Hire a Student Research Partner

In this guide, you will learn how to hire a Student Research Partners. To complete the request process fully, you will need to complete the following hiring phases for each student:

- **Hire Student**
- **Supervisory Organization**
- **Organization Assignment**
- **Compensation**

The completed request will then be routed to the Student Employment office for review and approval. The Student Research Partner will not be eligible to start working until they complete any assigned **Onboarding** tasks.

For further help with this process, please contact: studentemployment@carleton.edu

Hire a Student Research Partner

Phase 1: Add a Student to your list

1. Log into Workday at go.carleton.edu/workday
2. In **Search**, type in "**Hire Student**"
3. Select **Hire Student** from the Tasks and Reports list.
   - If this report does not appear for you, please contact studentempoyment@carleton.edu

Tasks and Reports

Hire Student
Report
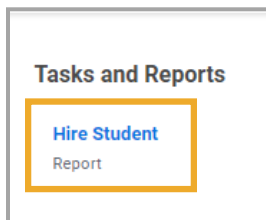
4. In the Hire Student pop-up box:
   - Type in the name of the Student. This field is required.
   - In the Supervisory Organization, type SRP followed by your name. This should give you the entry **Student Research Partner(JM-Student) (Your Name)** (if it is not already pre-populated). This field is required.
     - If you supervise staff, or students outside of the Student Research Partner program, **make sure to select the Student Research Partner(JM-Student) organization**. This is because**ALL** Student Research Partner hiring is within the Student Research Partner(JM-Student) organization.

■ If typing SRP followed by your name does not produce the entry Student Research Partner (JM-Student) (Your Name), then please **contact** studentemployment@carleton.edu **for assistance.**

NOTE: If the Student does not display within **Hire**, the student is currently not enrolled (on leave of absence, withdrawn, etc.) and they cannot be hired.

5. Select **OK**.
6. The **Hire Student** screen for the student will appear.
7. Under the **All Jobs** section, the student's current employment position will be listed or the Student Non-Employee position will be listed.

8. Click on **Add Job**.

9. This will open **Add Job -> Job Details -> Working Time -> Additional Details**
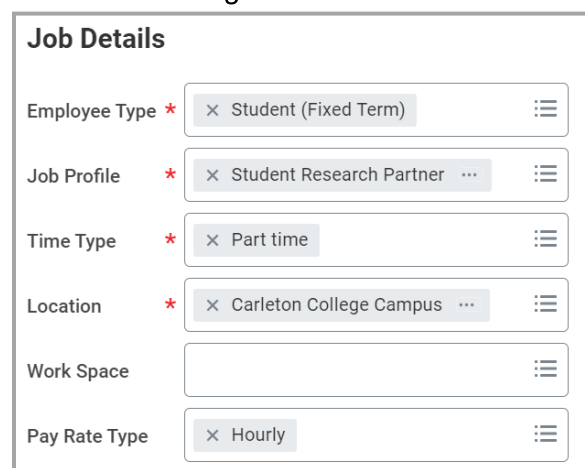
NOTE: the student's name, Student Research Partner (JM-Student) and supervisor name (yours) will be at the top.
   ○ Enter the **Effective Date** (first date of work)
   ○ Enter the **Reason**: Click on the hamburger, then Add Additional Employee Job > New Assignment, select Add Additional Employee Job > New Assignment > New Position

10. Under **Job Details** all of the information will be defaulted:
   ○ **Employee Type:** Student (Fixed Term)
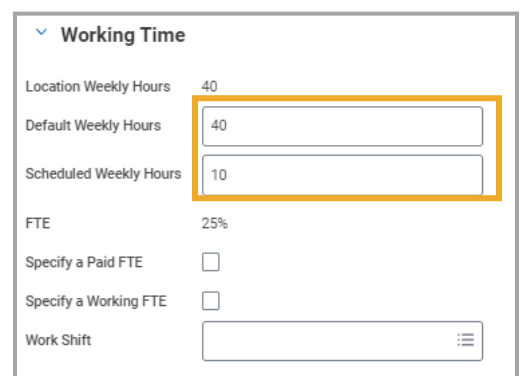   ○ **Job Profile**: Student Research Partners
   ○ **Time Type:** Part time
   ○ **Location:** Carleton College Campus
   ○ **Pay Rate**: Hourly

11. Under Working Time enter the following information:
   ○ **Default Weekly Hours**: Leave at 40
   ○ **Scheduled Weekly Hours**: Enter expected number of work hours per week. Once you do this, you will see the FTE % change.

12. Under Additional Details enter the following information:c
    ○ **Job Title:** It defaults to Student Research Partner. Add the Student Research Partner position title here.
    ○ **Business Title:** It will auto populate from the Job Title, so you can leave the same as the Job Title.
    ○ **End Employment Date:** Enter the last date of the student research partner employment. This is a reportable field for the student employment team to know when to end student positions.

