



Direct Hire

Overview

Direct hire refers to a candidate who is not hired through the recruiting process. Examples of direct hires may include adjuncts, coaches, and facilitators. Direct hires should be entered at least two weeks prior to their intended start date.

Once initiated, the hire will be sent through a series of additional reviews and approvals.

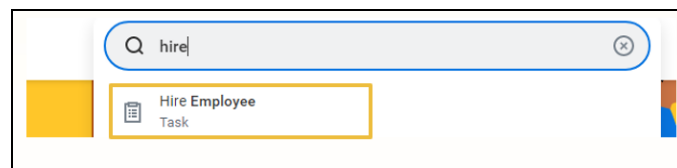
1. The **worker** will receive temporary login credentials to use to complete the required onboarding tasks in [Workday](#). The worker needs to log in **prior to their first day of work**.
 - a. **All workers** need to bring in valid forms of identification to complete the Form I-9 for employment authorization within 3 days of their hire date. A list of acceptable documents can be found [here](#).
 - b. **Workers who are 14 or 15-years-old** also need to [obtain a work permit](#).

This process is not to be used to hire **incoming students, current students or graduates after 2022**. Please reach out to HR if you need assistance to determine the correct hire process.

Hire Employee

Security Role(s): Primary Recruiter, Recruiter, Recruiting Administrator, Manager, HR Partner, HR Administrator.

1. From the Workday Landing Page, enter Hire in the Workday search and select **Hire Employee**.



2. Enter the candidate's first and last name to ensure they do not have a pre-hire record. All hires in Workday require a pre-hire record. Select **Search**.
 - a. If you cannot find a worker by their preferred name, try using the first few letters of the first name and last name in case they are listed under a different name.
 - b. Do not search by "Contact Details" as these details may have changed since they last worked for SNC.
 - c. If you are able to find the correct pre-hire, select the name and **Start Hire**
 - d. If the results are 0, select **Create New Pre-Hire**.

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Search for Person

Country *
United States of America

Personal Details

First Name

Middle Name

Last Name

Workday ID Type

Contact Details

Search

Search Results
Search for a person to initiate hire

Start Hire Create New Pre-Hire Cancel

On the Legal Name Information tab, input the **First Name** and **Last Name** of the worker.
e. Make sure capitalization is correct

Hire Employee 9/10 1/17

Source

Referred by

Comment

Allow Duplicate Name

Legal Name Information Contact Information

Country *
United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

OK Cancel

3. Select the **Contact Information** tab. Enter an **Email Address** and **Type** as **Home** (even if this is a work email address) for the pre-hire. Select **OK**. This is where they will receive a link to log into Workday to complete the required new hire information.

The screenshot shows a 'Hire Employee' form with the following fields and sections:

- Source: Text input field with a dropdown menu icon.
- Referred by: Text input field with a dropdown menu icon.
- Comment: Text area.
- Allow Duplicate Name:
- Legal Name Information: Section header.
- Contact Information: Section header, highlighted with a yellow box.
- Phone: Section header with an 'Add' button.
- Address: Section header with an 'Add' button.
- Email: Section header with an 'Add' button, highlighted with a yellow box.
- Email Address: Text input field containing 'kett@home.comzz'.
- Type: Text input field with a dropdown menu icon containing 'x Home'.
- OK: Blue button.
- Cancel: Grey button.

4. Change the **Supervisory Organization** to match the organization for this hire.
 - a. Search for the supervisor's last name instead of the department name
 - b. This should typically be a sup-org that ends in "JM" for students, highschool pool workers, volunteers, facilitators.
 - i. Student workers should be hired into a **Student Worker JM** sup-org
 - ii. Adjunct Faculty should be hired into a **Adjunct JM** sup-org for the discipline.
 - iii. Temporary workers should be hired into a **Temporary Worker JM** sup-org
 - iv. Pool workers should be hired into a **Pool Workers JM** sup-org
 - v. Part-time Coaches should be hired into a **Part-Time Coaches JM** sup-org
 - vi. Volunteers and Non-paid workers should be hired into a **Contingent Worker JM** sup-org
 - vii. If you do not see the correct sup-org, reach out to Human Resources.
 - c. Select **OK**.

The screenshot shows a web form titled "Hire Employee" with a user profile for "Kett Adams". Under the "Details" section, there is a "Pre-Hire" section with fields for "Profile" and "Pre-Hire ID" (A100170). A yellow box highlights the "Supervisory Organization" dropdown menu, which is currently open and shows the selected option: "Visual and Performing Arts Division - Adjuncts JM". At the bottom of the form are "OK" and "Cancel" buttons.

