Last Updated: 3/11/2025

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.

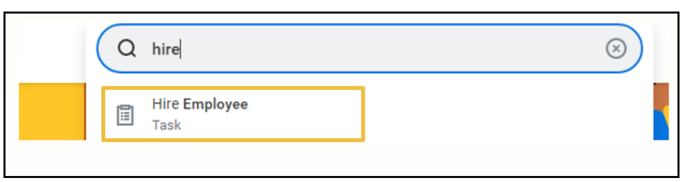
1. The **worker** will receive temporary login credentials to use to complete the required onboarding tasks in [Workday](). The worker needs to log in ***prior to their first day of work***.
    a. **All workers** need to bring in valid forms of identification to complete the Form I-9 for employment 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.

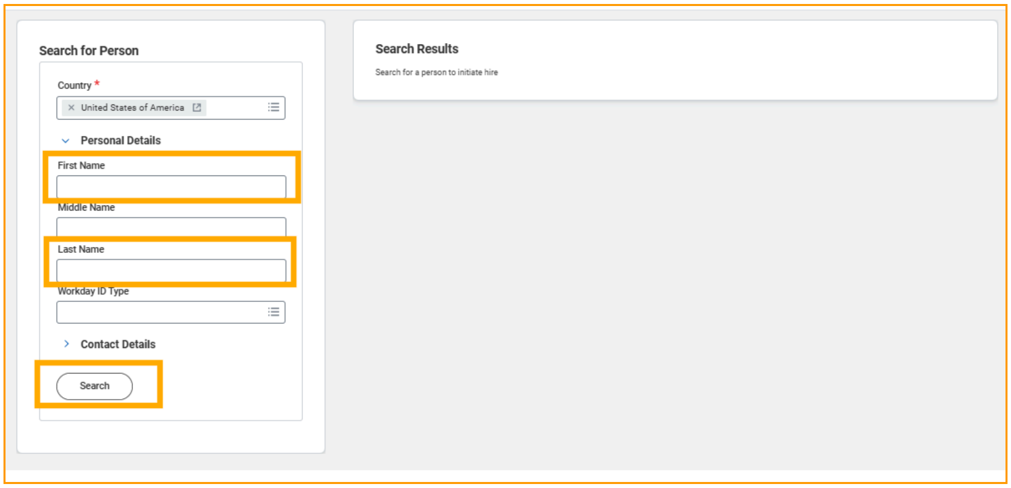
Hire Employee

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**.

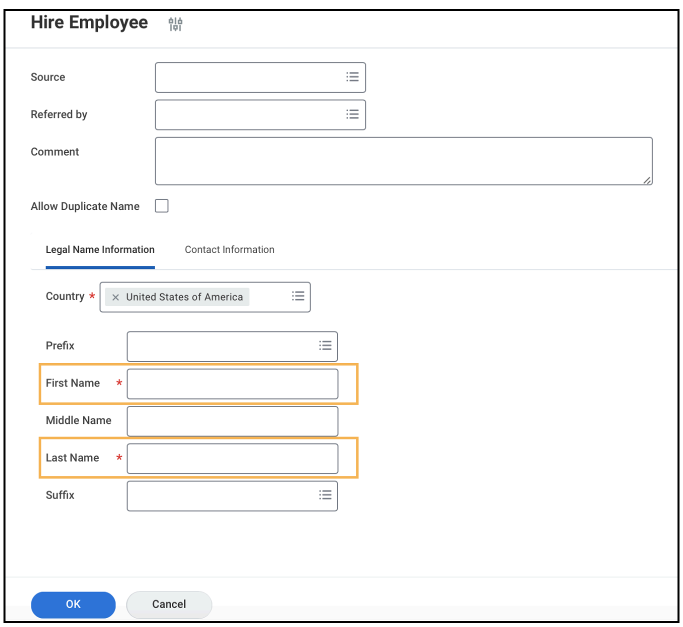


2. Enter the candidate's first and last name to ensure they do not have a pre-hire record. All hires in Workday require a pre-hire record. Select **Search**.
    a. If you cannot find a worker by their preferred name, try using the first few letters of the first name and last name in case they are listed 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**.