13. Click **Submit**.

    RESULT: You will see a pop-up box, **You have submitted…** This is telling you your next step as the supervisor (**Change Organization Assignments**). Initiate this next step by selecting **Open**.
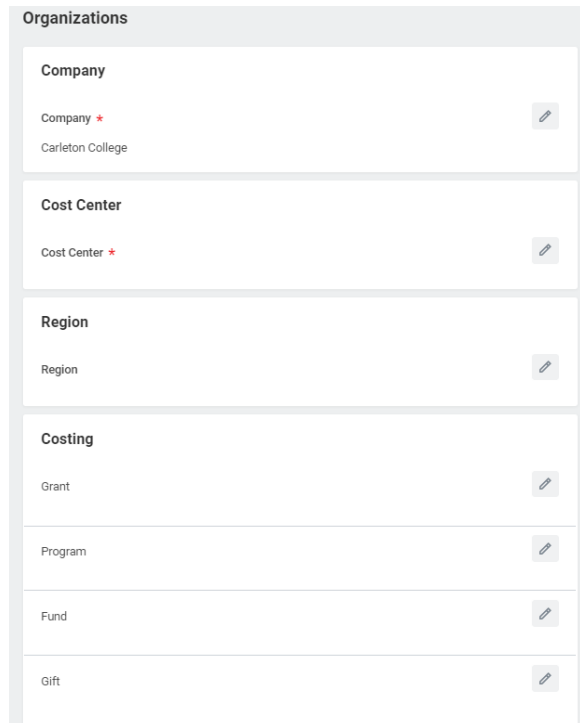
Phase 2: Change Organization Assignments

1. Under **Change Organization Assignments -> Start**, you will see all the details you previously entered on the student you are hiring.
2. In the Organizations section enter information in the following required fields:
    ○ **Company**: Carleton College will default
    ○ If the funding is 100% from one source, in the appropriate field, start typing the cost center, grant, gift, or program. Once the funding source is entered, the remaining worktags will default.
        ■ For SRPs funded by a Towsley award, type GFT2783 in the Gift field.
        ■ For SRPs funded by the Humanities Center SRP endowment, type GFT3137 in the Gift field.
        ■ If you are not sure which field to use, or what to type in the field, please contact Eric Egge (eegge@carleton.edu).
    ○ If the funding is to be split among funding sources, enter in your cost center (department) for the required field and enter the detailed funding information with the split percentages in the

comments field. The information needs to be exact as Student Employment will use the information in the comments to enter in the multiple funding sources.

■ Comments example splitting between a Grant and a Cost Center:

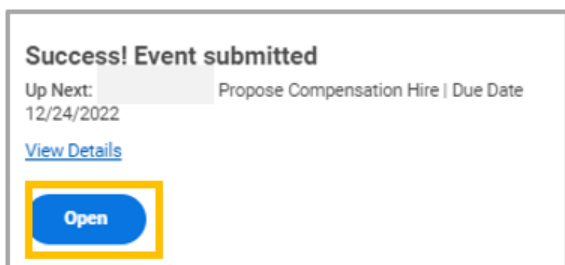GRTXXXX 60% funding; CC0XXXX 40% funding

3. Click **Submit**.

RESULT: You will see a pop-up box, **Success! Event Submitted…** this is telling you your next step as the supervisor. Initiate this next step by selecting **Open**.
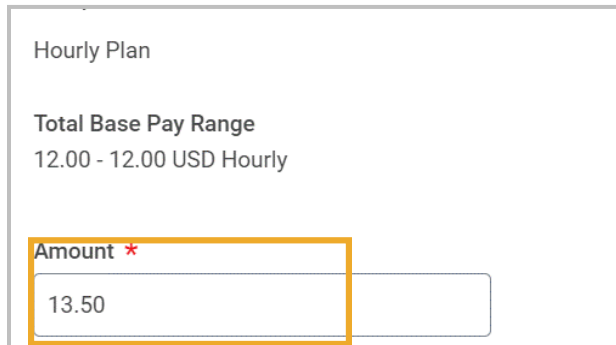

Phase 3: Propose Compensation Hire

1. In **Propose Compensation Hire** section, the following information will appear (you will not need to enter anything on this step, all the data will default):
   ○ **Effective Date & Reason:** This will pre-populate your previous information

- ○ **Total Base Pay:** will default to 13.50
- ○ **Guidelines**: The wage rate defaults to Carleton's minimum wage rate of $12/hour
- ○ **Hourly**: will default to 13.50

> Hourly Plan
>
> Total Base Pay Range
> 12.00 - 12.00 USD Hourly
>
> Amount *
> 13.50

2. Click **Submit**. You will receive an alert. The alert is indicating that the amount entered (13.50) is outside of the base pay range (12.00). Hit **Submit** again.

   RESULT: You will see a pop-up box, **Success! Event Submitted…** this is telling you your new Student Research Partner hiring request has gone to **HR Partner - Student (Unconstrained)**. This kicks off the process for the Student Employment team to review the request.

3. Select "X" to close out of this box or click on View Details.
4. Once the student employment team approves your hire, the student will appear on your Student Supervisors Roster (a report available through the Global Search box).
5. If Onboarding is required, you will be copied on Student Employment's communication to the student.

   REMINDER: Don't let your student start working until they have completed their I-9 documentation with Human Resources and selected their W-4 preferences in Workday!