



Hire Employee (Faculty)

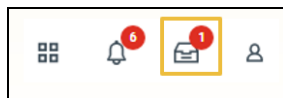
Overview

This job aid outlines the process of Hiring an employee assuming the candidate is coming from the recruitment process within Workday. The last step in the Recruiting Process is Ready to Hire, when a candidate is forwarded to that step, that begins the Hire Process.

Hire Employee

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

1. From the Workday Landing Page, select the Inbox.



2. Locate and Select the **Hire** task. The details from the recruiting process such as Hire Date, Location, etc. default in and can be changed, if necessary. Select **Submit** to move the hire process forward.

3. For faculty hires, in the Additional Information section, you will need to add:
 - a. **Annual Work Period**
 - b. **Disbursement Period**
 - c. **Additional Job Classification**

LAST UPDATED: 6/1/23

Select **Submit** to move the hire process forward.

Note: You will not be able to submit the task until required fields are completed.

Additional Information

Job Title: Associate Professor

Scheduled Weekly Hours: 40

FTE: 100%

Annual Work Period: * [dropdown menu] (A)

Alert: Select the Annual Work Period and Disbursement Plan Periods.

Work Period Percent of Year

Disbursement Plan Period: * [dropdown menu] (B)

Job Exempt:

Job Classifications: 25-1000 - Postsecondary Teachers (IPEDS Classifications-United States of America)
2 - Professionals (EEO Classifications-United States of America)

Additional Job Classifications: [dropdown menu] (C)

Work Shift: [dropdown menu]

Continuous Service Date: 01/18/2022

End Employment Date: [text field]

enter your comment

Submit Save for Later Cancel

4. 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.

This step will have default assignments, this is where the majority (or all) of the person's 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 next step.

Select **Submit**.

Effective Date * 02/18/2022

Worker
Knox Adams

Position
P200245 Associate Professor - Knox Adams

Company

Company * Saint Norbert College

Costing

Fund
Default Fund - FDM TO MODIFY

Other

Budget Organization
220000 Chair of Humanities

Work Period
9 Months

Campus Mailstop
Boyle Third Floor

Do Not Send to Directory

LAST UPDATED: 6/1/23

5. You can adjust the Compensation, if needed. Both the compensation on the requisition and the range are provided.

*NOTE: If you made a compensation change outside the Range provided, you will get an Alert when you **Submit**.*

Select Next.

The screenshot shows a 'Salary' configuration form. It includes a 'Compensation Plan' dropdown set to 'Academic Salary Plan'. Below is a 'Total Base Pay Range' section with a 'USD Annual' label. There are three input fields: 'Amount' (empty), 'Currency' (set to 'USD'), and 'Frequency' (set to 'Annual'). Each field has a red asterisk indicating it is required.

6. With Academic hires, there will be a step to Add Academic Appointment. This step will route to the Faculty Academic Partner. Review and populate the following fields:

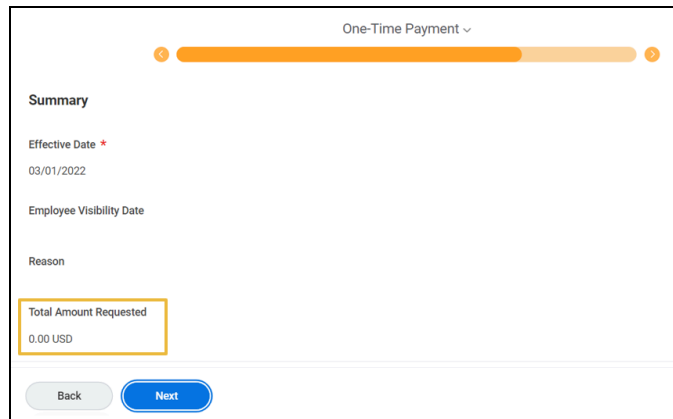
- a. **Start Date**
- b. **Track Type**
- c. **Reason**
- d. **Rank**
- e. **Title**
- f. **Identifier**

Select Submit.