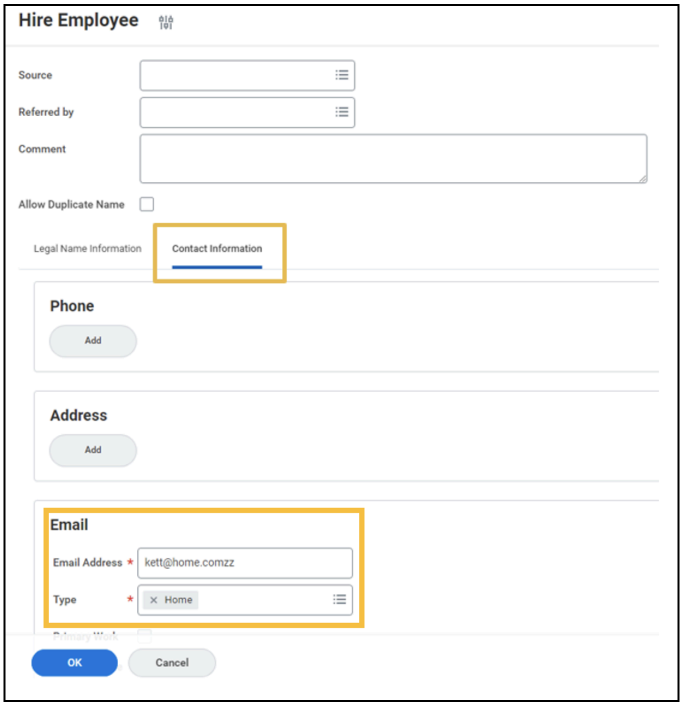


On the Legal Name Information tab, input the **First Name** and **Last Name** of the worker.

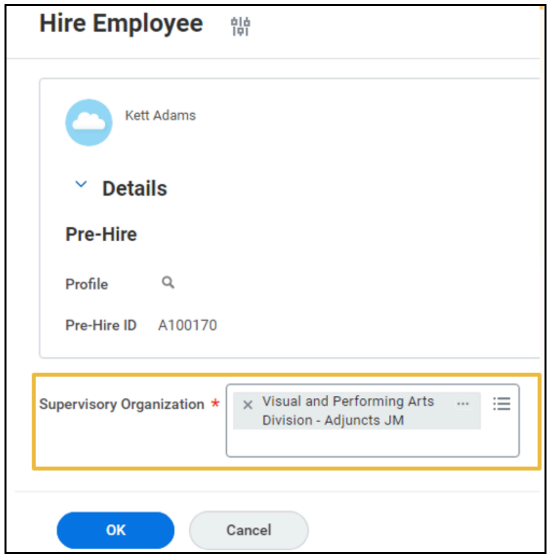
e. Make sure capitalization is correct



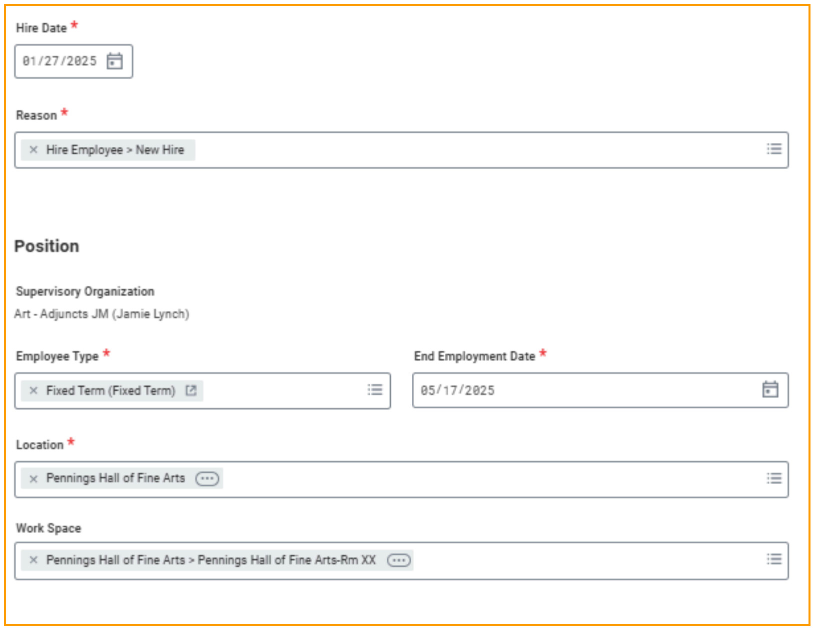
3. Select the **Contact Information** tab. Enter an **Email Address** and **Type** as **Home** (even if this is a work email address) for the pre-hire. Select **OK.** This is where they will receive a link to log into Workday to complete the required new hire information.



