Northeastern University
Student Employment, Graduate Assistantships, and Fellowships

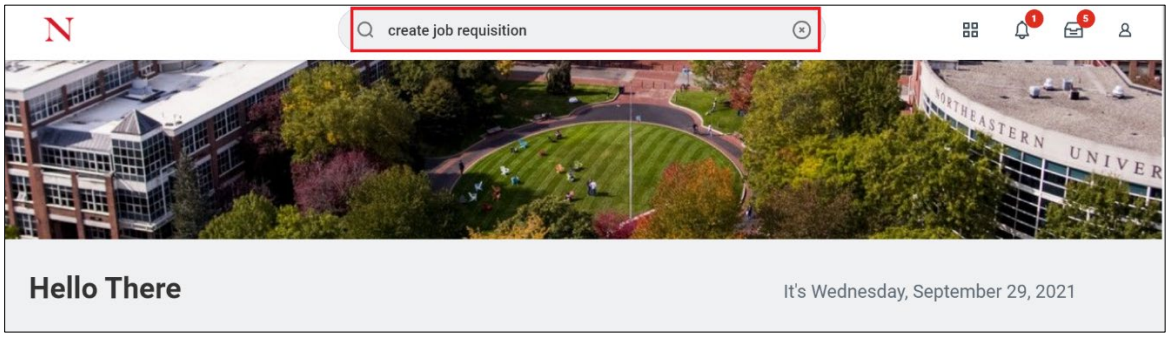
Purpose: The purpose of this job aid is to assist in the creation and management of student job requisitions. Job requisitions are mandatory to have connected to a student hire in Workday for the full details of the position. To access a specific section, you may click on the section heading below.

Creating Student Job Requisitions 2
Managing Student Job Requisitions 10
Posting a Requisition 11
Unposting a Requisition 13

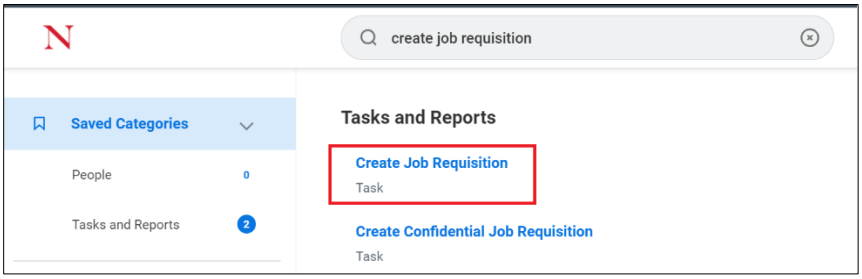
Northeastern University
Student Employment, Graduate Assistantships, and Fellowships

Creating Student Job Requisitions

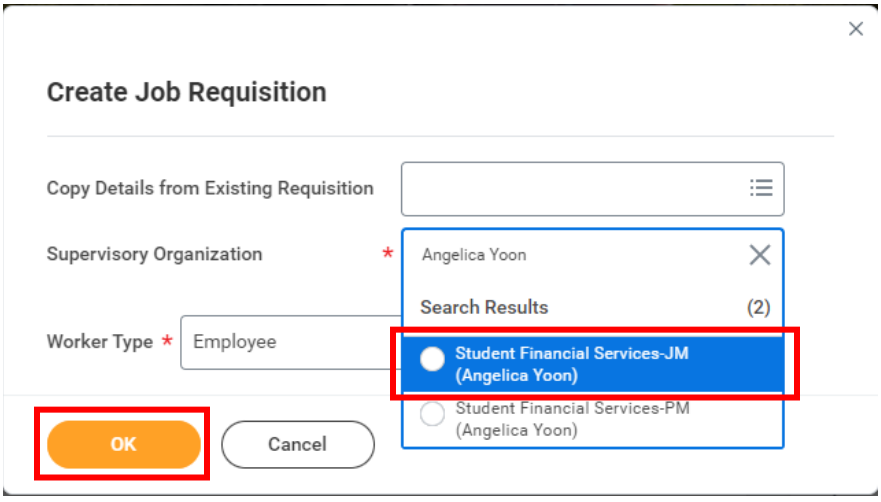
1. In the **Search** bar, enter **Create Job Requisition** and enter.



