Good afternoon,

Please see below some best practices regarding student transactions in Workday, as well as additional helpful student employment information.
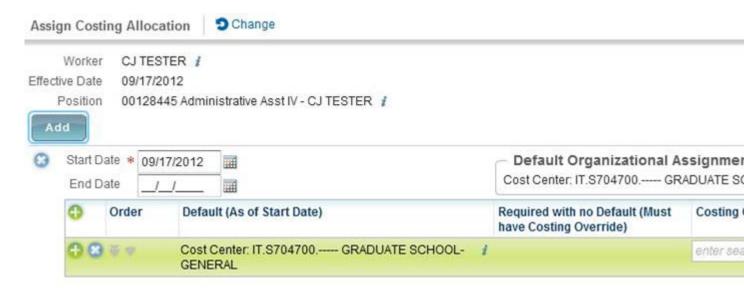
Compensation End Date - The Compensation Expected End Date (sometime referred to as CEED) is no longer required for fixed term, bi-weekly hourly plans. The compensation expected end date is still needed for fixed term, semi-monthly salary plans and for all (semi-monthly and bi-weekly) allowance plans. The CEED process, which is run near to the campus pay period deadline, is an automated process that stops pay based on the given end date.

Costing – Default costing should be set on each HC group position (there is a job aide available online http://workday.cornell.edu/for-all-other-roles/student-employment/ for this transaction – Change Organization Assignments).

If a costing override needs to be placed, it must be set at the Worker Position level.

As a reminder, please click the ADD button to define new costing for a separate allocation period. Do not just type over the old values, as depending on dates, it could charge to the incorrect accounts (default accounts) until the new effective dates is reached.

For example: You have existing costing in the system with a start date of 9/17/12 (see below), without an end date and as of 8/1/13 the accounts are going to change. Take the following action:

1. Enter an end date of 7/31/13 for the existing costing block.

2. Click on the **ADD** button for a new costing block.
3. In the new block, enter a start date of 8/1/13 (and if known, the end date). Identify the costing override values and correlating distribution percent's.

Important: If you just typed over the existing costing (did not enter an end date and clicked on the ADD button), the override costing would take effect as of 8/1/13. If there is a gap in time between the current date and the start date of the new costing override (ex. 8/1/13), the costing would roll-back to the position-default values. The position-default values are often NOT the right account and thus causes problems.

Costing for students who have been awarded federal work study:

> If you have a student who has been awarded federal work study, in order to properly utilize that federal subsidy on the students specific position, in addition to assigning the department specific account at 40% distribution, the federal work study control account must also be added to the costing allocation at 60% distribution rate (IT.FWSENDW – for endowed; IT.FWSCONT – for contract), <u>and</u> the job classification must include Federal Work Study Regular. The costing allocation **must** be set at the Worker Position level. On the costing allocation, you will want to be sure to also put in an effective end date, reflective of the federal work study period. For example, if it is academic year federal work study, for the 2013-2014 school year, you would use an effective end date of the FWS costing of 05/14/2014.

Duplicate Transactions – to avoid initiating duplicate transactions, please be sure to check your Workday Inbox under My Requests to see what business processes and its status you have already initiated.

Employment Eligibility - Registration status and employment eligibility for the fall 2013 semester will be updated daily starting August 19, 2013 (please remember that any change in a student's employment eligibility status in PeopleSoft will not be reflected in Workday until after the overnight feed has run). It is important that you confirm the student's employment eligibility by checking the Workday Quicklink Item - Federal Work Study Eligibility (or you can run the Applicants Not Eligible to Hire report in Workday) *before* allowing a student to work. To be eligible for student employment, the student must:

- Be registered full time in a Cornell degree program
- Enrolled in classes
- Have a valid I-9 on file
- Have no holds (negative service indicators) currently active on record of any type (including Bursar, Registrar, Dean, Judicial, or Gannett)

    o If a student's employment eligibility status shows as Not Eligible – Holds, the student can go onto their Student Service Center, under Holds and select "details". That will then allow the student to see and select the specific hold(s) for more information regarding why the hold was placed, as well as who they may contact if they have any questions.

