STAFF HIRE via Workday Recruiting vs NON-Workday Recruiting

- **Workday Recruiting** – position that is posted and applicants apply via Workday. Recruiting Partner completes Hiring Checklist and moves to **Ready for Hire**

- **Non-Workday Recruiting** – position that is NOT posted in Workday and applicants DO NOT apply via Workday (ie: PostDocs, Assistant/Associate Research Engineers/Scientist, Faculty positions transitions from TAME) HR Contact will select Position from Staffing tab

- **IF CANDIDATE IS CURRENTLY WORKING WITHIN THE SYSTEM YOU WILL SELECT CHANGE JOB TO PROCESS THE HIRE**

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**Workday Recruiting**

**FOR HIRE (External Candidate)** - Task will trigger to Manager, HR Contact, HR Partner. **THIS SHOULD BE COMPLETED BY HR CONTACT** SO COST ALLOCATION TASK WILL ROUTE TO HR CONTACT

Example of what HR Contact and Manager will see in Inbox (Hire Date, Position, Job Requisition, etc. will auto populate from Recruiting)

![Screen capture of Workday Recruiting process](image-url)
• Confirm Hire Date is correct
• Select appropriate Annual Work Period and Disbursement Period – Must be the same

FOR CHANGE JOB/TRANSFER/PROMOTE/ETC

(Internal Candidate) THIS MUST BE COMPLETED BY MANAGER – BECAUSE THIS WILL NOT ROUTE TO THE HR CONTACT, ONLY THE HR PARTNER AND MANAGER

MANAGER WILL SELECT “CHANGE JOB” (CIRCLE BELOW)

*DO NOT SELECT ADD ADDITIONAL JOB

Staffing Action  Cody Janak (Internal) - R-007870 IT Professional I

48 second(s) ago - Due 07/12/2018

Action ▼ select one

Add Additional Job
Change Job
• MANAGER - “When do you want this change to take effect?” – Hire date will auto populate
• MANAGER – “WHY ARE YOU MAKING THIS CHANGE”
  o WITHIN ENGINEERING – SELECT “Promotion” then “Promotion New Position”
    DO NOT SELECT “PROMOTION RECLASSIFICATION”
  o ACROSS SYSTEM MEMBERS – SELECT “Transfer” then “Employee Transfer”

REMAINING PROCESSES FOR BOTH EXTERNAL AND INTERNAL CANDIDATES
• Propose Compensation Hire – Initiator will Submit (HR Contact for External, Manager for Internal)
• Request One-Time Payment- SKIP USING GEAR ICON
• Change Org Assignment – Initiator will Submit (HR Contact for External, Manager for Internal)
• Consolidated Approval by Manager
• Consolidated Approval by HR Partner
• Consolidated Approval by Research Partner – if Research Position
• TO DO: Confirm New or Rehire Worker Record and Get the UIN/Edit Employee ID – UIN Partner
• Assign Cost Allocation – Initiator
• TO DO – Record Background Check/Selective Service and Update Remote ID – HR Partner
• Assign Pay Group – Payroll Partner
• Assign Costing Allocation – Cost Center Approver/SRS/Budget Partner/Payroll Partner
• Onboarding Kicks off

*Transfers – Please note other Remaining Process tasks will route to the current Manager/HR office
Non-Workday Recruiting

- IF INTERNAL CANDIDATE YOU WILL PROCESS A “CHANGE JOB” TO TRANSFER THE EMPLOYEE TO NEW POSITION (IE: Promote within via Waiver of Posting)

- IF EXTERNAL CANDIDATE HR Contact will select position under Staffing tab and click on Hire. Screen shot below will appear

- Attach a resume/CV

Select Create a “New Pre-Hire” – ONLY if candidate does NOT have an existing Pre-Hire.

If Pre-Hire exists use existing Pre-Hire.

Click here to reference the “Searching for Individuals-Prehire” document on our HR Website for further instruction.
Fill in First Name and Last Name under Legal Name Information

Fill in Email Address and Type under Contact Information (red circle above). Click OK.

Fill in Hire Date

- Fill in Reason
- Review Job Detail information to confirm correct
- Under “Additional Information” fill in Annual Work Period and Disbursement Plan Period
REMANING PROCESSES FOR BOTH EXTERNAL AND INTERNAL CANDIDATES

- Propose Compensation Hire
- Change Org Assignment
- To Do: Complete Selective Service, Export Control, Degree Verf, Background Check
- Consolidated Approval by Manager
- Consolidate Approval by HR Partner
- To Do: Confirm New or Rehire Worker Record - UIN Partner
- Assign Cost Allocation – Initiator
- To Do: Record Background Check and Selective Service
- To Do: Update Remote ID
- Assign Pay Group – Payroll Partner
- Onboarding

*Transfers – Please note other Remaining Process tasks will route to the current Manager/HR office

ADDITIONAL NOTES

- Hire Above Range via Laserfiche does NOT need to be submitted for Non-Workday Recruiting Hires
- I2H can be submitted when have a verbal confirmation from your candidate and you have submitted the Hire/Change Job process in Workday. REMINDER: Please make sure all contingency statements are included in your offer letter.
- Workday will NOT generate an Offer Letter for Non-Workday Recruiting