

ISC JOB AID: HCM Staffing Events for Student Workers

At UW, our student workers can undergo a variety of changes that may impact their pay. The table below helps you determine what action to take in Workday based on the particular workers and scenarios. These processes are designed to avoid under/overpayments, and to ensure the worker's benefits are accurate.

Scenario	Action
Student worker has a job that is ending and no other employment has been established	<p>Terminate the student.</p> <p>Reference the Termination - Voluntary Student User Guide</p>
Student worker is ending one job, and will move to another immediately after with no break in service	<p>Change Job – Transfer, initiated by the receiving department</p> <p>Reference the Change Job Student User Guide</p>
Student worker is ending one job, and will move to another, but will have a gap in service	<p>Terminate the student. The student's new department will initiate a rehire for the appropriate effective date.</p> <p>Reference the Termination - Voluntary Student User Guide</p> <p>Reference the Hire Student User Guide</p>
Student worker is ending one job, moving to another, and will be doing both jobs for a period of time.	<p>Use the Add additional job process to add the student's new job. When the existing job ends, make sure to use the End Additional Job process. This may require the ISC to switch the primary job.</p> <p>Reference the Add Additional Job Student User Guide</p> <p>Reference the End Additional Job Student User Guide</p>
A student being paid on a stipend is leaving early and should not be paid the full amount of their stipend.	<p>Use the Manage Period Activity Pay process to adjust the stipend amount and end date and terminate the student.</p> <p>Reference the Period Activity Pay - Student User Guide</p> <p>Reference the Termination - Voluntary Student User Guide</p>