Purpose and Overview
This document outlines guidance, in the form of frequently asked questions, for students working at the university for the summer.

Frequently Asked Questions

1. What are the summer term dates?

   **Answer:** For exempt students, the pay periods are between May 16, 2016 and August 15, 2016 and for non-exempt students the range is between May 16, 2016 and August 7, 2016.

2. What is “AWP/DPP”?

   **Answer:** AWP is an abbreviation for Annual Work Period, which is the number of months an employee works in a year. DPP is an abbreviation for Disbursement Plan Period, which is the number of months compensation is to be paid. Students will have either a 9 month AWP and DPP (9/9) or a 12 month AWP and DPP (12/12). For more information on this topic, please reference the Quick Guide for AWP/DPP.

3. Why is AWP/DPP important for a student in Workday?

   **Answer:** AWP/DPP is not important for non-exempt students. For exempt students, AWP/DPP determines the periods they will be paid. When a student has a 9-month AWP and DPP he or she will not be paid for the cycles between May 16 and August 15. If the student has a 12-month AWP and DPP, he or she can be paid one or more months during the summer.

4. How do I view the AWP/DPP for a student in Workday?

   **Answer:** Users can see the AWP and DPP on the Job Details for the Position. On the student’s profile, select the department Position by clicking on the Other Jobs link.

5. What if the AWP/DPP needs to be changed?

   **Answer:** If the AWP/DPP needs to be changed from 9/9 to 12/12 or vice versa, the Department Initiator will make the change using the Change Job>Change Job Details for Student business process.

6. Is there a report I can run to review student information in Workday?

   **Answer:** Users can run **RPT-712-Employee Details by Department** and filter by Relationship to see student data.
7. Which Job Profile should I use?

**Answer:** The student job profile descriptions can be found on the CMUWorks Service Center website here: [http://www.cmu.edu/cmuworks/students/](http://www.cmu.edu/cmuworks/students/). If you are not certain which Job Profile to use for a student or Non-CMU student, please work with the Compensation department to help select the most appropriate one.

8. How are Non-CMU students processed in Workday?

**Answer:** Non-CMU students working for the summer are considered staff. As part of the hire process they also require an attachment that will provide employment details that the CMUWorks Service Center will use for review and entry of compensation information.

9. If I end a student job, will I have to close the position?

**Answer:** If the position that the student worker is currently in is no longer needed (i.e. will not be filled in the future by the current incumbent and/or another worker), the position should be closed as part of the End Job business process. We strongly encourage you to monitor your open positions and close those that are no longer needed.

If the student defends mid semester and is eligible for a tuition adjustment, leave the position open until the adjustment is complete.

10. How do I make changes to an open position?

**Answer:** Edit Position Restrictions can be used to modify details of an open, un-filled position. However, it does not give you the ability to change the supervisory organization associated with the open position. The Move Workers Form can be used to request supervisory organization changes for open positions. This form can be found on the CMUWorks Service Center page: [Workday Security Roles and Supervisory Organizations](http://www.cmu.edu/cmuworks/students/). Completed forms should be e-mailed to the [CMUWorks Service Center](http://www.cmu.edu/cmuworks/students/). Signatures are required for processing.

11. What if I can’t see the assignment in Oracle Labor Distribution for labor scheduling purposes for exempt students?

**Answer:** All students are Fixed Term in Workday and have End Employment Dates on their Position that translate to the Oracle Assignment End Date. If the student is exempt and a Labor Schedule is needed, the End Employment Date needs to be extended through the date the student should be paid on that Position.

12. How do I see what a student’s End Employment Date is?

**Answer:** You can find the End Employment Date for any Position by clicking on the Position. This will open the details about the Position. The End Employment Date appears on the right side of the page.

If you need to edit the End Employment Date, the Department Initiator can do so by starting a Job Change. More information can be found in the [Student Change Job Quick Guide](http://www.cmu.edu/cmuworks/students/).
13. How do I make sure an exempt student is not paid during the summer?

**Answer:** If the exempt student’s Position has a 9-month AWP/DPP, he or she will not receive the compensation that is on this Position (e.g. Stipend) during the summer period. If the student has a 12-month AWP/DPP and you do not want them to receive their compensation the Department Initiator should end the job but do not close it if the student will return in the fall.

14. What is the Compensation Expected End Date?

**Answer:** For Fixed Term employees, there is an Expected End Date on their Compensation Plan. This usually corresponds to their End Employment Date. However, in the case of a graduate student who is eligible to hold a Position for the duration of his or her program, this Compensation Date could differ. Once the Expected End Date passes, the Compensation Plan is removed before the next pay cycle and the student will no longer be paid on that position.

15. What makes a student eligible to work as a student in the summer?

**Answer:** A Student is eligible to work in the summer if he or she is enrolled in classes for the upcoming fall semester or enrolled in classes for either of the summer sessions.

16. Where do I see the eligibility information?

**Answer:** You can run the eligibility report RPT-757 for the student. Also, when placing a student in an additional job, there is an icon located in the upper right hand corner of the form. The Department Initiator can click on this icon to view the student’s work eligibility. For additional guidance, please reference the Quick Guide for Student Eligibility.

17. If a student is not eligible (e.g. graduated or withdrew), how do I hire a previous student as a staff?

**Answer:** If he or she is a previous student and is not eligible to work for the summer as a student, the Department Initiator will not be able to complete the additional job transaction. Instead, the student should be hired as a staff member and will be eligible for benefits if he or she meets the criteria. The department will be charged the associated fringe benefit rate. Before the department can hire the former student as a staff member, the department should contact the CMUWorks Service Center. The Service Center will terminate the student from the Student Job Management Position and notify the department that they can proceed with the staff hiring process. Once the termination is completed, the existing Pre-Hire record would be used and the Hire reason can be “Hire Previous Student.”

18. Will summer student transactions be taxed differently than compensation during the academic year?

**Answer:** Under tax regulations, students may be exempt from certain taxes depending on their current course enrollment. Workday receives information from the student system, S3, regarding the student’s course load and his or her tax setup will be updated accordingly for FICA. Students who are not enrolled in CMU courses during the summer will be taxed on their earnings.
19. Can I use Activity Pay to pay students in the summer?

**Answer:** Generally, no, but there are some specific programs that have been identified where Activity Pay is an appropriate payment mechanism for a student. These programs include Camp Outreach, Gov School/Summer Pre-College, Summer Undergraduate Program and Student Undergraduate Research Fellowships (SURF).

If you are unsure of the appropriate payment mechanism for a student working in the summer, contact the CMUWorks Service Center for guidance.

20. How are retro payments processed for summer students once a payment has been completed/paid?

**Answer:** Retro payments are processed in the same manner they are for other transactions during the academic year.