2. Click on the **Create Job Requisition** task.

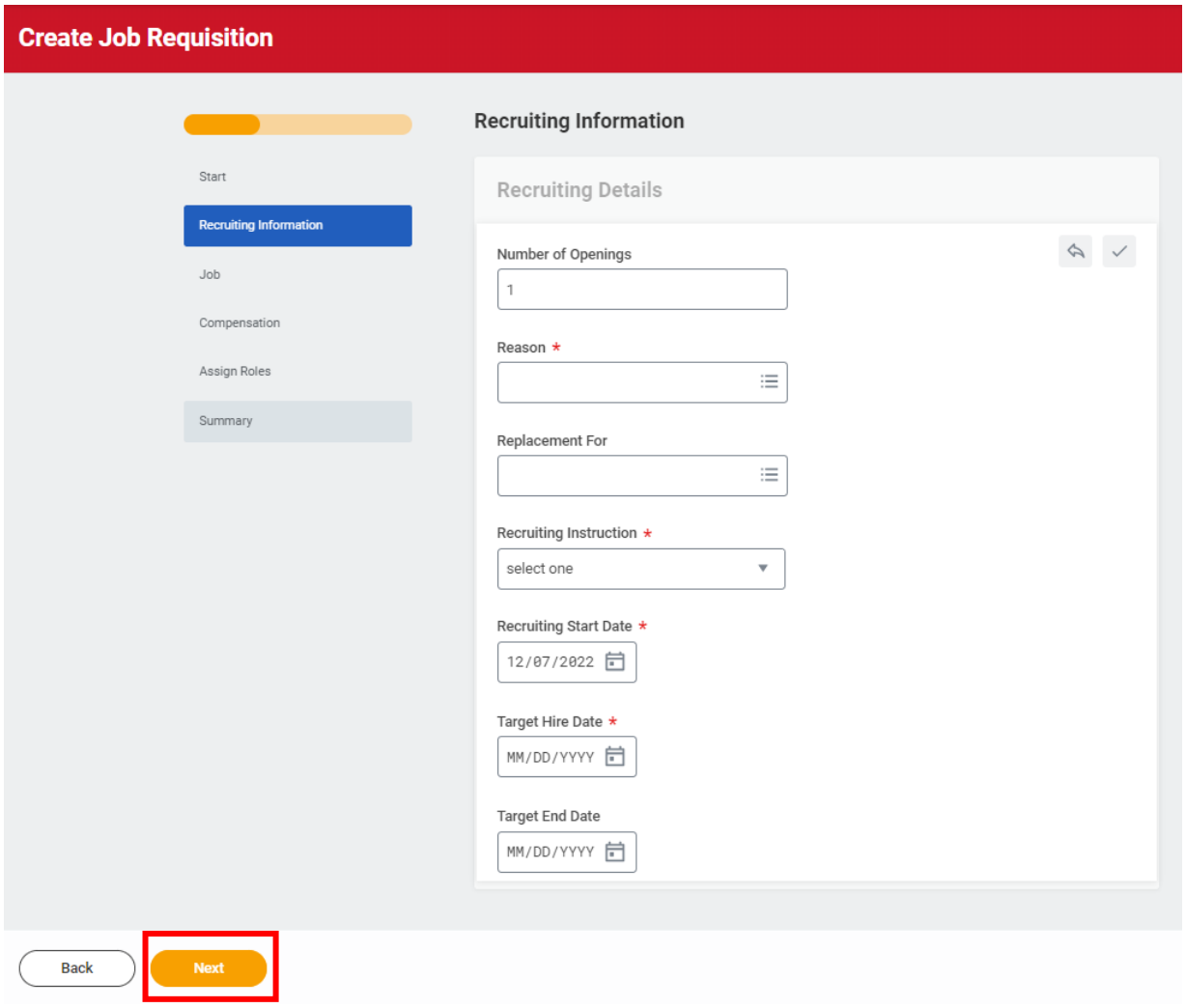


3. On the Create Job Requisition pop-up, enter information in all mandatory fields. Once completed, click **OK to proceed**.
    a. **Supervisory Organization**: Use the Menu icon or type in the full name to select the supervisor overseeing the position and all student hires for the requisition. **Note**: Please ensure you are creating them under the "JM" organization, and not the "PM" organization. Student employees leverage Job Management instead of Position Management.
    b. **Worker Type**: Select Employee from the drop-down list.

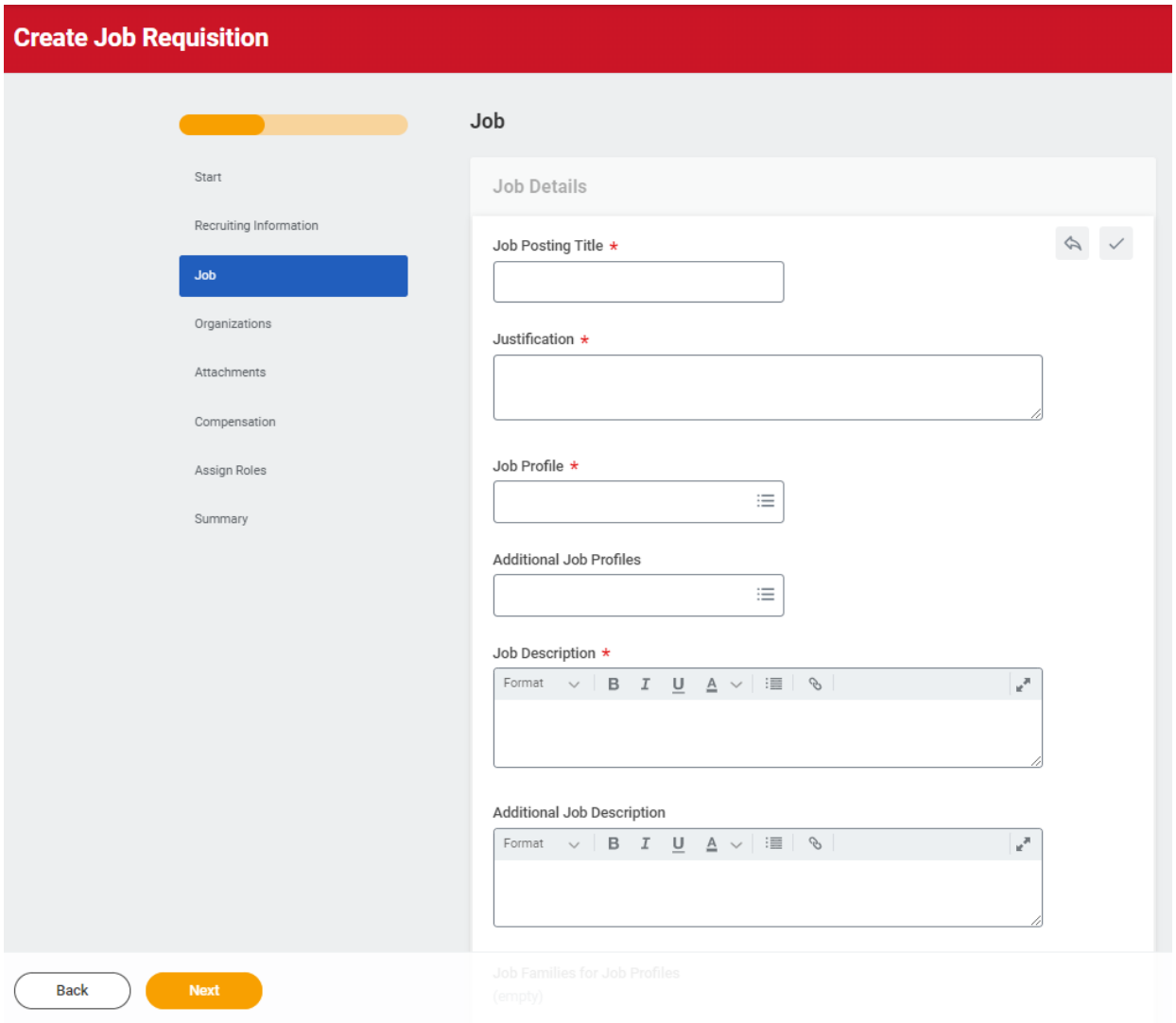


4. On the **Recruiting Information** page, enter information in all the following mandatory fields in the **Recruiting Details** section. Click the **Pencil** icon to edit the fields. Once completed, click Next to proceed.
    a. **Number of Openings:** Update this number to the number of students you would like to hire. The job requisition will stay open until you hire this number of students or when closed.
    b. **Reason**: Using the **Menu** icon, select Job Requisition > Recruiting > New Position.
    c. **Recruiting Instruction**: You should indicate **Post Internally** to make the position available to students to apply or **Do Not Post**.
    d. **Recruiting Start Date**: This date drives **when the requisition can be posted**, starting from today's date to a date in the future. This date must be on or before the **Target Hire Date**.
    e. **Target Hire Date**: This should reflect the student's expected start date. You can use the **Calendar** icon to enter **Target Hire Date** and **Target End Date**.

Note: **Target End Date** is mandatory for student employees. Please refer to the Student Employment calendar or contact our office for assistance.

