

**From:** Student Employment <urhr@richmond.edu>  
**Sent:** Monday, September 30, 2024 9:39 AM  
**Subject:** Workday@Richmond: Student Employment During Cutover Period



# HUMAN RESOURCES

## Important Information Regarding Workday Cutover for Student Employment

In recent weeks you have received updates on our campus transition to Workday, our new Human Resources, Finance, and Payroll system. Today, we want to provide you with some additional information as it pertains to student employment.

The Workday cutover period is when we will transfer business processes from Banner to Workday. To ensure a smooth transition, there will be several dates in the fall when we will begin to limit or temporarily suspend certain kinds of activities. This will help ensure we have accurate data to move to the new system and will minimize the errors that could occur if transactions are entered into Banner after we begin moving information to Workday. Key dates and information regarding cutover are available on the [Workday cutover page](#).

### Recruiting and Hiring Student Employees

- For any student employees who will be working this fall, all recruiting and hiring processes will continue as normal, with additional guidance regarding equitable pay rates/grades as needed.
- For vacant student employee positions that will not begin work until January 2025 or later, we ask that you refrain from recruiting and hiring in the fall, and recruit and hire using Workday beginning in January.

### Paying Student Employees

- To comply with federal regulations and University financial policies, all student employment must be tracked as hourly work and approved by the supervising manager through the payroll process. This includes students working as ushers, musicians, photographers, etc. at special events. One-time payments for organization or club affiliation/leadership have been eliminated.
- As a reminder, all student employees must complete their new employee paperwork **before** their first day of work, be supervised by University staff or faculty, and submit electronic timesheets by the pay period deadlines. Students who miss the deadline to submit their timesheet electronically will need to visit the Payroll Office in Maryland Hall to fill out a paper timesheet.

- The majority of student employee positions track and submit their hours worked in Banner. This should continue as normal until December 14, 2024. Any hours worked by students between December 15 and December 28 will need to be entered into Banner by December 18. Students should forecast their hours through the end of the period and any adjustments can be made when they return to campus in January.
- For the pay period that runs from December 29 through January 11, Workday will not be available for the first four days of this period. Students should track hours on a paper timesheet which will be provided by Payroll. Timesheets must be signed by the approver and submitted to the Payroll Office by Friday, January 3rd. Starting January 2, all students will begin clocking in and out in Workday.

We understand that these changes may present challenges, and we are committed to supporting you through this transition. Please send any questions or concerns to [urhr@richmond.edu](mailto:urhr@richmond.edu).

Thank you for your understanding and support,

**Caitie Hoeckele**

Talent Acquisition Specialist - Student Employment

**Theran Fisher**

Director of Talent and Organizational Effectiveness

---

804-289-8747

WEINSTEIN HALL  
231 RICHMOND WAY  
UNIVERSITY OF RICHMOND, VIRGINIA

HR.RICHMOND.EDU