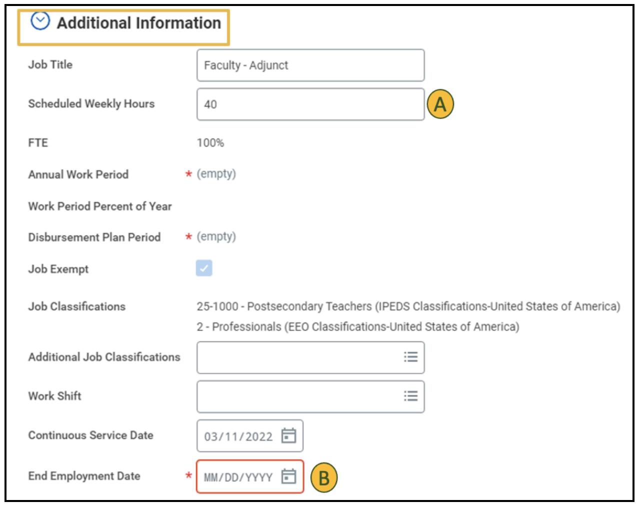
4. Change the **Supervisory Organization** to match the organization for this hire.
    a. Search for the supervisor's last name instead of the department name
    b. This should typically be a sup-org that ends in “JM” for students, highschool pool workers, volunteers, facilitators.
        i. Student 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**.



5. Enter the job details including:
   a. **Hire Date -** Direct hires should be entered ***<u>at least two weeks prior</u>*** 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**



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
         - Scheduled Weekly Hours = 120 hours/52 weeks = 2.31 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 <u>under the age of 18</u>, please note this as well.

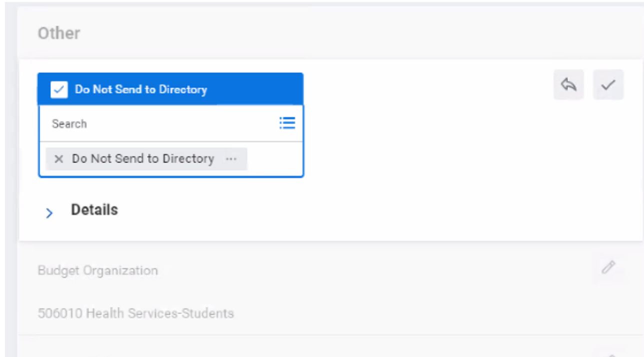


Select **Submit.** This will send a background check step to Human Resources.

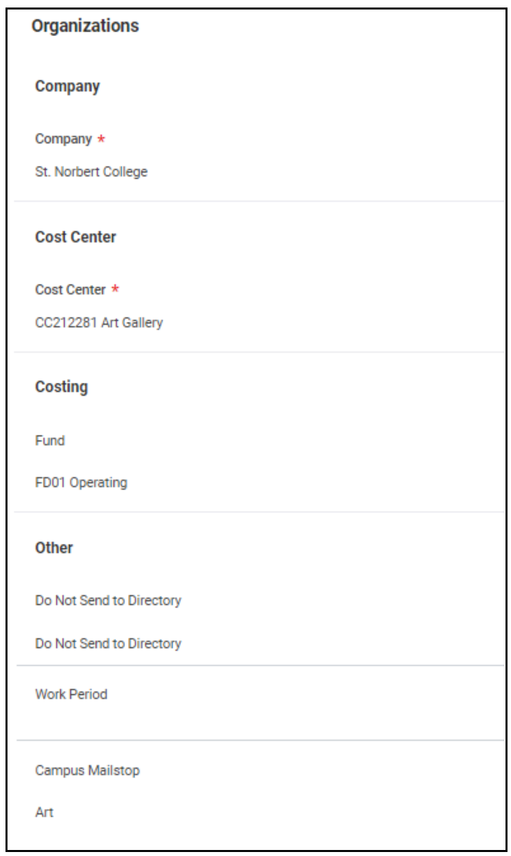
- HR will notify the supervisor if a background check is needed.
- The supervisor will need to notify the employee that they will receive an email link from AccuSource to complete the background check. The link will be emailed to the email address provided in Step 4.

