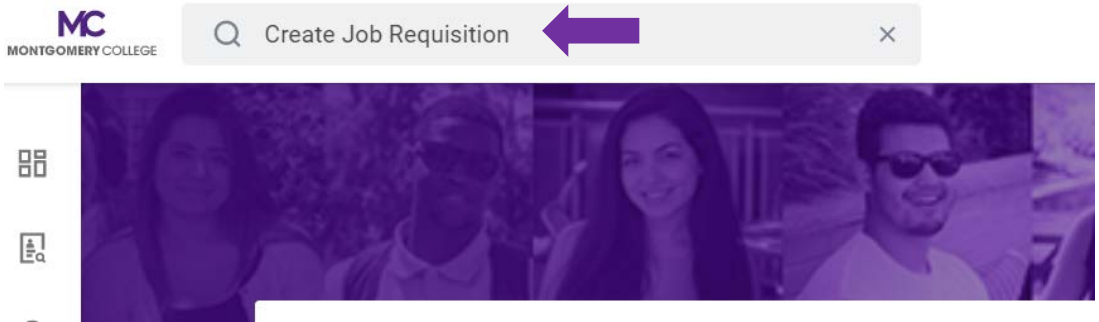


CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

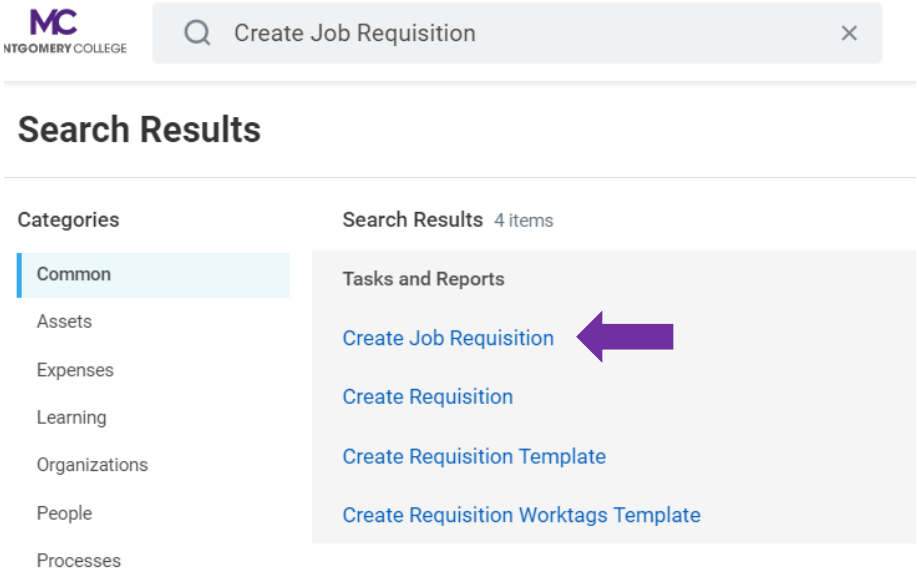
Workday Reference for Hiring Managers

Overview

Use this job aid as a resource to create a student assistant job requisition in Workday.



Log into Workday and type “Create Job Requisition” in the search bar at the top and click enter.



Click on “Create Job Requisition”.

Create Job Requisition

Please refer to the job aide for instructions on how to create a job requisition on the [Workday Training Site](#).

Copy Details from Existing Requisition

Supervisory Organization *

Worker Type *

Click on the "X" to delete your name and type in your name again in the Supervisory Organization field and hit enter.

OK

Cancel

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization *

Joe Brown X

Search Results (2)

- JM - Science, Engineering and Technology (SET), G & TPSS (Joe Brown)
- Science, Engineering and Technology (SET), G & TPSS

Worker Type *

Employee

Select the "JM" - Job Management Supervisory Organization.
Do NOT USE an (inherited) Supervisory Organization.