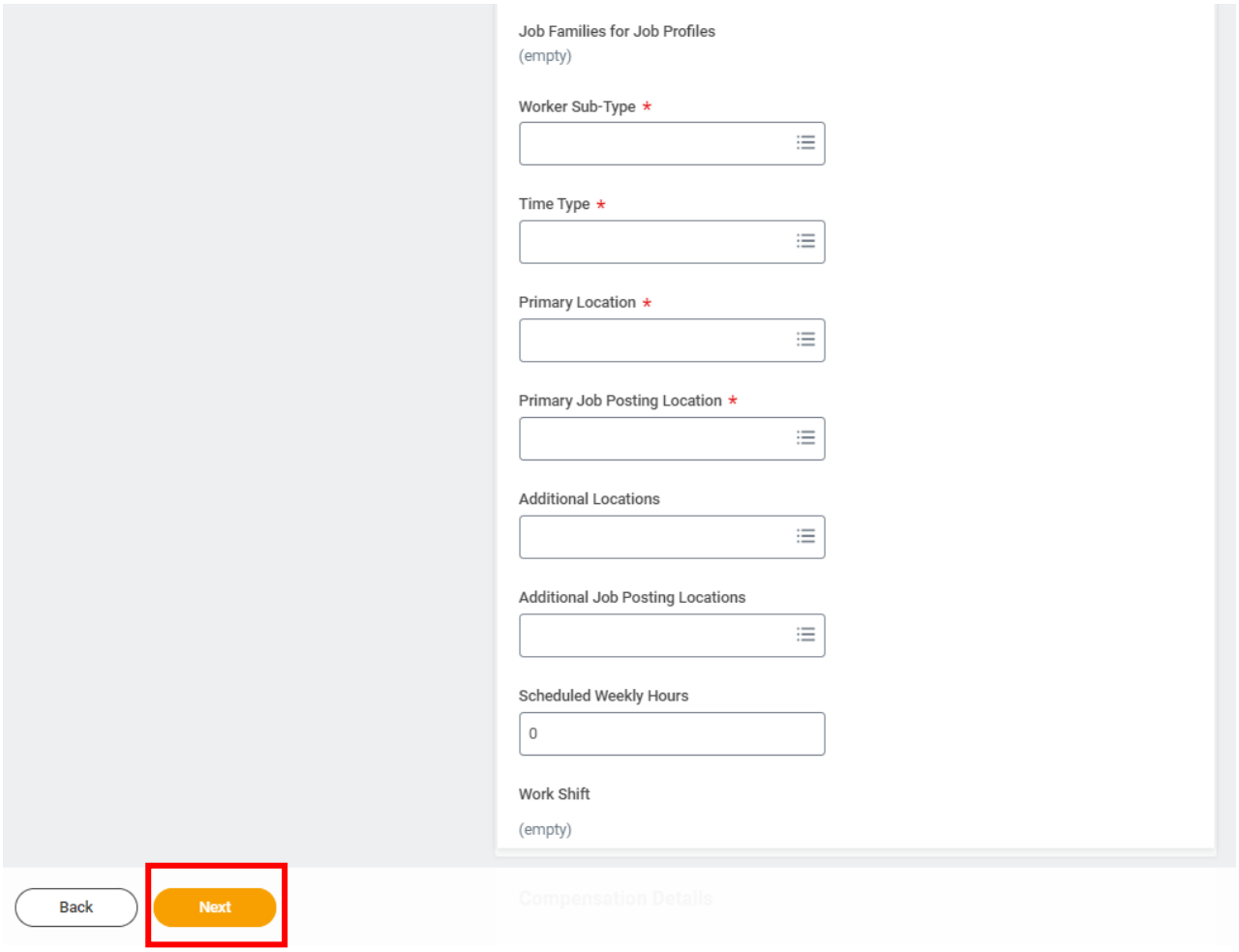


5. On the **Job** page, complete and review the **Job Details** information. Once completed, click Next to proceed.
    a. **Job Posting Title**: Enter the title of the position that will be reflected in the posting.
    b. **Justification**: Explanation supporting the position, such as clerical support for the front desk, position for the requested semester, and so on. This can be a brief sentence.
    c. **Job Profile:** Use the **Menu** icon to navigate to By Job Family > Student and select the appropriate job profile. Pay Ranges and their descriptions are available on our website here.
    d. **Job Description** and **Additional Job Description**: **Job Description** should include enough information to understand the work to be completed along with account for the pay range requested. Requisitions with higher **Job Profile** levels, and thus higher pay ranges, should provide detailed descriptions and requirements to assure pay equity with all positions. **Additional Job Description** should be used to expand on or include applicant requirements necessary to fulfill the role.

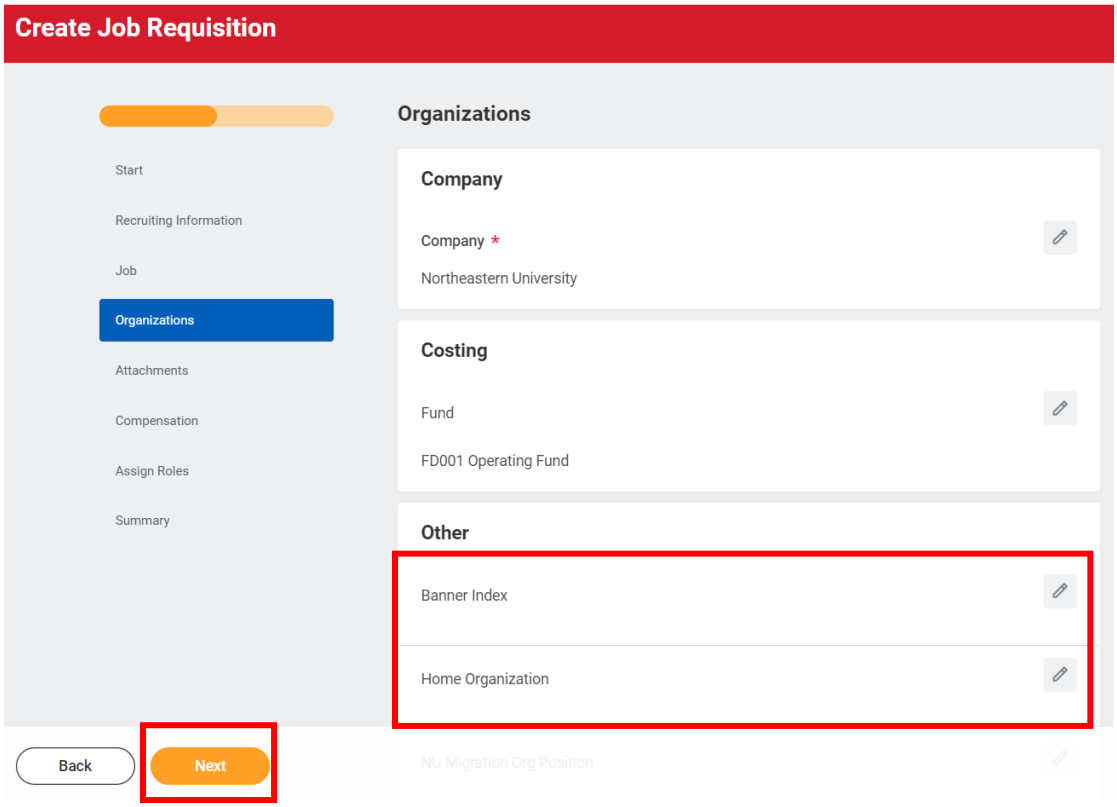


e. **Worker Sub-type:** Click the **Menu** icon and select the **Student (Fixed Term)** option.
f. **Time Type**: Part Time. Students are allowed to work up to 20 hours per week while enrolled in classes.
g. **Primary Location**: Select the location that will be the primary worksite for the student employee(s).
h. **Primary Job Posting Location**: Auto Populates based on Primary Location.
i. **Scheduled Weekly Hours**: 20 hours. Students are allowed to work up to 20 hours per week while enrolled in classes.

