

SUMMARY

This job aid outlines the process of creating and editing a job requisition in Workday for a student worker and graduate assistant.

EDIT JOB REQUISITION – STUDENTS & GRADUATE ASSISTANTS

1. Type in the search box the name of the manager for the position. **Select** the manager's Supervisory Organization.
2. Click on the **Staffing** tab.
3. Under **Effective Job Requisitions**, hover over the job requisition and click on the related action icon.
4. Hover over **Job Change** and select **Edit Job Requisition**.
5. Under the **Recruiting Information** section, click the Pencil icon.
6. Select the prompt icon under Reason, then select **Edit Job Requisition > Administrative**, then select the reason for the edit (i.e., Update Job Title, Description, or Justification).
7. Click **Next** to get to the area that needs to be updated. **Update** the necessary information. Click **Submit**.

The process will then route to Compensation for additional review and approval or will be completed.

CREATE JOB REQUISITION – STUDENTS & GRADUATE ASSISTANTS

Recruiting Information	Definition
Number of Openings	The number of positions being created. Can create more than one position at the same time if all positions are exactly the same.
Reason	New position or replacement
Replacement For	Only used if replacing an existing employee
Recruiting Instruction	Posting Not Required
Recruiting Start Date	Today's date or a date prior. *Do not use a future date.
Target Hire Date	Can be the same as the Recruiting Start Date but cannot be before the Recruiting Start Date. This is not the effective date of hire, but rather the day you plan to perform the hiring process. Future dates can prevent you from processing the hire until the entered hire date arrives.
Target End Date	Required when hiring a graduate assistant, but not a student worker.

Job Details	Definition
Job Posting Title	Title of the position. Be descriptive, but do not input the position number or the manager's name. *The job profile information can also be utilized as the title
Justification	Not required
Job Profile	Select by Job Family, Student, and then select the appropriate option.
Job Description	Enter position duties, special qualifications, etc.
Worker Sub-Type	Select Worker Type (Graduate Assistant (Fixed Term) or Student)
Time Type	Part-Time
Primary Location	Enter office location (room number must be 4 digits. E.g. 0304) *Do not use LSU – Baton Rouge.
Scheduled Weekly Hours	Enter 20 hours or less as GAs and Student Workers cannot have a FTE greater than 50%. *Leave Default Weekly Hours and Location Weekly Hours at 40
Work Shift	Select Ineligible for Shift Pay
Questionnaire	Not applicable
Attachments	The job description can be attached here

Compensation	Definition
Compensation Package	Student
Grade	Graduate Assistant – Salary (Graduate Assistant-Hourly is for LSUS only) or Student
Replacement For	Only used if replacing an existing employee
Salary/Hourly	Enter the full annualized salary amount for Fiscal and Academic GA appointments or the hourly rate for a Student Worker position
Frequency	Select Annual for Fiscal and Academic GA appointments or Hourly for a student worker position
Actual End Date	For GAs only. Enter end of Fiscal or Academic year (use payroll dates). *The Actual End Date and Salary Actual End Date must match

1. **Search** for the Supervisory Organization for which the position should be created and select the **Supervisory Organization** [ex: LSUAM FA – Office of Administration (Manager Name)]. Click the **Action** icon, hover over **Job Change**, and select **Create Job Requisition**. The Supervisory Organization will auto-populate on the next screen.
2. On the Create Job Requisition screen, complete the following:
 - a. If there is an existing job requisition like the one you are creating, click the **Copy Details from Existing Job Requisition** prompt icon, then type in the supervisory organization to pull up a list of past job requisitions to choose from.
 - b. The Supervisory Organization should auto-populate. If not auto-populated, click the prompt icon, then click Supervisory Organization by Manager, select the correct manager, and then select the correct school, department, or section for that manager.

- c. Always select **Create New Position** for Student Workers and/or GAs.
 - d. The Worker Type will auto-populate as **Employee**; leave this as is.
 - e. Click **OK** to continue (or Cancel).
3. On the Recruiting Information screen, click the Recruiting Details Pencil icon and fill in the following – some fields may auto-populate.
 - a. **Number of Openings** defaults as one; this can be changed if creating more than one position that has the same job title, job description, pay rate, and costing allocations.
 - b. Click the **Reason** prompt icon and select the appropriate reason. For Students and Graduate Assistants, choose either **New Position or Replacement** and select the appropriate reason from the drop down.
 - For New Position, choose the option **New Position > Requesting Additional Staff**.
 - For Replacement, choose whether the replacement is for someone who resigned/transferred or was terminated.
 - c. Only use the Replacement For field if you are creating this job requisition to replace a previous worker.
 - d. Click the Recruiting Instruction prompt and select **Posting Not Required** (as advertising is not required for Student Workers or Graduate Assistants).
 - e. Click the calendar icon and select today's date for the **Recruiting State Date** (or you can backdate, if needed).
 - f. Click the calendar icon and select the desired **Target Hire Date**. This is the date you will be able to perform the hire business process in Workday. This can be the same as the Recruiting Start Date but cannot be before the Recruiting Start Date. *Do not use a future date
 - g. Target End Date
 - For Students, leave blank.
 - For GAs, enter the last day of the GAs term of employment. (This field is required for GAs.)
 - h. Do NOT enter anything for Referral Payment Plan.
 - i. Click **Next** (or Back).
4. On the Job Details screen, click the pencil icon and follow the steps below:
 - a. In the **Job Posting Title** field, type in the job title. Be descriptive. Example: Student Worker – Lifeguard or Student Worker – Front Desk. Use sentence case, and do not input position numbers or the manager's name. The job profile information can also be utilized as the title.
 - b. Leave the Justification field blank. (This is used for Justification to waive advertisement; does not apply to Students or GAs.)