5. Enter the job details including:
 - a. **Hire Date** - Direct hires should be entered *at least two weeks prior* to their intended start date.
 - b. **Reason**
 - c. **Employee Type**
 - i. Temporary: Temporary (Fixed Term)
 - ii. Adjuncts: Fixed Term
 - iii. Pool Workers: Regular
 - iv. Students: Students (Fixed Term)
 - d. **Job Profile**
 - i. If this is a **temporary job**, search for "temporary" and select "Temporary - Hourly" or "Temporary - Salaried"
 - ii. If the Faculty-Adjunct Job Profile is selected, the Pay Rate Type will default to No Base Pay.
 - e. **Time Type**
 - f. **Location**

The screenshot shows a hiring form with the following fields and values:

- Hire Date ***: 01/27/2025
- Reason ***: Hire Employee > New Hire
- Position**:
 - Supervisory Organization: Art - Adjuncts JM (Jamie Lynch)
- Employee Type ***: Fixed Term (Fixed Term)
- End Employment Date ***: 05/17/2025
- Location ***: Pennings Hall of Fine Arts
- Work Space**: Pennings Hall of Fine Arts > Pennings Hall of Fine Arts-Rm XX

6. Enter the **Working Time**
 - a. **Scheduled Weekly Hours:** Enter a number of hours that is prorated over 52 weeks. (Take the total number of approximate hours/52 weeks)
 - i. Example: Employee is working for 3 weeks and 40 hours/week = 120 hours total
 - $\text{Scheduled Weekly Hours} = 120 \text{ hours} / 52 \text{ weeks} = 2.31 \text{ weekly hours (FTE} = .057)$
7. Select the **Additional Information** section.
 - a. **Job Title:** Defaults from Job Profile and should be updated to reflect position more accurately. Should not be left as “temporary”
 - i. Head or Assistant Coaches should be titled:
 - “Assistant Coach - Men's Volleyball”
 - “Assistant Coach - Women's Volleyball”
 - “Assistant Coach - Men's & Women's Track & Field”
 - “Assistant Coach - Football”
 - b. **Input an End Employment Date:** This is a required field. It can be updated later on, if necessary.
 - c. **Comment:** It is recommended that you add a comment as to:
 - i. Why you are hiring this worker
 - ii. Cost Center (There will also be a step to attach the Cost Center, Gifts, Programs, etc. to the position called “Costing Allocations”)
 - iii. Email address
 - iv. If the worker is under the age of 18, please note this as well.

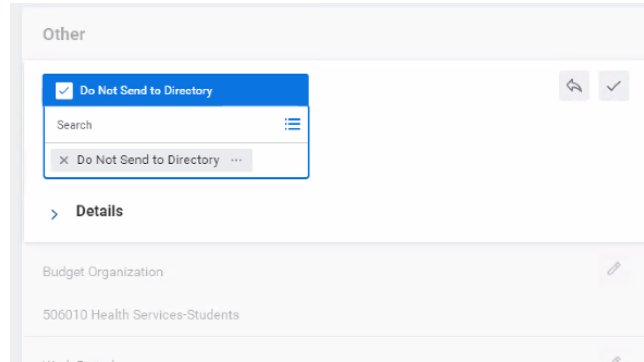
Additional Information	
Job Title	Faculty - Adjunct
Scheduled Weekly Hours	40 A
FTE	100%
Annual Work Period	* (empty)
Work Period Percent of Year	
Disbursement Plan Period	* (empty)
Job Exempt	<input checked="" type="checkbox"/>
Job Classifications	25-1000 - Postsecondary Teachers (IPEDS Classifications-United States of America) 2 - Professionals (EEO Classifications-United States of America)
Additional Job Classifications	<input type="text"/>
Work Shift	<input type="text"/>
Continuous Service Date	03/11/2022 <input type="text"/>
End Employment Date	* MM/DD/YYYY <input type="text"/> B

Select **Submit**. This will send a background check step to Human Resources.

- HR will notify the supervisor if a background check is needed.
- The supervisor will need to notify the employee that they will receive an email link from AccuSource to complete the background check. The link will be emailed to the email address provided in Step 4.

NOTE: Paper background check release forms no longer need to be completed and submitted to HR. The employee will submit this information online.

8. Once the background check is reviewed, the process will continue to ensure the funding for the hire is correct. This is referred to as the **Change Organization Assignments** step. The role most familiar with the position funding will be assigned to complete this step; it will differ due to the type of hire.
 - a. Review and update the **Cost Center**: An identifier for financial responsibility and oversight of a managed and budgeted entity. It represents where revenue and costs are being recorded. This is a driver and related worktag.
 - i. This is what was known as the Budget Organization
 - ie: 390042 is now CC390042
 - b. Select **Do Not Send to Directory** and use the pencil update - this determines whether or not they are sent to the SNC Directory. Most Temporary Workers should show as **Do Not Send to Directory** in the drop down.
 - c. Review and update the **mailstop**.



This step will have default assignments, this is where the majority (or all) of the salary should be charged. If the budget should be changed, the pencil will be used and a new funding source can be selected. If there needs to be a budget added because the funding involves two budgets, that is accomplished in the Costing Allocations Step later in the hire. Select **Submit**.

Organizations
Company
Company *
St. Norbert College
Cost Center
Cost Center *
CC212281 Art Gallery
Costing
Fund
FD01 Operating
Other
Do Not Send to Directory
Do Not Send to Directory
Work Period
Campus Mailstop
Art

9. **Add Academic Appointment** is the next step if this is an academic position. It routes to the Academic Faculty Partner (administrative assistants to the deans).