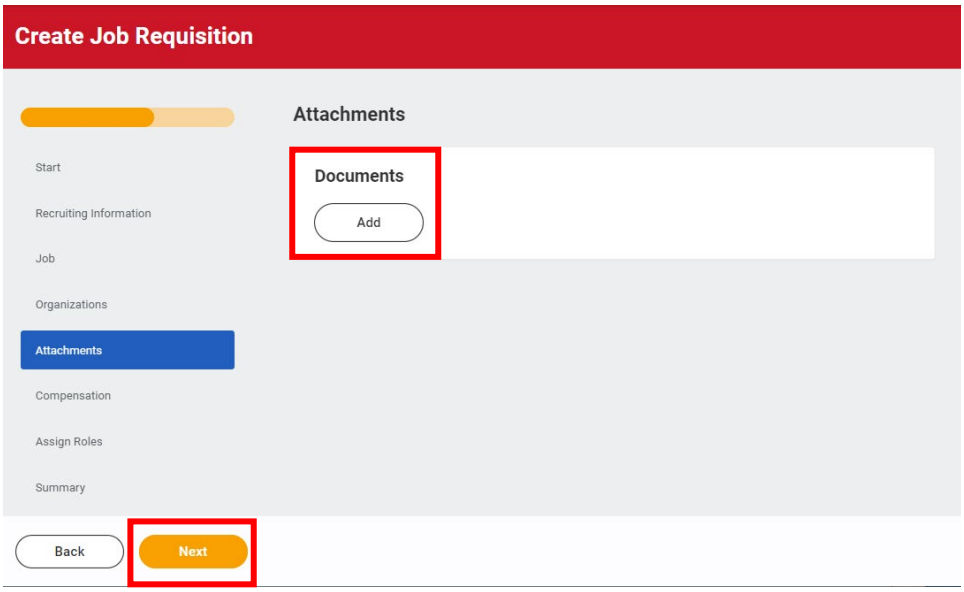
   Note: Students working On-Campus Co-op jobs should be posted through NUworks. The requisition and position is created by our office based on the submitted co-op placement sheet.
j. **Default Weekly Hours:** Should remain 40 hours



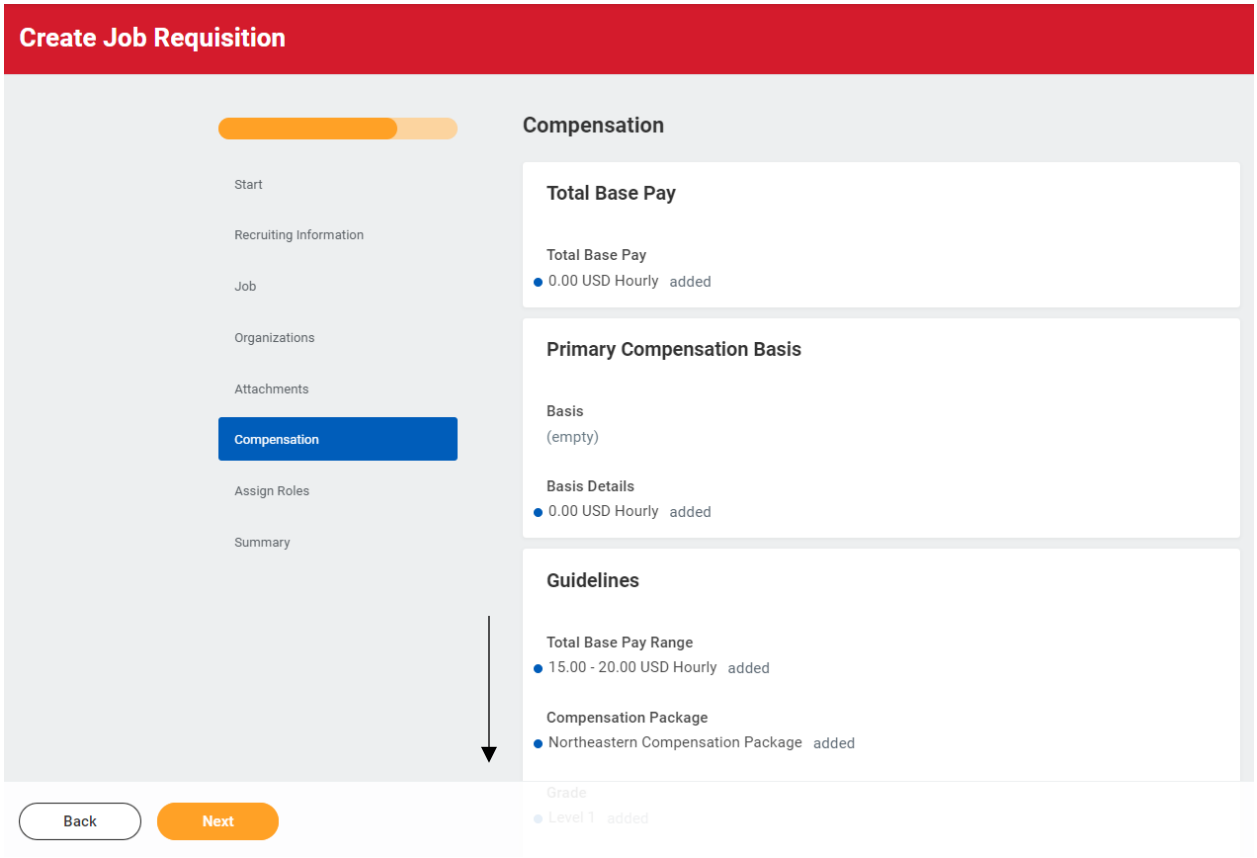
6. On the **Organization** page, complete and review the position funding details. Then click **Next**.
    a. **Banner Index** and **Home Organization**: These are required to charge the appropriate department for hires within the requisition.
    b. Work Study positions must have the Work Study Banner Index and Home Organization.
    c. If your position is grant funded, you must include a non-grant, overhead index, then assign the grant index in the costing allocation step.

