

This Reference Guide provides information on how to create student hourly positions in Workday. <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963523>

- All time for work study and departmental appointments will be entered/reported in Workday.

Temporary employees' effort is recorded in the Workday Enter and Correct Time business processes.

See the [Workday Enter and Correct Time reference guide](#) here.

- Please ensure the correct Work-Study compensation is assigned to the position in Workday.

#### [Instructions for Assigning Work-Study in Workday](#)

Please make sure the Work -Study position complies with the [student employee classification guidelines](#) provided by HRS.

- Please monitor work-study appointments to make sure the allotted work study amount is not overspent.

Departments can monitor work-study payroll transactions using the following Workday report:

#### **CR PAY Work-Study Payroll Transactions**

Work Study compensation plans span these dates:

- Summer: May 16th- August 15th
- Fall: August 16th - December 31st
- Spring: January 1st - May 15<sup>th</sup>

Link to Compensation Plans: <https://hrs.wsu.edu/wp-content/uploads/2025/08/StudentClassCompPlan- -July-1-2025.pdf>