Hark! students in the wild! you will follow this hire journey if you are:

- Hiring an hourly student
- Hiring a salaried student like a GSA
- Working with a fellowship/traineeship scenario

**BEGIN**

**REQUEST**

Submit a ticket using the form below to create your supervisory organization.

**Determine does the student’s supervisory organization you need to put this person in already exist?**

- **Yes**
  - **HCM Initiate Z, HR Partner, or Academic Partner**
  - **Approve**
  - **Employee will complete onboarding to job on 2/1/2021 if they have new info to input.**

- **No**
  - **Student is not in workday yet.**
  - **Search**
  - Use the hire wizard to:
    1. Check that the student is eligible for hire.
    2. Determine if the student is already in workday.

  - **Determine the appropriate action below.**

  - **Student will be working two or more jobs at UW.**
    - **Send (only press once!)**
      - Use the hire wizard to send the student’s information to workday by selecting the “Submit to Workday” button.

  - **Student will be moving to a new job at UW. No break in service.**
    - **Change Job**
      - Initiate a change job: lateral (within unit) or transfer (from another unit) in Workday.

  - **Student left job at UW, there was a break in service, is now returning.**
    - **Add Job**
      - Get the relevant hiring information from the hiring manager and initiate an add job in Workday.

  - **Student is not employed at UW currently.**
    - **Request**
      - Submit a ticket using the form below to create a supervisory organization.

**Send an email to HR Partner, or Academic Partner**

**End**

**APPROVALS**

- HR Partner
- Work Study Office/Partner (if applicable)
- ISC

**Employee will complete onboarding to job on 2/1/2021 if they have new info to input.**