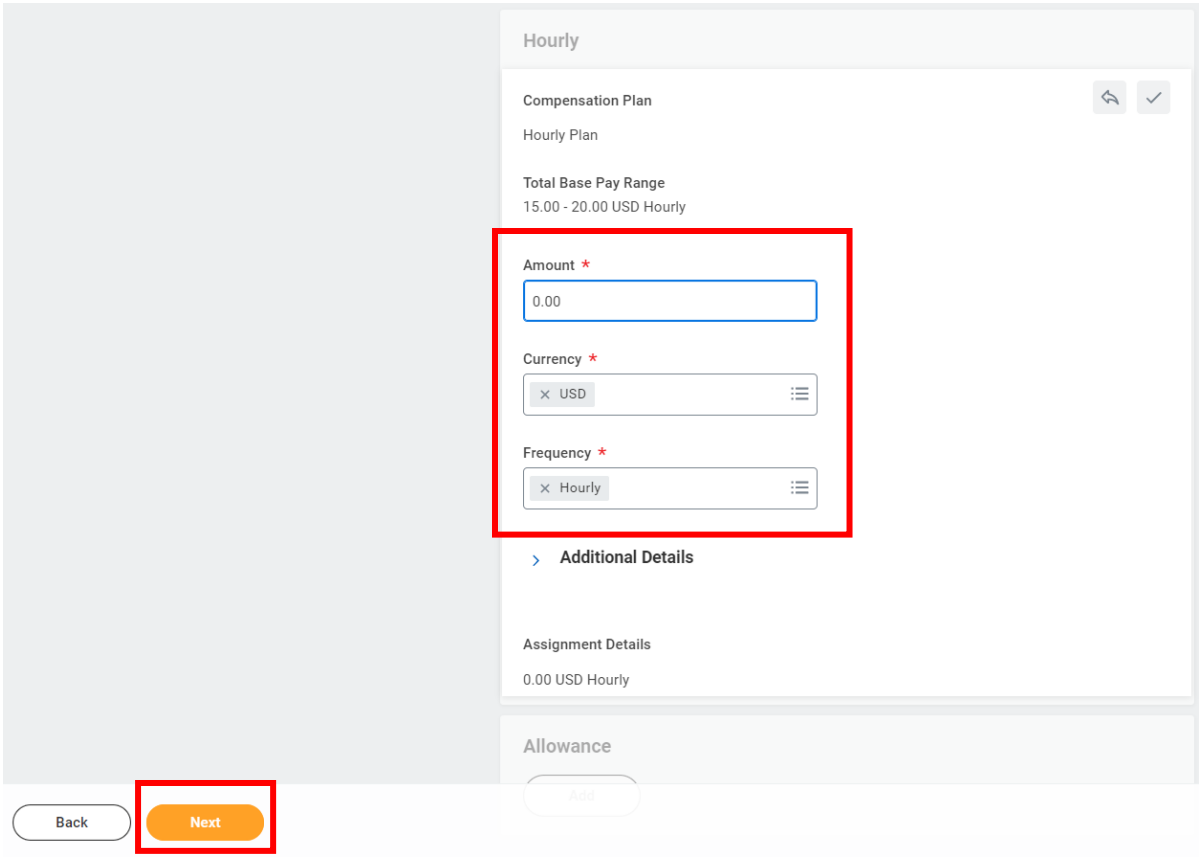


7. On the **Attachments** page, add any supporting documents. This is not required. Then click **Next**.

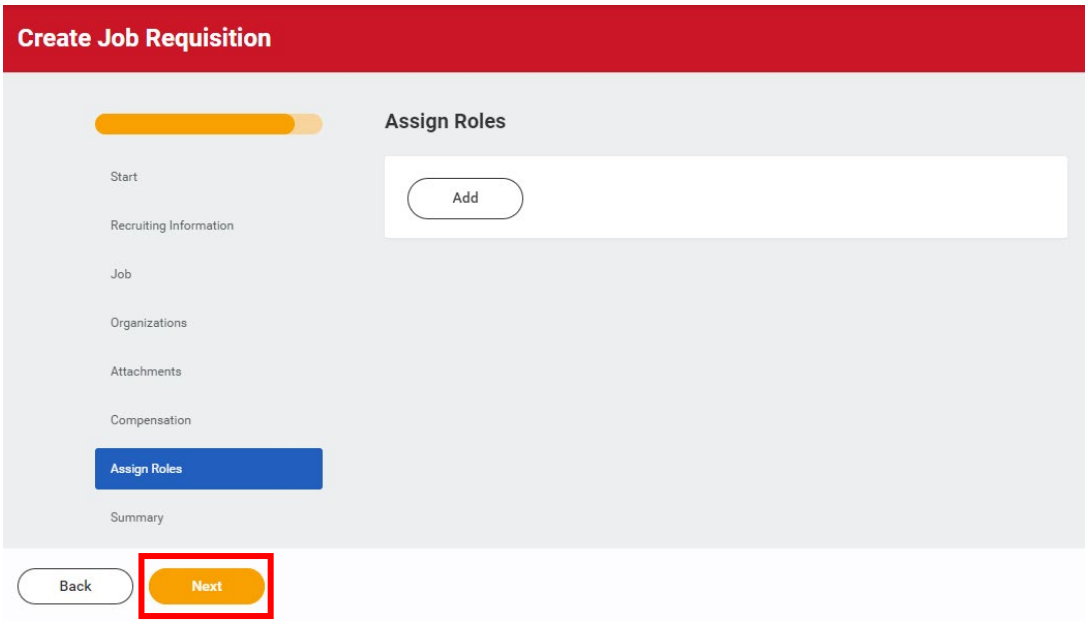


8. On the **Compensation** page, complete and review the compensation details. There are compensation details that automatically generate due to the **Job Profile** selected in the Job Section, and compensation details that must be entered based on the guidelines automatically generated. Once all mandatory fields have been entered and reviewed, click **Next**.
    a. Scroll down to the **Hourly** section of the **Compensation** page. The **Total Base Pay Range** is taken from the selected **Job Profile** in the Job section and the hourly pay rate must be in this range. Pay Ranges and their descriptions are available on our website here.
    b. There are different Compensation plans for Work Study funding versus Non Work Study funding.
        i. Work Study funding: Hourly Plan
        ii. Non Work Study funding: Hourly Plan - Student