- c. Click the **Job Profile** prompt icon, select By **Job Family**, select **Student**, then:
 - For Student Workers, select either Non-Work Study or Work Study.
 - For Non-Work Study, choose whether the student is an LSU student or a Non-LSU student.
 - For Work Study, choose whether it is Community Service Work Study, President Aid, or Work Study.
 - For GAs, select Graduate Assistant, then select whether it's Instruction, Research, Service, or a Teaching Assistant 1, 2, or 3.
 - d. The Job Description Summary field will auto-populate based on the Job Profile chosen.
 - e. In the **Job Description** field, type in the specific position duties, and any required, desired, and/or special qualifications. Additional Job Description can be left blank.
 - f. Click the Worker Sub-Type prompt icon, select Worker Types, then select either **Graduate Assistant (Fixed Term)** or **Student**, based on the position being created.
 - g. Click the prompt icon under Time Type and select **Part time**.
 - h. Click the **Primary Location** prompt icon and type in the actual room number and building name where this position will be located. The room number must be 4 digits. For example, if the room is 304 Thomas Boyd Hall, type in 0304 Thomas Boyd Hall.
 - i. If the Student or GA will work in another location also, type in the actual room number and building name in the **Additional Locations** field. The room number must be 4 digits. For example, if the room is 110 Thomas Boyd Hall, type in 0110 Thomas Boyd Hall.
 - j. Change the defaulted **Scheduled Weekly Hours** of 40 to the actual number of hours the student will work. (20 hours or less for Student Workers and GAs).
 - k. Click Work Shift prompt icon and select **Ineligible for Shift Pay**, as Student Workers and Graduate Assistants do not earn shift pay.
 - l. Click in the grey area outside of Job Details or click the grey check mark at the top of the section to move to the next section.
5. Leave Compensation Details as is.
 6. The Questionnaire section is only used if the position is being advertised. If the position is not being posted, no questions need to be selected. If the position is being posted, follow the steps below:
 - a. Internal Career Site – Primary, choose **Candidate Primary – Internal**
 - b. Internal Career Site – Secondary, leave blank.
 - c. External Career Site – Primary, choose **Candidate Primary – External**
 - d. External Career Site – Secondary, leave blank.
 7. Click **Next** (or Back).
 8. On the Organizations screen, confirm that the Company and the Cost Center are correct.

- a. If this position is in the Dean's Office, the Cost Center may say Academic Affairs. If this is the case, click the pencil icon for Cost Center and update the Cost Center to the correct area within the college.
 - b. Leave Other as is.
9. Click **Next** (or Back).
10. On the Attachments screen, click the **Add** button, then click **Attach** to attach the job description.
11. Click **Next** (or Back).
12. On the Compensation screen, complete the following:
 - a. Total Base Pay and Primary Compensation Basis will auto-populate. In the Guidelines section, the Total Base Pay Range will also auto-populate.
 - The default and correct Compensation Package is Student.
 - The default Grade should be Student for Student Workers or Graduate Assistant – Salary or Graduate Assistant – Hourly for GAS. (Only Graduate Assistants at LSU Shreveport are Hourly)
 - Grade Profile, Step, and Progression Start Date can be left blank.
 - b. The Salary section applies to Graduate Assistants only – excluding LSU Shreveport GAS. Click **Add** to add the Salary information. For Compensation Plan, select **By Compensation Rule**, and then **Academic Salary**. Complete the following:
 - In the Amount field, type in the **annualized salary** for the Graduate Assistant
 - Confirm the auto-populated Currency information is correct (USD)
 - Confirm the auto-populated Frequency information is correct (Annual)
 - Click the arrow next to Additional Details and under **Actual End Date**, type in the end date for the Graduate Assistant. This is when the compensation will stop. The Expected End Date can be left blank.
 - Click the check box to close this section.
 - c. The Hourly section applies to Student Workers and/or LSU Shreveport Graduate Assistants Only. Click **Add** to add the Hourly information. For Compensation Plan, select **By Compensation Rule**, and then **Hourly Plan**. Complete the following:
 - In the **Amount** field, type in the hourly pay for the student.
 - Confirm auto-populated Currency information is correct (USD)
 - Confirm auto-populated Frequency information is correct (Hourly)
 - Additional Details can be left as is. Click the check box to close this section.

d. Click

Next to continue (or Back).

13. **Review** all the information input on prior screens for accuracy.

14. Click **Submit** (or Save for Later or Cancel).

15. NEXT STEP: Assign Pay Group for Position Restriction

- a. Once you submit, a message appears stating “Up Next – Assign Pay Group for Position Restriction” with an Open button. This means the next step in the process is a step that must be completed by you, the Student Employment Partner. You can click Open from this screen to continue to this step, or you can refresh your inbox where you will find a new action item titled “Assign Pay Group for Position Restriction.”
- b. On the Assign Pay Group for Position Restriction page, there will be red asterisks indicating required fields.
- c. Next to Proposed Pay Group, click the prompt icon and select the **Pay Group** (ex. Professional, academic, etc.).
 - For Student Workers, select **Student**.
 - For Gas, select **Professional**.
- d. Click **Submit** (or Save for Later or Cancel).
- e. You will receive a notice that the event has been submitted and you will see the next step in the process. Click **Done** at the bottom of the screen to close the page.

The process will continue to the HR Analyst, HR Department Head, and Cost Center Manager for review and approval. Then the process is complete.