How to hire a Temporary (Project) Employee

Overview

This quick reference guide provides managers with instructions on how to hire a ***new*** project worker.

Icons:

*	**Required Field**
☰	**Prompt to Select**
✎	**Edit Existing Information**
⊕	**Add Row**
⊖	**Remove Row**

Notes:

1. Prior to hiring the worker departments must ensure adequate funding with the cost center or grant owner for the payment of wages.

2. ***The new hire should not begin working until they complete the I9 employment verification form.***

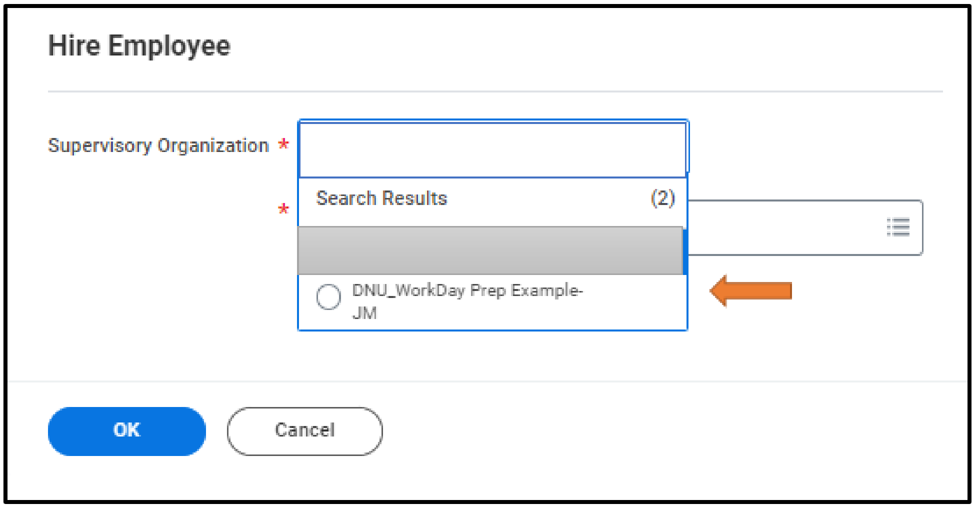
Gather the required information prior to completing the hire process:

- Legal first and last name
- Home address
- Personal email address
- Home phone number
- Cost center
- Grant, gift, or project information (if applicable)
- Start and end date of assignment
- Hours the employee will work per week
- Hourly rate and justification for assigned rate
- Total expected cost of the assignment

Process

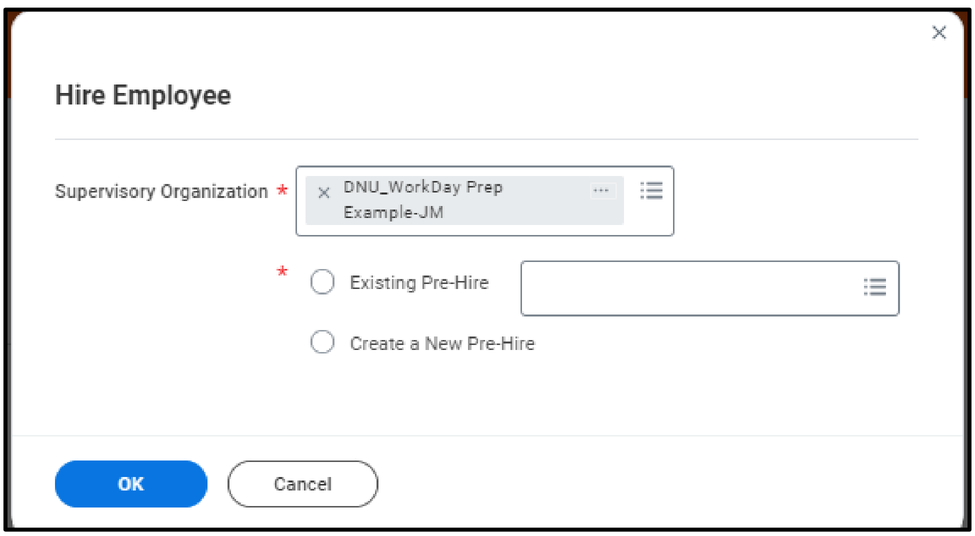
1. Type **Hire Employee** in the Workday search bar and select the task that appears.

2. Select the supervisory organization that the employee will be working under. Ensure that the selected supervisory organization has the letters **JM** in the title.