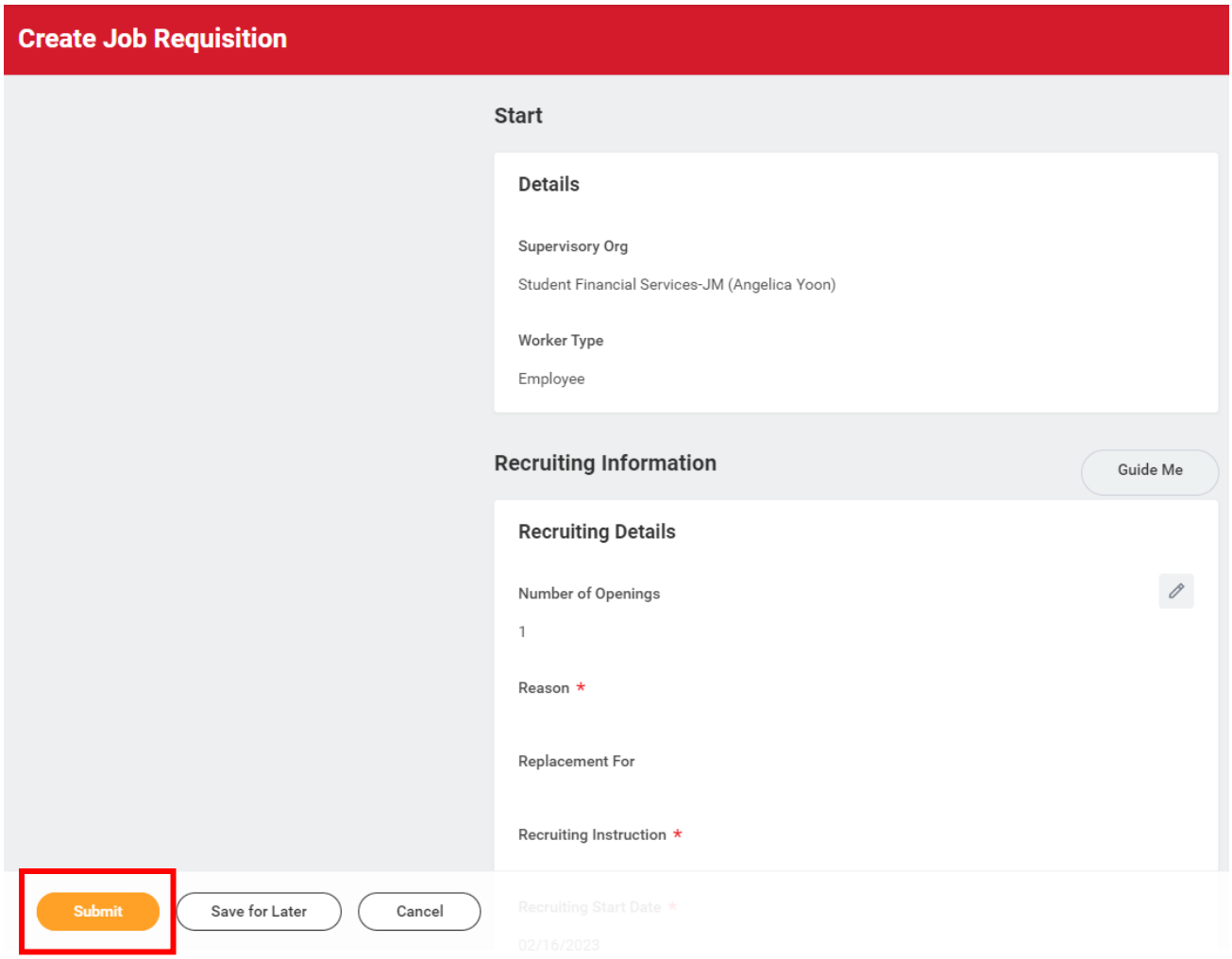




9. On the **Assign Role** page, click **Add** to access the **Role** and **Assigned To** details and add the **Primary Recruiter** role.
    a. **Primary Recruiter** role should be **Assigned To** the staff who will manage the approval process concerning the requisition, hires, and terminations.
    b. The staff under this role should be all Student Employment staff **Lawrencia Raynor, Clare Mansfield, April Hoyt, Bec Smith, Molly Xue, Angelica Yoon, and Esther Mukuye.**



10. Review all the entries and click **Submit**. The **Guide Me** options above each section will take you back to each section's overview to edit entries.



11. Fill out the questionnaire following the requisition creation to indicate the job category.

Result:

You have created a job requisition request in Workday. From here, all student job requisitions will be reviewed by SEGAF to ensure all details are accurate.

Helpful Tips:

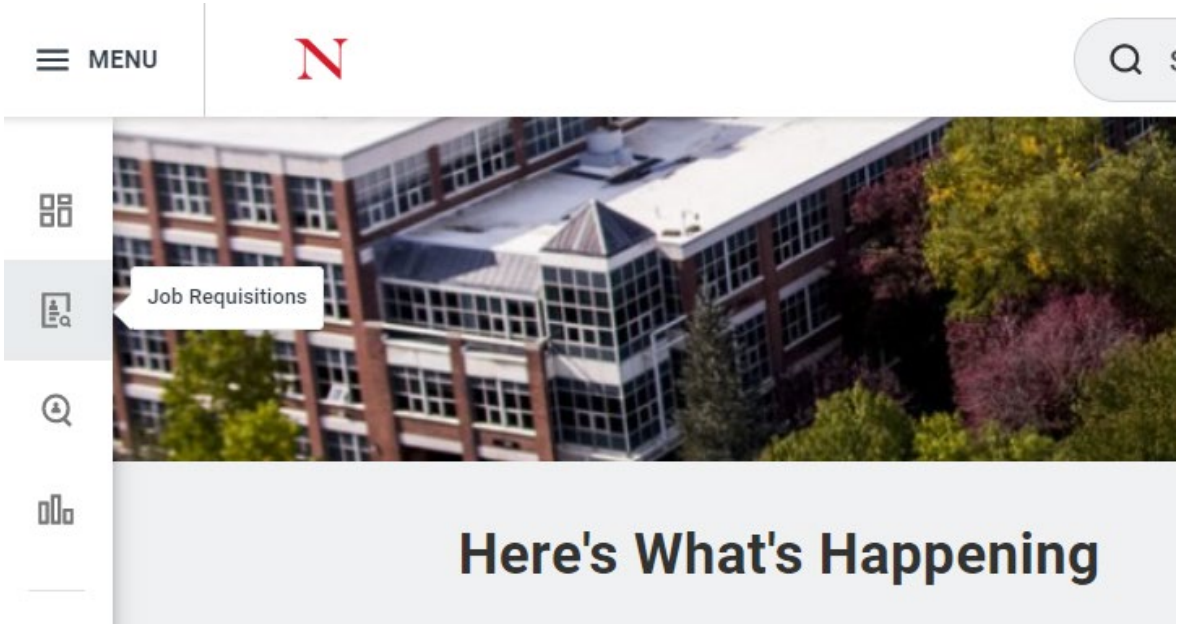
Please monitor your inbox for incomplete items and processes to complete. Pay attention to the pop up indicating next steps to orient yourself with where you are in the process, as this is only viewable for a few seconds on screen.

Once you have determined the student to hire for the position, ensure the student is in compliance and has completed (or WILL COMPLETE) their full I-9 section 1 and 2 with our office.

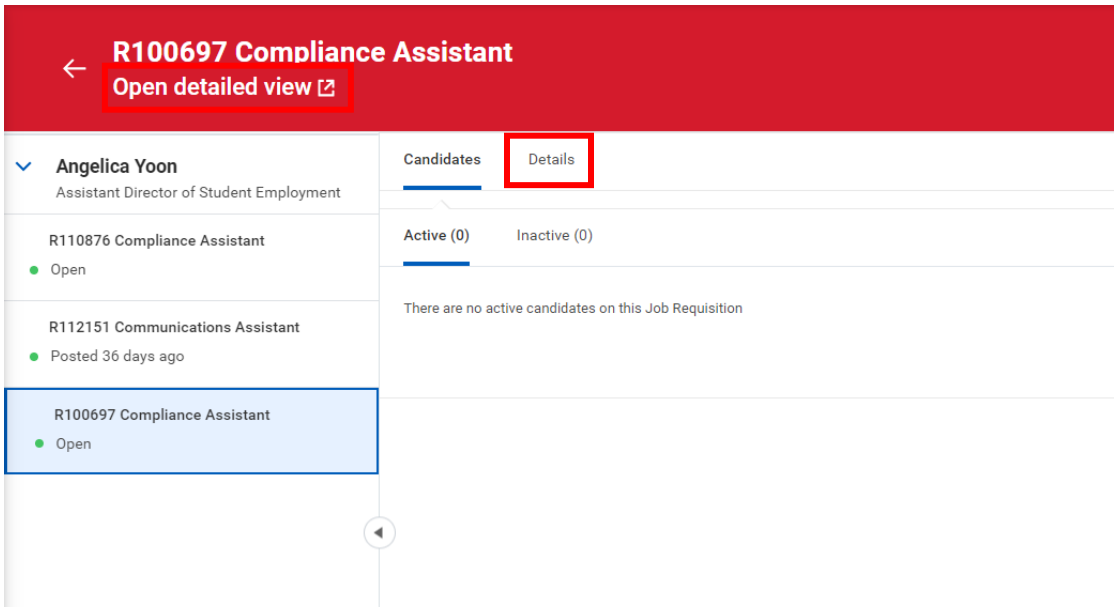
Managing Student Job Requisitions

Once your job requisition has been approved by our office, you may view, edit, post/unpost, and manage student hires.

