

# Assigning Work-Study in Workday

## How to create student hourly positions in Workday:

Reference guide: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963523>

- Use Workday to enter/report Work-Study and departmental appointments.
- Use Workday Enter and Correct Time reference guide to track temporary employees' efforts: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963721>
  - Please ensure the correct Work-Study compensation is assigned to the position in Workday.

## How to Assign Work-Study in Workday

Reference guide: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/163353737>

- Work-Study positions must comply with the [student employee classification guidelines](#) provided by HRS.
- Departments are responsible for tracking Work-Study appointments to make sure that the allotted Work-Study amount isn't overspent.
- Please use the following report in Workday to monitor Work-Study payroll transactions:
  - CR PAY Work-Study Payroll Transactions

## Work-Study compensation plan dates

- Summer: May 16–August 15
- Fall: August 16–December 31
- Spring: January 1–May 15

## Link to Compensation Plans

[https://hrs.wsu.edu/wp-content/uploads/2025/11/StudentClassCompPlan\\_-\\_Jan-1-2026.pdf](https://hrs.wsu.edu/wp-content/uploads/2025/11/StudentClassCompPlan_-_Jan-1-2026.pdf)