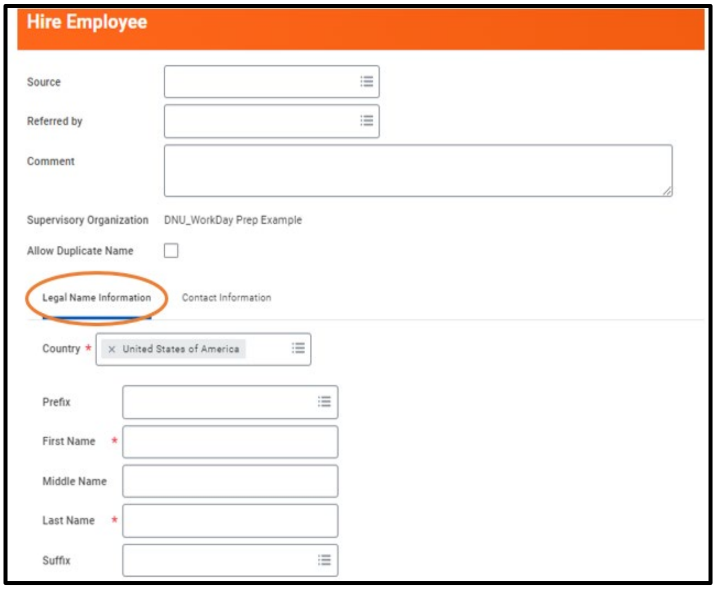


3. Verify if the employee exists in Workday by typing their name in the Existing Pre-Hire drop down menu.

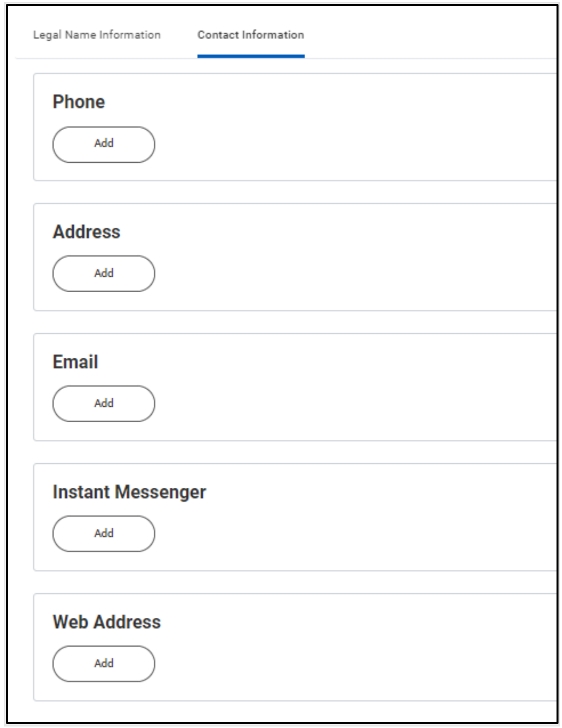
   If the employee's name does not appear in the list, then select Create a New Pre-Hire.



4. Click OK at the bottom of the page.
    a. If applicable, complete the sections to create a new pre-hire



    b. Click on the check box for '***Allow Duplicate name***'
    c. Enter the legal first and last name. Do not use preferred names. The employee can enter their preferred name during their onboarding.
    d. Click on the 'Contact Information' tab.
        i. By clicking on the 'Add' button, you must enter the employee's
        ii. Personal Phone number
        iii. Home Address
        iv. Personal email addresses



Click OK to complete the Create Pre-hire process.

Keying the Assignment information

1. Fill in the fields with the following information.

    • Hire Date = Enter the first day the employee will work

    • Reason = Select Hire Employee > Project

    • Employee Type = Casual (Fixed Term)

