Student Employment to Student Fellow

Information on this page relates to the scenario where a student moves from being a student employee to a student fellow.

In order for central HR to transfer the student from an “employee” benefit group to a “graduate student fellow” benefit group, the unit HR contact must create a new assignment in Workday with the following attributes on the Add Job BP:

- **Employee Type**: Non-Employee (Fixed Term)
- **Start Date/End Employment Date**: Align these dates with the student’s fellowship offer letter
- **Job Profile**: A015 Graduate Student Fellow
- **Scheduled Weekly Hours**: 0
- **Additional Job Classifications**: Fully Privileged and Network Access

Please visit central HR’s website for information regarding benefits rollovers and actions the student must take to ensure benefits coverage: [HR - Insurance for Graduate Student Fellows](#).