1. Click on the Job Requisitions icon to the left of your home page on Workday.

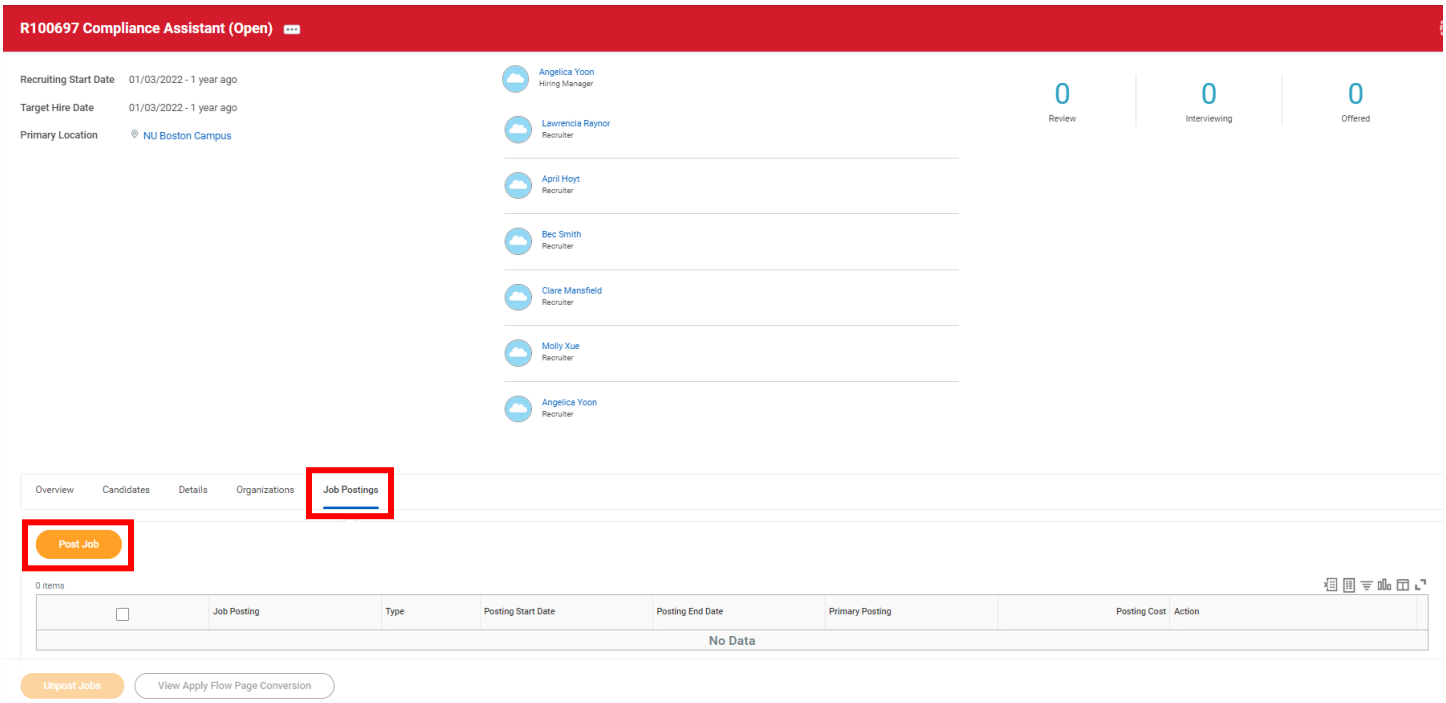


2. You should be able to see all open job requisitions and their respective requisition number. Click on **Details** to see all the details of the job requisition. Click on **Open detailed view** to start edit and hire business actions.
    a. **Open** does not equate **Posted**. **Open** means that the number of openings listed on the requisition has not been filled and can be used to continue hiring students.