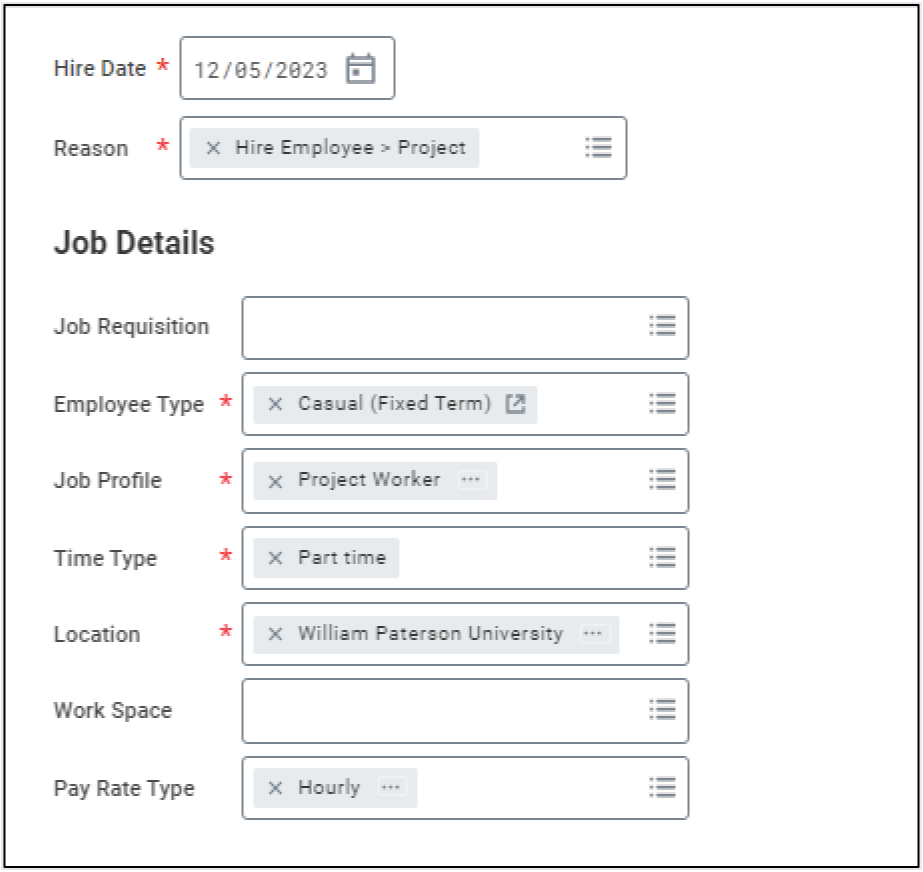
    • Job Profile = Project Worker

    • Time Type = Part time

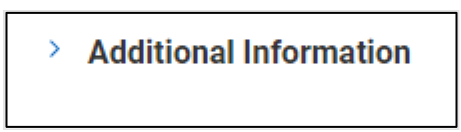
    • Location = William Paterson University

    • Workspace = Search for the office location by room number. If the employee does not have their own office space, then search for and select the building they work in.

    • Pay Rate Type = Do not change this field. It will automatically populate.

