Student Employees Page

June 4, 2025

1. **Q**: Will there be a job "ID number" that will be associated with a specific position?
   A: Yes, each requisition will have its own requisition number. It will start with JR10000....

2. **Q:** What field is the compensation amount entered in the job requisition?
   A: Within the "Job Description" field you will enter the anticipated rate of pay for this hire. There is no field specifically for compensation within this step. Within another business process , entry for the specific amount will be captured.

3. **Q:** Will these slides be sent out?
   A: Yes. They will also be uploaded here

4. **Q:** If you choose first shift and they work events at some times, will this be a problem?
   A: No, this shouldn't be a problem. The work shift will show up on the job posting, however, please ensure that any applicants know they may have to work shifts outside of what is listed in this case.

5. **Q:** Will all faculty/staff have a security role to do this in Workday? Or do they need to request security access if managing professional staff is not part of their current role/their presumed security in Workday?
   A: No. The start job req. initiation is only available to someone who is the manager of that Student Help Supervisory Organization or has access to it through another role. A supervisor can only initiate a job req. for the SH sup org they manage.

6. **Q**: Can the initiator for this process also be a member of the committee?
   A: The initiator/supervisor does not have to assign a student manager or committee chair. They will automatically be included in the process and will have access to candidates in either scenario.

7. **Q:** Will this process of posting a job take longer than it does in Quest?
   A: The process of posting and attracting candidates will be the same amount of time. The full process for hiring a student may take a little more time, but the benefits of a manager dashboard, electronic onboarding, access to emergency contact and employee data should outweigh the shift in process. Remember, we are moving from hiring employees manually through paper forms, to automation with Workday.

8. **Q:** Can funding be split between multiple departments within the Start Job Requisition?

A: Not within the initial requisition, but yes. Funding can be split at the time of hire, as part of your Cost Center Accounting Specialists role. We'll work on getting job aids for this role on the student employees page.

9. **Q:** Do we have access to add funding information from outside our department?
   A: See the question above.

10. **Q:** Can you hire for a position outside of your sup org? Could someone post a position for someone they don't supervise?
    A: No. The start job req. initiation is only available to someone who is the manager of that Student Help Supervisory Organization, or has access to it through another role. A supervisor can only initiate a job req. for the SH sup org they manage.

11. **Q:** When we rehire students each semester, it comes with a wage increase. Would we use a direct hire method for this?
    A: You won't need to rehire students each semester anymore. To change their compensation, you'll initiate this request within Workday. There is a Changing Compensation slide deck on the student employees page to help walk you through this request.

12. **Q:** Do we have to hire a student for each academic and summer session within Workday?
    A: No. Once a student employee is hired, they are hired until graduation/termination.

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13. **Q:** Who will verify I-9's?

    A: The I-9 verification process will be electronic in Workday. HR will verify all I-9 documents through 2025. The process will be reviewed, and additional campus reviewers may be assigned as we go into the new year.

14. **Q:** How will the supervisor know when the student employee is ready to start?
    A: The supervisor will have a dashboard to review all hires, and to see where the employee is in the onboarding process. HR will also monitor if a student employee is not going to complete their I-9 requirements and onboarding steps prior to the established start date and will work with the supervisor to establish an updated start date.

15. **Q:** Can required department paperwork normally given to a new hire be done outside of Workday?
    A: Yes. Department specific onboarding documents can be shared outside of Workday through a department specific onboarding process. HR is also working on

standardized tools and resources for departments to assist with the student employee onboarding experience. This could include adding some of those department documents into the Workday onboarding process.

16. **Q:** Are there required forms that will be delivered through Workday?

    A: Yes. HR is working on migrating the Confidentiality Agreement and Policy Acknowledgement Forms with the Employment Agreement in Workday. In the future, department specific documents could possibly be sent as part of the Employment Agreement or Onboarding stages.

17: **Q:** Will I need to request security roles for my student managers or committee chair?

A: No. When you list who you want to be assigned to the req. CASE will assign those persons, and they will have all the access they need to manage that recruitment/req.

18: **Q:** Work study. Will we need to create separate reqs. so only work-study eligible students apply to specific openings?

A: No. If you have a position that is ONLY work-study eligible, please consider creating a working job title that indicates that and make a note in the job description or comments. CASE and HR will ensure the posting is not available to High School, MSTC or other UW students.

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19. **Q:** Will we need to contact HR before requesting a criminal background check (CBC) during the hiring process in Workday?

    A: No. But if you are unsure if a CBC is on file, or if your student employee's position requires one, you can contact HR.

20. **Q:** What happens if a faculty/staff member says a student should have received a raise after they started? Would we then request period activity pay to make up the difference?

    A: No. If a backdated effective date on a wage change needs to occur, you will notify hr@uwsp.edu, and we will help create a ticket to make the correction within Payroll.

21. **Q:** Will we be able to increase wage(s) for summer and then decrease during the school year or is there not the ability to reduce back once an increase goes in?

    A: Yes. Wage change requests will allow you to both increase and decrease a wage. The Request Compensation Change action will be used.

22. **Q:** Where will we be able to find the 8-digit Employee ID after July 7th?

