Subject: Now Available: Student Employee Hiring Process Webinar

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Student Employee Hiring Process Webinar

You are invited to attend a one-hour **Student Employee Hiring Process Webinar** that will cover hiring students into shell jobs, adding job assignments, processing student pay changes, and ending student job assignments.

For your convenience, please select a session from the following list based on the type of student employee you hire (Hourly Paid Students or Stipend Paid Students and Graduate Assistants):

Hiring Process for **Hourly Paid Students** Webinar

Job Profiles: Federal Work Study; Student Assistant- Hourly; Lead Miami Federal Work Study and Lead Miami Program Sponsored

- **Monday, August 13** at 2 p.m.
  - This one-hour webinar will provide an overview of the hiring process for **hourly paid students** and will cover:
    - Propose Compensation
    - Request Compensation Change

Hiring Process for **Stipend Paid Students and Graduate Assistants** Webinar

Job Profiles: Student Assistant- Stipend-Bi-weekly and Graduate Assistantship Research/Teaching and Administrative

- **Tuesday, August 14** at 2 p.m.
  - This one-hour webinar will provide an overview of the hiring process for **stipend paid students and graduate assistants** and will cover:
    - Period Activity Pay
    - Manage Period Activity Pay Assignments

To register for a session, please visit ULearn and search for the keywords: "**Student Hiring**" or the complete course name: "**Student Employee Hiring Process Webinar**."

If you have questions, please contact the Workday team at workday@miami.edu.

Drop-In Labs

Get one-on-one assistance in hiring student employees in Workday or posting student jobs in JobX! Attend a **Student Supervisor Drop-In Lab** hosted by The Office of Student Financial Assistance and Employment to get assistance in completing the student hiring process (Note: you do not have to register to attend a Drop-In Lab.)

Student Supervisor Drop-In Labs		
Dates	**Times**	**Location**
Tuesday, August 14, 2018	9:00 a.m. to 11:00 a.m.	Merrick Building, Room 207 Coral Gables Campus
Wednesday, August 15, 2018	2:00 p.m. to 4:00 p.m.	Merrick Building, Room 207 Coral Gables Campus

Space is limited and available on a first come, first served basis. Please bring all necessary information regarding the student(s) you want to hire to the drop-in lab**.**

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