In November 2018, UT Austin will launch Workday, a new system for human resources and payroll that will impact faculty, staff, and student employees.

Human Resources, the Graduate School and the Office of Financial Aid have partnered with the Workday Implementation Program to ensure student employment, graduate student and work-study business requirements and rules have been implemented as part of Workday. With the move to Workday, there will be changes to the way campus processes and maintains student jobs.

**STUDENT-SPECIFIC CHANGES:**

- Pooled positions and mass transactions will not be available in Workday – students will need to be hired and managed on an individual basis.
- Student employment is no longer required to be semester-based. In most cases, student employees may be hired for up to one year at a time.
- Students who work during the spring semester, do not work during the summer, and return to work in the fall semester must be terminated and rehired, rather than reassigned for the fall.
- Up until the 12th class day (long session) or 4th class day (summer terms), graduate student academic employees no longer need to have both registered and paid for the requisite number of course hours in order for an assignment to be final-approved.

For more student change impacts, visit: https://workday.utexas.edu/preparing-for-Workday

**STUDENT ELIGIBILITY ENGINE**

The Workday Implementation Program has developed an engine that pulls data from both the Student Information System (SIS) and Workday to evaluate a student’s eligibility for a job, in real-time during the following Workday business processes:

- Offer *(note that using Workday recruiting for students is optional)*
- Hire
- Add Additional Job – completed to add a job (assignment) for a student
- Change Job – completed to change job details for an existing job or reassign a student job into the future

Up until the census dates, 12th class day (long session) or 4th class day (summer terms), most audits for eligibility in Workday will be soft warnings. After the census dates, many of these warnings will switch to hard stops. Any student whose job was processed prior the census dates and does not meet eligibility requirements (e.g. registration status, GPA, etc.) will appear on weekly ineligibility reports that will be delivered to managers and HR Partners. CSUs will be responsible for acting on this information in Workday.

Overview of Student Employment Workday Changes – 08/10/2018
Because most audits will be soft warnings, student jobs can be submitted earlier than in HRMS, however student jobs should not be fully approved at the Dean/VP level more than one week ahead of the job start date to allow for job details to be adjusted (the business process sent back to the initiator to adjust) should they change ahead of the start date.

FOR MORE INFORMATION

- Visit workday.utexas.edu for more information
- For questions about Workday, email workday@austin.utexas.edu
- For question about Faculty Human Resources, email evpp.aps@utlists.utexas.edu