A: The employee ID can be found in the employee's Job Detail section.

23. **Q:** Will these screenshots be shared as a type of Job Aid for us to use?

    A: Yes. The slide deck and additional job aids can be found on the student employees page.

24. **Q:** When will we receive directions for terminating a student employee?

    A: The End Job slide deck is available on the student employees page.

25. **Q:** If we have a specific student in mind to hire, what is the procedure to follow?

    A: Ask the student to apply for your opening. Students will already be in Workday, so having them apply will allow Workday to capture some of their data so they don't have to re-enter it as part of the hiring process, and it creates a record of their application for future jobs. We'll put a job aid to help students apply on the student employees page.

26. **Q:** Was there an option to add a secondary approver when hiring?

    A: Although the Workday product has this type of functionality, for student hiring we are not utilizing any approval process. Approval to hire a student employee should occur outside of Workday at this time, and then a req. should be created when you are ready to attract candidates and/or hire a student employee.

27. **Q:** Can you include an attachment students are to complete with more specific job-related questions to submit rather than a resume or cover letter?

    A: We can explore what recruitment practices you have in place currently, and how that may look within Workday. We'll be able to eventually build out the application with more sophistication, including pre-screening questions, but not at go-live. Somewhat related to your question, we can attach documents for the student employee to review or acknowledge during the employment agreement and the onboarding stages.

28. **Q:** If I'm hiring students off a grant or endowment funds for which I'm the budget manager, do I need an outside search committee?

    A: No. A search committee, or student manager assistant is not required. It's just an option for those supervisors who utilize staff in their recruitment efforts.

29. **Q:** Is the hiring timeline the same when hiring students for fall?

    A: No. Unlike Quest, supervisors can hire student employees at anytime of the year.

30. **Q:** For a student who will be paid from two different Cost Centers, each with a different PI, how can we indicate that the student will be paid equally from both Cost Centers when hiring managers only see their own funds?

    A: More than likely your Cost Center Accounting Specialist will need to obtain this information outside of the Workday process. They m, but we will continue to research this question and update this document after further discussion.

31. **Q:** Do we have to respond to all applicants for a position, or can we just select the one we want?
    A: For student hiring, you can continue to make your selection without having to interview all applicants. Based on our commitment to our students a notification of non-selection is expected. This can be done through email outside of Workday until we provide further training on how to do this within Workday.

32. **Q:** Are the quantity of files or file types that the application attachments are limited to?
    A: Yes. There are limits with all systems, but based on our research we don't anticipate this to be a barrier for normal attachment activities within the application or onboarding process. We can monitor and explore if barriers occur.

33. **Q:** Can we link a Qualtrics questionnaire instead of an attachment?
    A: Yes. You can, but we want to try and migrate our processes into Workday to utilize the product and have everything in one location for you. At go-live you can link a questionnaire within the job description section. In the future we can look at leveraging pre-screening questions right within the application to sunset the need for external screening tools.

34. **Q:** Are we past the window of obtaining position descriptions from Quest?
    A: Yes. CASE continues to have access and may be able to assist you in accessing your job postings in Quest.

35. **Q:** We currently use an online application form with questions specifically geared towards the job, which allows us to best filter candidates. How could this be integrated into the Workday process?
    A: All outside application processes will sunset, and Workday will take its place across the UWSP campus. In the future we can look at leveraging pre-screening questions right within the application to sunset the need for external screening tools.

36. **Q:** What happens if the person who enters the Job Req is not the supervisor? For example, can I enter all the job reqs for my area and then not have the student report to me?

    A: No. The start job req. initiation is only available to someone who is the manager of that Student Help Supervisory Organization or has access to it through another role. A supervisor can only initiate a job req. for the SH sup org they manage.

37. **Q:** If I have a student working over the summer on an internal grant, do I need to rehire them in Workday for them to continue to get paid?

    A: No. But if you need to change funding, we can identify the job aid that will assist you in that process.

38. **Q:** If we've already selected a student, then can we leave the committee information blank because recruitment has already happened?

A: Yes. You do not need to assign a committee chair, student manager, or assistant to your req.

39. **Q:** Who will be the time sheet approver?
    A: The student employee's supervisor.

40. **Q:** Must we terminate all student employees now? For example, if they didn't graduate but the position has ended, or they are no longer interested in the next academic year.
    A: No. The window for notifying HR of terminated student employees has passed. If you need to end employment for a student employee, you will need to use the end job process in Workday after go-live.

41. **Q:** During the HR process not shown, will you be updating us when students have their payroll paperwork, so we don't have to bug you all the time?
    A: Supervisors will have a new hire dashboard that will allow them to see where the student employee is in the process. During hyper-care we anticipate there will be a learning curve, and that some old practices or interactions with HR will occur until everyone is comfortable with Workday.

42. **Q:** Will we be able to have back-up approvers for student timesheets?

A: Only the supervisor of the student employee can approve their time. Supervisors will be able to delegate this task to someone within their sup org who has the Timekeeper security role for short coverage needs. For areas with large student employee populations, we are taking requests to give student managers the Timekeeper security role. Overall, we are limiting this security role with the transition to Workday.