Student Research Partners - Student Work Supervisors

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

How to Hire a Student Research Partner (Summary Version)

Screen 1: Hire Student: Pick the Student

1. In Workday, start the **Hire Student** task.
2. Enter the name of the student in the **Student** field.
3. In the **Supervisory Organization** field, x out the default entry and type SRP followed by your name. This should change the entry in that field to Student Research Partner (JM-Student) (Your Name).
   - If this does not appear for you, please contact studentempoyment@carleton.edu.
4. Click **OK**.

Screen 2: Hire Student: Add Job

1. Click **Add Job** on the bottom left side of the screen.
2. Enter the **Effective Date** (first date of work).
3. Type "new position" in the **Reason** field and let it auto populate.
4. Under **Working Time**, in the field **Scheduled Weekly Hours**, type the number of hours you expect your SRP will work each week.
5. Under **Additional Details**, in the field **End Employment Date**, enter the last date your SRP will work.
6. Click **Submit**.
7. In the popup box immediately below the search bar, click **Open**.

Screen 3: Change Organization Assignments

1. If the funding for your SRP is entirely from one source, then choose the field related to the source (Cost Center, Grant, Program, Fund, or Gift) and type in the appropriate worktag.
   - 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).
2. If the funding for your SRP is split among two or more sources, enter your cost center (department) in the Cost Center field and enter detailed funding information with the split percentages in the comments field.
   - Example: GRTXXXX 60% funding; CC0XXXX 40% funding
3. Click **Submit**.
4. In the popup box immediately below the search bar, click **Open**.

Screen 4: Propose Compensation Hire

1. Click **Submit**.
2. You will see an alert in the upper right of your screen, which you can ignore. Click **Submit** again.
3. Your part of the process is complete and your request has been sent to Student Employment.
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 at the top of the screen).

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!