Instructions for Hiring Students in Workday

Create your requisitions in Workday--

1. Have your student fill out the CHAS questionnaire and the offer letter. (If they are a work study student, you’ll need to also put them in SEMS) https://www.solutioncenter.upenn.edu/manager-resources –offer letter CHAS Questionnaire is found on the CHAS FC webpage https://www.collegehouses.upenn.edu/resources/financial to access CHAS Questionnaire

2. Send paperwork to Alicia/Vicky

3. Alicia/Vicky puts the student in the position in Workday.

NEW HIRES ONLY

4. Shortly after, the new hire student gets a bunch of emails that have online forms they need to fill out.

5. Once they’ve filled out the information, they can make an appointment at Onboarding at Penn: https://kiosk.na4.qless.com/kiosk/app/home/17 They need to bring ID(s) from the attached form. ID(s) must be original documents. They will also need their social security card. If they are using the social security card for I-9 documents it must be the original and not a copy or picture. (I usually just tell them to bring their driver’s license or passport with their social security card) If they are international, tell them to go to ISSS to get a social security card before they start working.

All Hires

6. Once on-boarding or hire process is completed, you’ll get an email from Workday saying they’ve been hired on. (For returning students this happens after Alicia/Vicky puts them in the position in Workday.)