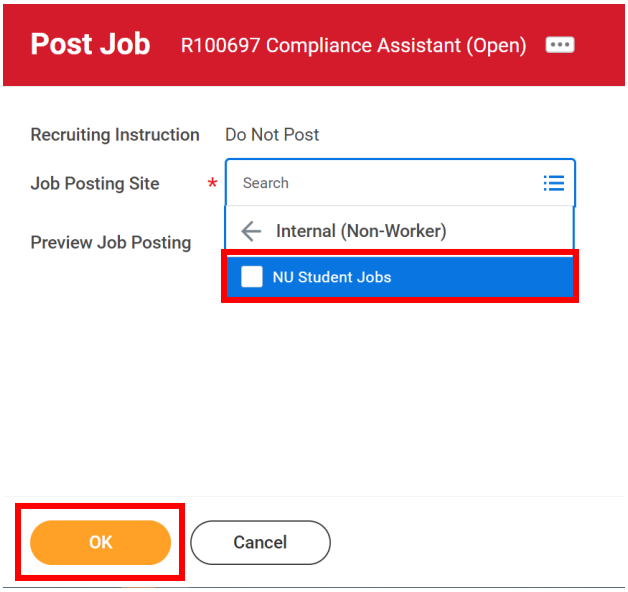


Posting a Requisition

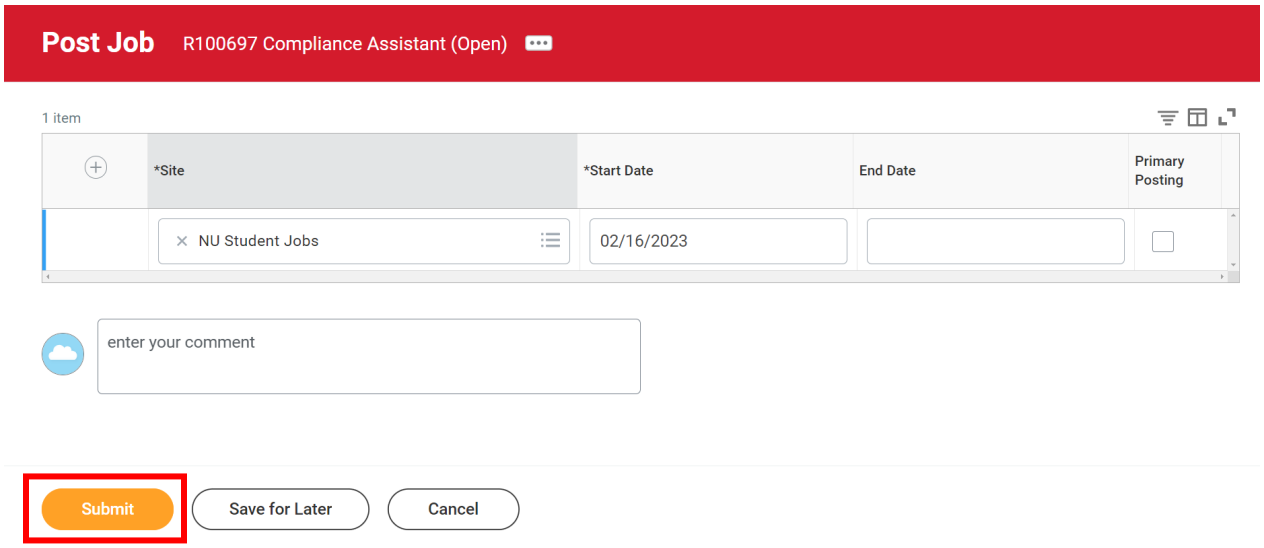
1. Once in detailed view, scroll down to **Job Postings**. A requisition that is not currently posted will not have any available job postings. Click **Post Job**.



2. The pop up should indicate what the previous Recruiting Instruction for the requisition was, as well as where the requisition should now be posted.
    a. Click on the Menu icon to choose Internal (Non-Worker) > NU Student Jobs.
    b. Check the Preview Job Posting option to view a preview of the requisition.

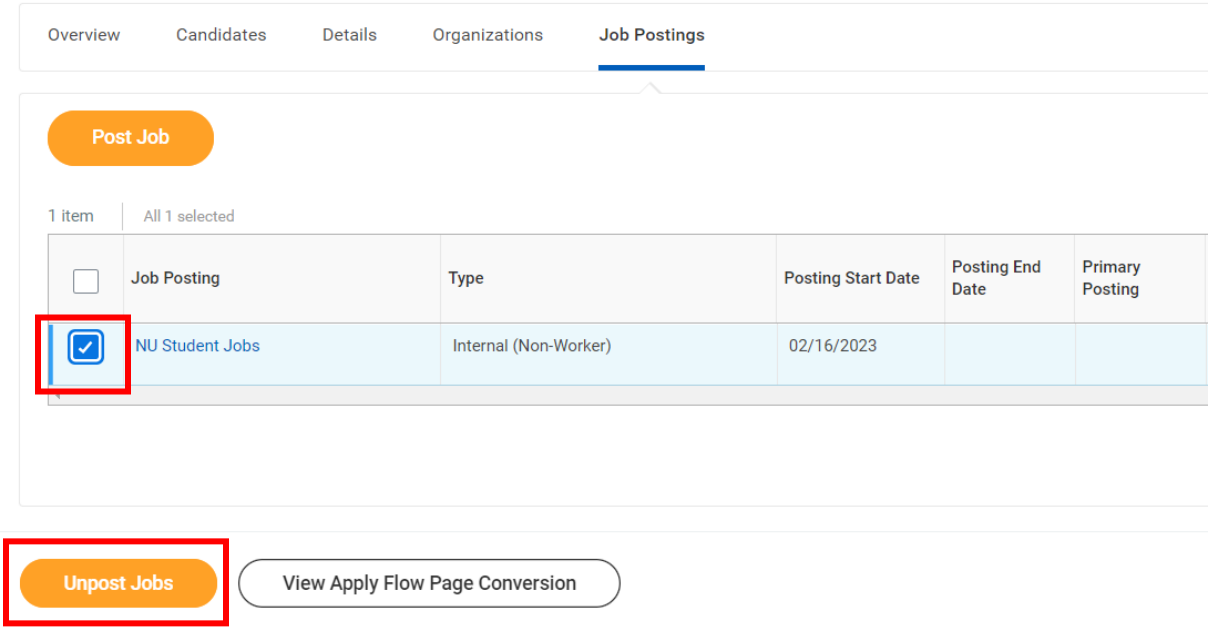
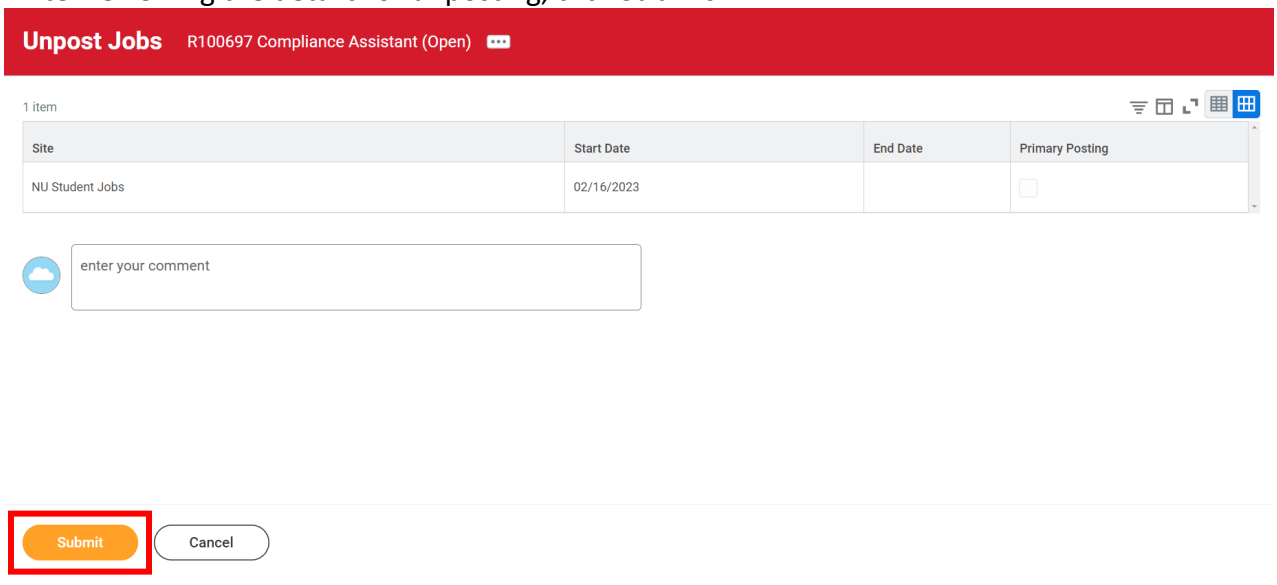


3. The next pop up will load. The only required information is the Site (NU Student Jobs) and the Start Date. After this page, click Submit to proceed.
    a. Start Date: This should be the day of or later when the requisition to posted to students.
    b. End Date: This will indicate to Workday when the requisition should no longer be available for students to view and apply.
    c. Primary Posting:



Unposting a Requisition

1. To unpost a job, click on box next to the posting record you would like to take down and click Unpost Jobs.



2. After reviewing the details for unposting, click **Submit**.