Starting this semester (Spring 2019), ALL ULN students participating in on-campus positions (paid or unpaid) are REQUIRED to have a Workday assignment. Please review the information below and complete student assignments by Friday, March 1.

There are a variety of ways ULN students can participate in paid or unpaid opportunities on campus. Three possible student scenarios are represented below. The label ULN Volunteer is used below to describe a ULN student. If the ULN student is participating in a paid on-campus opportunity, they should be appointed in Workday with a Student Employment Type. If you have additional Workday-specific questions, we recommend that you connect with your department HR personnel. If you have ULN-related questions, you may contact us at ulninternships@austin.utexas.edu.

**Scenario 1**
ULN Volunteer has no university employment/Workday assignments. ULN Volunteer placement will continue to be their only “job” in Workday.

- In this situation, the ULN student converted into Workday with a Contingent Worker Employee Type in the A009 University Affiliate or the A008 Volunteer job profiles.
- The ULN student will have a designation of [C] next to their name — this is a quick way to determine if your ULN student has a Contingent Worker or an Employee status in Workday.
- If you are extending the student’s Contract End Date, please use Change Job > Transfer > Reassignment.
  - The effective date of the Change Job will be the day after the original Contract End Date.
  - The user will then be asked to input a new Contract End Date in the Details section of the Change Job business process.

**Scenario 2**
ULN Volunteer has other paid university employment. The ULN volunteer has a Nonemployee Employee Type.

- Please use Change Job > Transfer > Reassignment to extend their End Employment Date.

**Scenario 3**
ULN Volunteer who is currently a Contingent Worker reports that they received paid employment at the university for the Spring 2019 semester.

- Initiate a Job Change > Convert to Employee business process off of the ULN Volunteer’s Worker Profile.
- The Hire Date should align with the hire date of their paid campus job.
- Their Employee Type should be Nonemployee (Fixed Term).
- Change the Contract End Date to the Day PRIOR TO the effective Hire Date.
- Under Additional Information, input an End Employment Date that corresponds to the Spring 2019 semester end date for the ULN placement.

Here are some Workday Instructional Guides and Workday Process Overviews that may be helpful in navigating Workday:
- Nonemployee Matrix
- Contingent Worker Lifecycle
- Contingent Worker Overview