

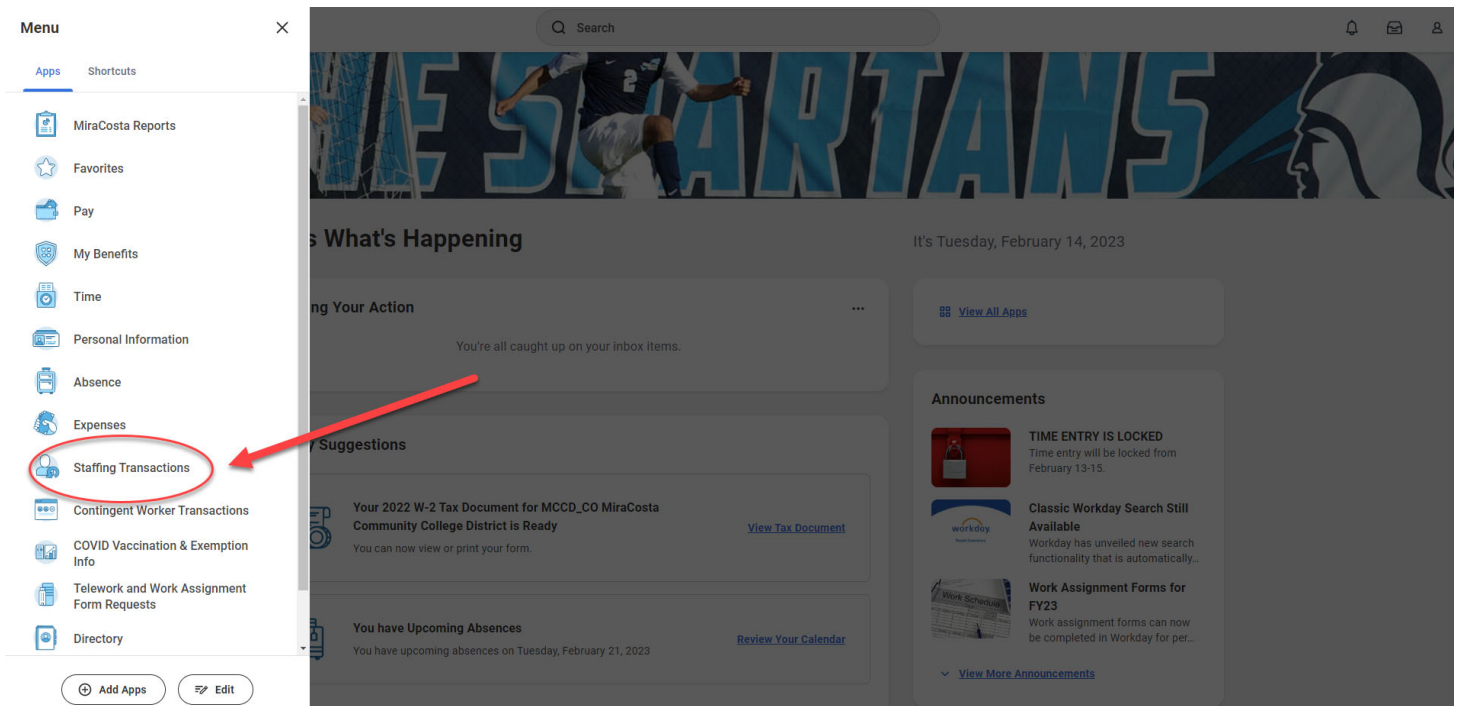


## **Procedures for Supervisors: New Student Hires**

- 1)** When a supervisor makes an offer to hire a student, they must submit a hire request on Workday. Refer to next page on how to submit request on Workday.
  - If the supervisor is unsure whether the student will be funded through Federal Work Study through Financial Aid, please refer the student to the Career Center for Federal Work Study Program Steps.
  - The supervisor must check the student's current or upcoming unit enrollment, (depending on date of hire; please refer to Supervisor Manual found online under Faculty and Staff on the Career Center website. Units must be verified monthly when approving timecards.
  
- 2)** Once the request to hire has been submitted on Workday, instruct the student worker to "Report Employment" on MiraCosta's Job and Internship Network (JAIN).
  
- 3)** Please allow at least 48 hours between the date you offer employment to the student and the student's start date to allow HR to launch the onboarding process via Workday. Under no circumstances may any student start working before hire paperwork has been completed and documents have been collected by a Human Resources staff member.
  
- 4)** Once the onboarding process has been completed, a Human Resources staff member will send a confirmation email to the student's supervisor documenting that the student is ready to begin employment on campus. Supervisors who permit students to begin work prior to receiving the start date email from HR may be jeopardizing the student's eligibility to be paid for working prior to their start date.

## How to Submit a Request in Workday

To submit a student worker assignment request in Workday, select the “Staffing Transactions” application (worklet) from your Workday homepage:



*If you do not see the application (worklet) this mean you already have the maximum number of worklets allowable (max 20 worklets). If you would like to add the Staffing Transactions worklet, select the cogwheel icon located in the upper right-hand corner of your homepage to select the Staffing Transactions worklet. This will require you to remove an existing worklet from your homepage.*

### Recorded Training Demonstration

If you were unable to attend one of the training demonstrations, you can watch a recording of the demo on the portal or contact Human Resources for drop-in sessions.