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.**



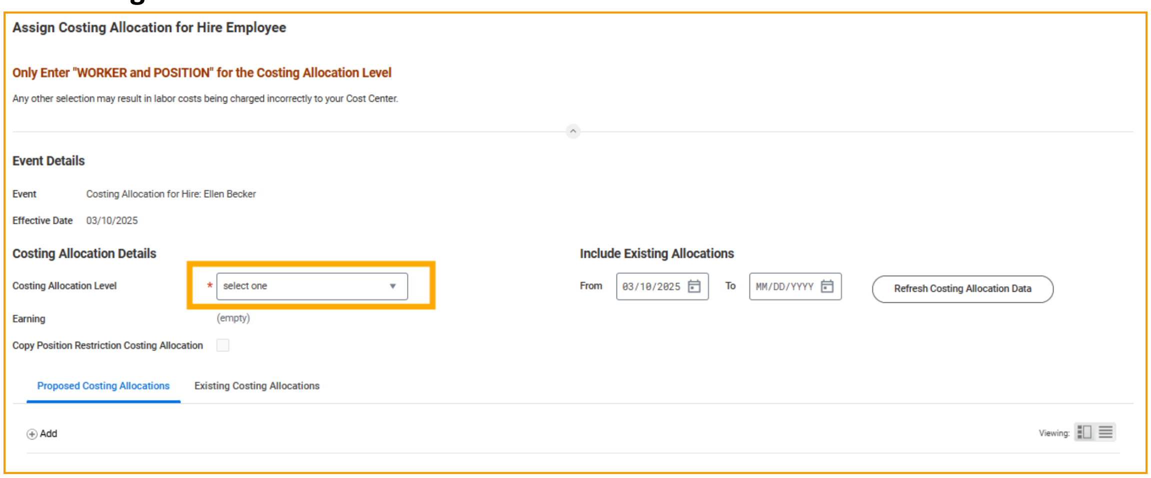
9. **Add Academic Appointment** is the next step if this is an academic position. It routes to the Academic Faculty Partner (administrative assistants to the deans).

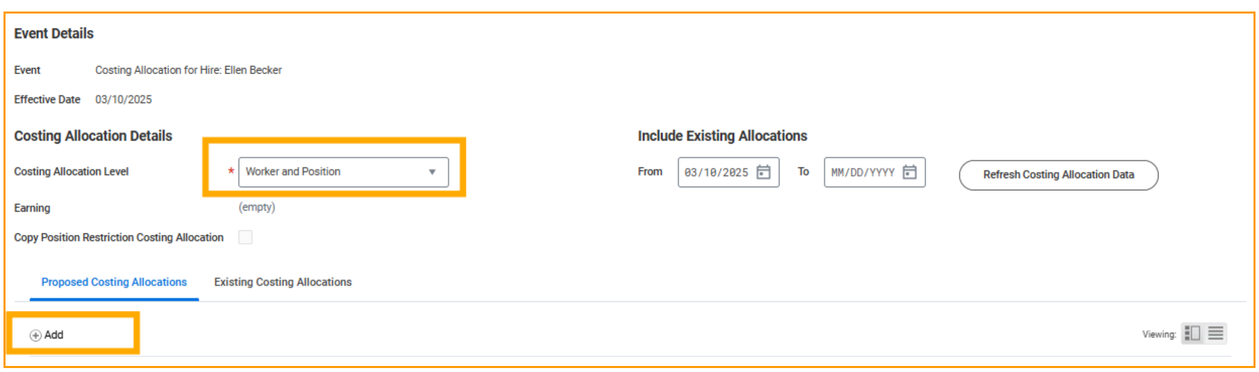
Note: This step will only apply to faculty hires. Academic Appointments are added to faculty positions to denote tracks, rank, title, and tenure status (if applicable). This academic appointment will also have an approval.

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





    b. Select **Add**

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

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.