The screenshot shows the 'Add Academic Appointment: Knox Adams' form. It includes fields for 'Start Date' (01/24/2022), 'Academic Unit' (Humanities Division), 'Track Type' (Non-Tenure Track), 'Reason' (Add Academic Appointment > Add Academic Appointment > Hire), 'Rank' (Assistant Professor), 'Constructed Title' (Assistant Professor of Humanities), 'Title' (Assistant Professor of Humanities), 'Identifier' (Primary - Primary), 'End Date', 'Roster Percent' (0), and 'Related Academic Unit'. There are yellow circles labeled A through F next to the Start Date, Track Type, Reason, Rank, Title, and Identifier fields respectively. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

LAST UPDATED: 6/1/23

7. If a One-Time Payment was included in the offer process, it will be included in the hire process for you to verify or adjust.
Select Next.



One-Time Payment

Summary

Effective Date *
03/01/2022

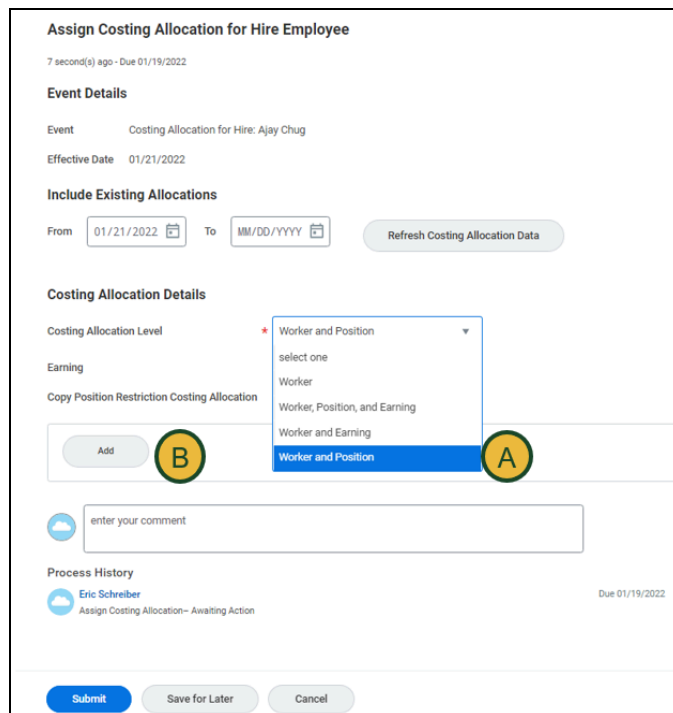
Employee Visibility Date

Reason

Total Amount Requested
0.00 USD

Back Next

8. The next step is **Assign Costing Allocation**. Again, this step is budget-related and allows us to ensure we are capturing split funding positions correctly at the time of hire. 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. Select the Costing Allocation Level - Worker and Position should be selected
 - B. Select **Add**



Assign Costing Allocation for Hire Employee

7 second(s) ago - Due 01/19/2022

Event Details

Event Costing Allocation for Hire: Ajay Chug

Effective Date 01/21/2022

Include Existing Allocations

From 01/21/2022 To MM/DD/YYYY Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level * Worker and Position

Earning select one

Copy Position Restriction Costing Allocation Worker, Position, and Earning

Worker and Earning

Worker and Position

Add B

enter your comment

Process History

Eric Schreiber Assign Costing Allocation - Awaiting Action Due 01/19/2022

Submit Save for Later Cancel

9. The screen will open the **Costing Allocation Details** chart. This displays the current allocation and allows you to make changes, as necessary.

LAST UPDATED: 6/1/23

- a. 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
 1. This is what was known as the Budget Organization
 - a. ie: 390042 is now CC390042
 - v. 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%.
- b. Select **Submit**

If the Costing needs to split, use the “+” on the grid to add a second row.

*Note: **Budget Organization** and **Additional Worktags** can also be used but are not required.*

Copy Costing Allocation

Start Date 04/24/2023

End Date MM/DD/YYYY

> Costing Allocation Attachments

1 Item

Order	Default (As of Start Date)	Required with no Default (Must have Costing Override)	Program	Grant	Gift	*Cost Center	*Additional Worktags	* Distribution Percent
+	Cost Center: CC220090 Art Fund: F001 Operating	Functional Expense NAOUBO Function						100

Remove

Submit Save for Later Cancel

10. The process is complete.

11. The employee must now complete the required onboarding by using the temporary username and password they are emailed from Workday.

*Note: Additional budget changes may be needed during this employee's employment. Please see the **Assign Costing Allocation** Job Aid to execute this process when it is not part of a hire.*

LAST UPDATED: 6/1/23