If you don't see a JM by your name, please contact IT Service Desk at itservicedesk@montgomerycollege.edu

Click "OK"

Recruiting Details

Number of Openings

Type in the number of openings (how many you plan to hire)

Reason *

Search 

 Create Job Requisition > New Position

- New Position > New project/ Grant Funded
- New Position > Requesting additional staff
- New Position > Temporary hire - project based need

select one

Select "New Position> Requesting additional staff"

CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Replacement For

Recruiting Instruction *

Select Recruiting Instruction > "Do Not Post"

Recruiting Start Date *

Use Current date for Recruiting Start Date and Target Hire Date.

Target Hire Date *

Enter last day of current semester.

Target End Date

Job Details

Job Posting Title *

Student Stipend - Science, Engineering, and Technology (SET)



Job Posting Title should be **“Student Stipend - Department/Office Name”**

Justification *

[Empty text box for justification]



List the name of student(s) and amount of stipend

Job Posting Title *

← Student Aide

- Student Assistant
- Student Governance
- Student Internship
- Student Stipend
- Summer Dinner Theatre

Search [Menu Icon]



Under Job Profile, in the dropdown, click on “By Job Family” > “Student” > “Student Aide” > Select “Student Stipend”.

CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Job Description Summary



Leave Blank

Job Description

Format ▼ | **B** | *I* | U | **A** ▼ | | |



Leave Blank

Additional Job Description

Format ▼ | **B** | *I* | U | **A** ▼ | | |



Leave Blank

CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Job Families for Job Profiles

Student Aide

Worker Sub-Type *



In the dropdown, click on "Worker Types" then click on "Student (Fixed Term)".

Time Type *



Select Part-time.

Primary Location *



Click on "All Locations" and select the work location

Primary Job Posting Location *



Primary Job Posting Location automatically populates once you select Primary Location.

CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

Work Shift

Enter zero "0" for scheduled Weekly Hours.

Please note to ensure ACA compliance, student employees are permitted to work no more than 1400 hours during the months of October 1 through September 30 annually.

Questionnaires

Internal Career Site - Primary

Primary Internal Questionnaire Final

Internal Career Site - Secondary

External Career Sites - Primary

Primary External Questionnaire Final

External Career Sites - Secondary



No action required.

Assessments

Inline Assessment Test

Default Assessment Tests

Click "Next".

Back

Next



Create Job Requisition

The screenshot displays the 'Create Job Requisition' interface. On the left, a vertical navigation menu includes a progress bar at the top and several steps: 'Start', 'Recruiting Information', 'Job', 'Organizations' (which is highlighted with a blue bar), 'Attachments', 'Assign Roles', and 'Summary'. The main content area is titled 'Organizations' and contains a 'Costing' section with a 'Fund' field.

Organization information will pre-populate. Verify if information is accurate.

Back Next

Click "Next".

Create Job Requisition

The screenshot displays the 'Create Job Requisition' interface. On the left, a vertical navigation menu includes a progress bar and the following steps: Start, Recruiting Information, Job, Organizations, Attachments (highlighted in blue), Assign Roles, and Summary. The main content area is titled 'Attachments' and features a 'Documents' section with an 'Add' button.

You may choose to add an attachment pertaining to this requisition or keep it blank. To add an attachment, click on "Add" and upload your document.

Click "Next".

Back Next ←

Start

Details

Supervisory Org

JM - Science, Engineering and Technology (SET), G & TPSS (Joe Brown)

Worker Type

Employee

Recruiting Information

Guide Me

Recruiting Details

Number of Openings

1

Reason *

New Position > Requesting additional staff

Replacement For



Review a summary of the requisition on the last page ensuring the information is correct. You may edit if necessary by clicking on the pencil icon.

CREATE STUDENT STIPEND JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers



enter your comment

Click "Submit".
The requisition has
been created.



Submit

Save for Later

Cancel

The job requisition will route to a HRSTM recruiter. You will be contacted by a HRSTM Recruiter.