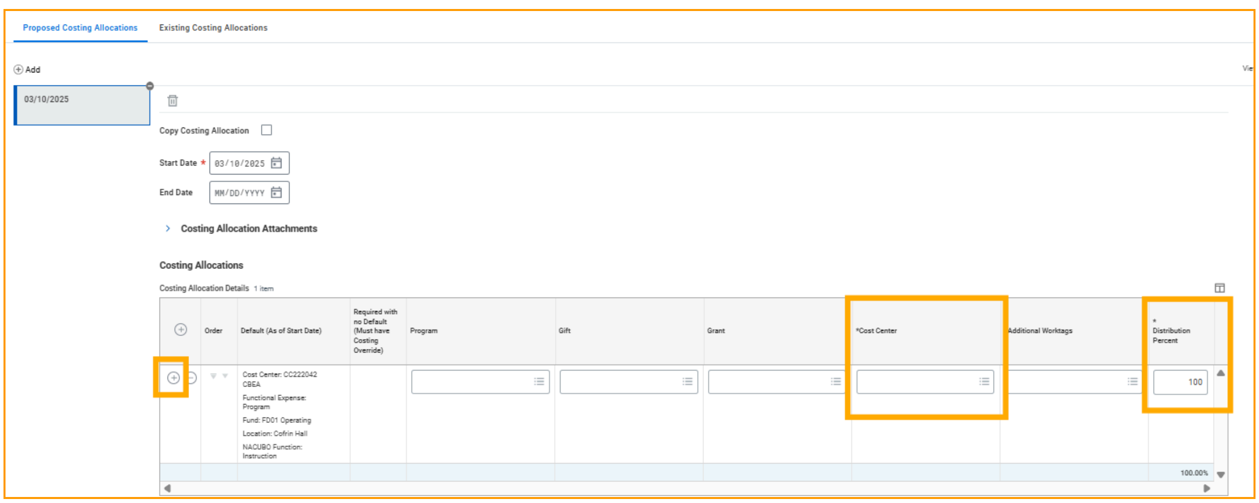
   iii. **Gift:** Used for non-grant external fundings sources such as endowments and spendable gifts. This is a driver worktag. Previously known to SNC as Fund.

   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.



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.

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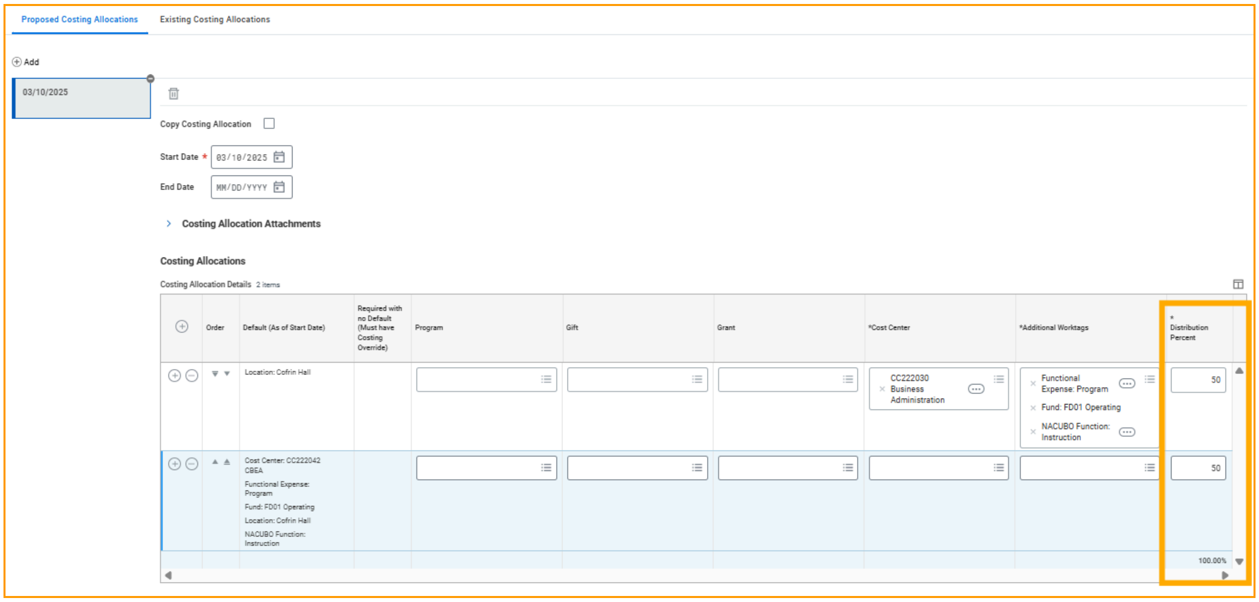

Select **Submit**

5. 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.