Hiring wage above the grade level - Exceptions to the wages limits set by the student employee wage scale require approval by the Office of Financial Aid and Student Employment before an offer of employment is made to a student. Requests should be made in writing to the Office of Financial Aid and

Student Employment. The final decision on all wage exceptions rests with the Office of Financial Aid and Student Employment. Wage exceptions may be made for an individual student or for a particular job within a department.

I-9's – All students (unless they are here on a visa <u>other</u> than F1) are to complete the I-9 with the employing department. If the student is here on a visa other than F1, then the student would need to confirm their employment eligibility and complete the I-9 form through the International Students and Scholars Office.

Where to send completed I-9's for review/processing -

> For:
> Undergraduate student hourly – the Office of Financial Aid and Student Employment
> Graduate – the Graduate School

When an I-9 submitted to our office (the Office of Financial Aid and Student Employment) is incomplete, or completed incorrectly, our office will return the form (via interoffice mail) to the individual who signed in Section 2 as the Employer or Authorized Representative of the employing department, for correction. The incomplete or incorrect area(s) of the I-9 will be identified, and must be corrected and resubmitted to our office for further review before it will be entered into the PeopleSoft system.

In Section 1, common mistakes made by employees include:

- Employee does not enter name, other names used (e.g., maiden name), address or date of birth
- Employee does not enter "A" number/USCIS number after selecting "A Lawful Permanent Resident."
- Employee does not enter "A" number/USCIS number or Form I-94 Admission number after selecting "An alien authorized to work until."
- Employee does not sign or date the attestation.
- Employee does not check one of the boxes indicating that he or she is a citizen or national of the United States, a lawful permanent resident, or an alien authorized to work until a specified date—or checks multiple boxes attesting to more than one of the above.

In Section 2, common mistakes made by employers include:

- Employer does not enter employee last name, first name and middle initial from Section 1.
- Employer does not enter acceptable List A document or acceptable List B and List C documents on the form.
- Employer does not enter the document title, issuing authority, number(s) or expiration date for the documentation presented.
- Employer does not enter its business title, name or address.
- Employer does not enter the date employment began (i.e., date of hire).
- Employer does not sign, date and print name in the Certification.

Helpful I-9 information can also be found in the I-9 Handbook for Employers http://www.uscis.gov/files/form/m-274.pdf.

Overtime - Student employees are paid overtime at a rate of one and a half times the regular rate of pay for work in excess of forty hours in a standard work week. The standard work week begins Thursday at midnight and ends the following Wednesday at 11:59 p.m. A student employee who works for more than one Cornell department must be paid overtime if his or her total service to university departments during a work week exceeds forty hours. The department who shows the lowest position number for the student will automatically be charged for all overtime payments.

Summer/Semester Leaves – If you have a continuing student employee who will be away for the semester (they are studying abroad for the fall, for example), and the student is expected to return to the job at the end of their leave, you may consider placing the students job on leave rather than ending the additional job. Placing the job on leave will freeze their time card, so no hours can be mistakenly entered against that appointment – while still leaving the job information available for the department to access. Once the student returns, the Return from Leave process can then be done to reactivate the students job. If the additional job is ended, the job information is then no longer available for the department to view, and the employing department would need to process the Add Additional Job transaction in order to hire the student again once they return. The job aids for Place Employee on Leave and Return Employee from Leave can be found online http://workday.cornell.edu/for-all-other-roles/student-employment/.

Who to contact for help -
- For transactional or Workday field specific "How To" assistance, contact the Workday Helpdesk at hrpayrollsupport@cornell.edu
- For Student Employment Policy and eligibility questions, contact the Office of Financial Aid and Student Employment at sesemp@cornell.edu

Thank you,
Nicole Waterman
Student Employment Advisor
Office of Financial Aid and Student Employment
203 Day Hall
Ithaca, NY 14853
Ph: 607-255-9060
Fax: 607-255-5022