fill out the [background check request form.](#)
- Committee members: list first and last name. These folks must have staff accounts.

enter your comment



\$14/hour

Background check required

Committee chair: Scooby Doo

The student who is hired to this position will be paid \$14.00 an hour. A regular background check will need to be run and does not require a re-check in the future. Scooby Doo needs to be listed as committee chair, not the initiator of the job requisition

enter your comment



PAP

POT/POTV

The student hired to this position will receive a one-time payment, and the student hire form should be submitted to request the PAP. A background check with a 4-year re-check will be run. The initiator of the job requisition is the committee chair, no one else will need access to review applicants

enter your comment



\$12/hr

Committee: Katniss Everdeen, Peeta Melark

The hourly wage for the position is \$12.00 an hour. No background check. The initiator of the job requisition is the committee chair and Katniss Everdeen and Peeta Melark should be listed as committee members and are able to review applicants

Step 7: Click Submit! The requisition/posting will go to CASE for review, and then it will go to HR to post.

Finding a direct link to your job requisition:

From Job Requisition Workspace Summary View, select 'Open detailed view' below the position title.



Select Job Postings tab



Right click 'Find Jobs for Students' and copy url for direct link to internal site post.

1 item

	Job Posting	Type
<input type="checkbox"/>	Find Jobs for Students	Internal (Non-Worker)

Searching for job requisitions:

You can search for Job Requisitions that have been posted, are open, or are filled. In the search bar type 'JR' and then a colon. Followed by the job requisition number. Make sure to place "JR" in front of the number as shown in the screenshot. You can also search JR:title (Example: JR:Peer)