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Note: This step will only apply to faculty hires. Academic Appointments are added to faculty positions to denote tracks, rank, title, and tenure status (if applicable). This academic appointment will also have an approval.

Remaining Process

2. The hire will be sent through a series of additional reviews and approvals.
3. The **worker** will receive temporary login credentials to use to complete the required onboarding tasks in Workday. The worker needs to log in **prior to their first day of work**.
 - a. All workers need to bring in valid forms of identification to complete the Form I-9 for employment authorization. A list of acceptable documents can be found [here](#).
 - b. Workers who are 14 or 15-years-old need to [obtain a work permit](#).
4. Manager receives task in inbox for [Costing Allocation](#) for Hire Employee
 - a. **Costing Allocation Level: Worker and Position**

Assign Costing Allocation for Hire Employee

Only Enter "WORKER and POSITION" for the Costing Allocation Level
Any other selection may result in labor costs being charged incorrectly to your Cost Center.

Event Details
Event Costing Allocation for Hire: Ellen Becker
Effective Date 03/10/2025

Costing Allocation Details
Costing Allocation Level * select one
Earning (empty)
Copy Position Restriction Costing Allocation

Include Existing Allocations
From 03/10/2025 To MM/DD/YYYY Refresh Costing Allocation Data

Proposed Costing Allocations Existing Costing Allocations

+ Add Viewing: [icon] [icon]

Event Details
Event Costing Allocation for Hire: Ellen Becker
Effective Date 03/10/2025

Costing Allocation Details
Costing Allocation Level * Worker and Position
Earning (empty)
Copy Position Restriction Costing Allocation

Include Existing Allocations
From 03/10/2025 To MM/DD/YYYY Refresh Costing Allocation Data

Proposed Costing Allocations Existing Costing Allocations

+ Add Viewing: [icon] [icon]

b. Select **Add**

c. **Start Date:** Defaults to start date of additional job

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- d. **End Date:** Should be left empty. If costing allocation needs to be ended at a certain point in time, please use a [pay period](#) End Date.
- e. The Cost Center and Fund will default to what is on the left of the table.
 - i. **Program:** Used to capture specific activities (e.g. Capital Projects, Strategic Plan). This is a driver worktag. Previously known to SNC as Fund.
 - ii. **Grant:** Used for specific funding sources provided by an outside sponsor (e.g. federal, state, local) associated with an award and with detailed reporting requirements. This is a driver worktag. Previously known to SNC as Fund.
 - iii. **Gift:** Used for non-grant external fundings sources such as endowments and spendable gifts. This is a driver worktag. Previously known to SNC as Fund.
 - iv. **Cost Center:** This is a **required field**. An identifier for financial responsibility and oversight of a managed and budgeted entity. It represents where revenue and costs are being recorded. This is a driver and related worktag. Previously known to SNC as Organization.
 - v. **Additional Worktags:** Will automatically populate
 - vi. **Distribution Percent** is the amount of the position funding this allocation is responsible for, you can have multiple allocations, but the total will always need to be 100%.
- f. If the Costing needs to split, use the “+” on the grid to add a second row.

The screenshot displays the 'Proposed Costing Allocations' interface. At the top, there are tabs for 'Proposed Costing Allocations' and 'Existing Costing Allocations'. Below the tabs, there is an 'Add' button and a date field set to '03/10/2025'. There are also fields for 'Start Date' (03/10/2025) and 'End Date' (MM/DD/YYYY). A section titled 'Costing Allocation Attachments' is visible. Below that, the 'Costing Allocations' section shows a table with the following columns: Order, Default (As of Start Date), Required with no Default (Must have Costing Override), Program, Gift, Grant, *Cost Center, Additional Worktags, and Distribution Percent. A '+' icon in the Order column is highlighted with an orange box. The *Cost Center and Distribution Percent columns are also highlighted with orange boxes. The table contains one row with the following details: Order: 1, Default: CC222042, Program: SBA, Functional Expense: Program, Fund: F001 Operating, Location: Cofin Hall, NACLSIG Function: Instruction, Distribution Percent: 100.00%.

Zooming in to see the details, this example added a second **Budget Organization**, a second Budget Fund, and changed the Distribution Percent to reflect a 50% to 50% split in allocation to these two lines of funding.

Last Updated: 3/11/2025

Proposed Costing Allocations Existing Costing Allocations

03/10/2025

Copy Costing Allocation

Start Date * 03/10/2025

End Date MM/DD/YYYY

> Costing Allocation Attachments

Costing Allocations

Costing Allocation Details 2 Items

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Program	Gift	Grant	*Cost Center	*Additional Worktags	* Distribution Percent
1	Location: Coffin Hall					CC222030 Business Administration	Functional Expense: Program Fund: FD01 Operating NACUBO Function: Instruction	50
2	Cost Center: CC222042 CBEA Functional Expense: Program Fund: FD01 Operating Location: Coffin Hall NACUBO Function: Instruction							50

100.00%

Select **Submit**

- The Initiator will then receive an inbox task to **Add Period Activity Pay** on the workers Hire Date. Use Manage Period Activity Pay (Special Assignment Pay Other Payments) starting at **Step 3** to add payment information.