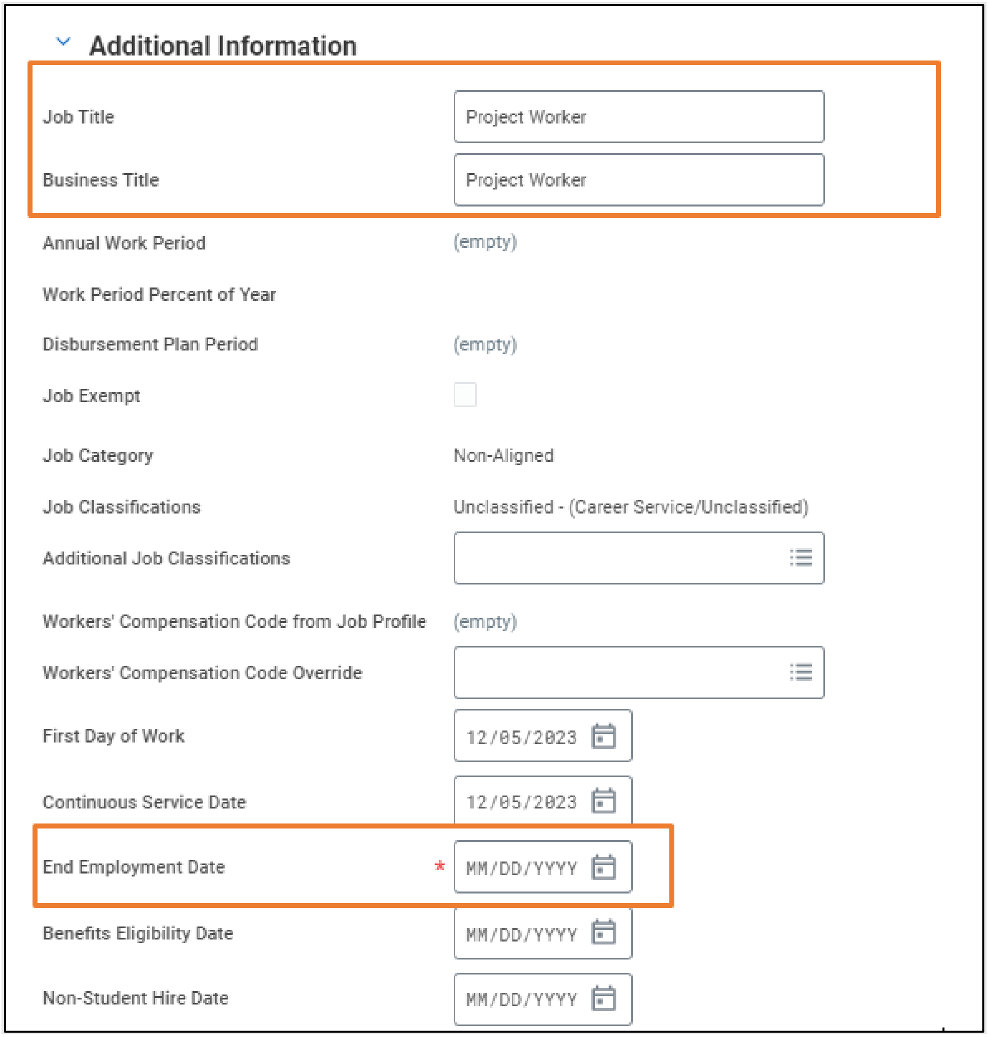


2. Open the next section by clicking on Additional Details.



3) Fill in the following information. Do not fill in any other fields.

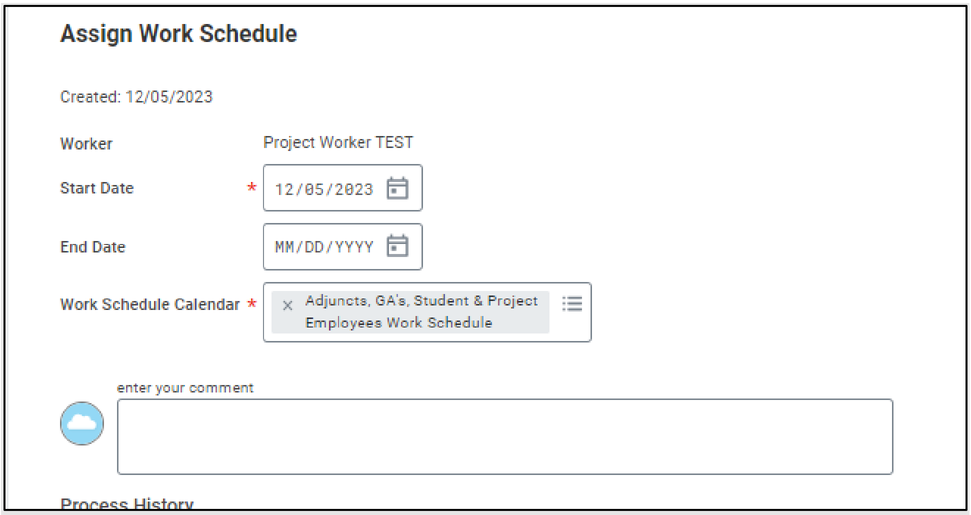
- Job Title = Enter a Job Title that is related to the project. Example: Temporary Office Assistant. ***Please do not leave the Job Title as the default.***
- Business Title = This will automatically default to match the Job Title.
- End Employment Date = Enter the actual assignment end date.



4. Click Submit at the bottom of the page.

Assign Work Schedule

1. The start date is prepopulated from the assignment details previously entered.
2. For project workers, you must select the **Work Schedule for Adjuncts, GA's, Student & Project** employees.

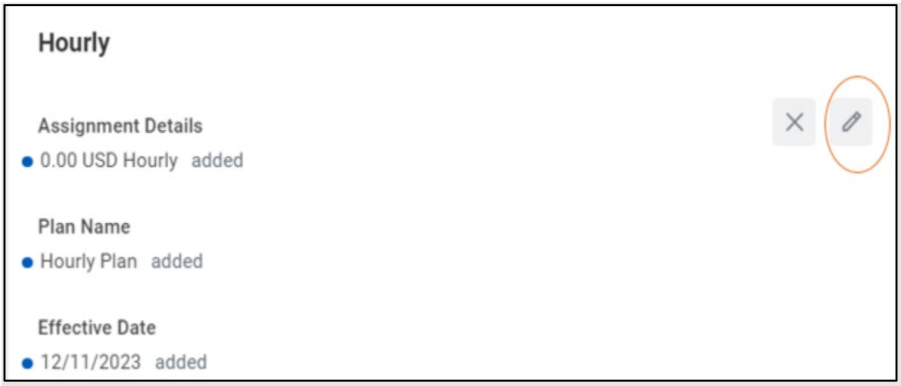


3. Click Submit at the bottom of the page.

Propose Compensation

1. Click the Open button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.

2. To add the hourly rate, click the edit pencil in the subsection labeled 'Hourly'. The hourly rate must be at least the minimum wage.



3. Click submit at the bottom of the page.

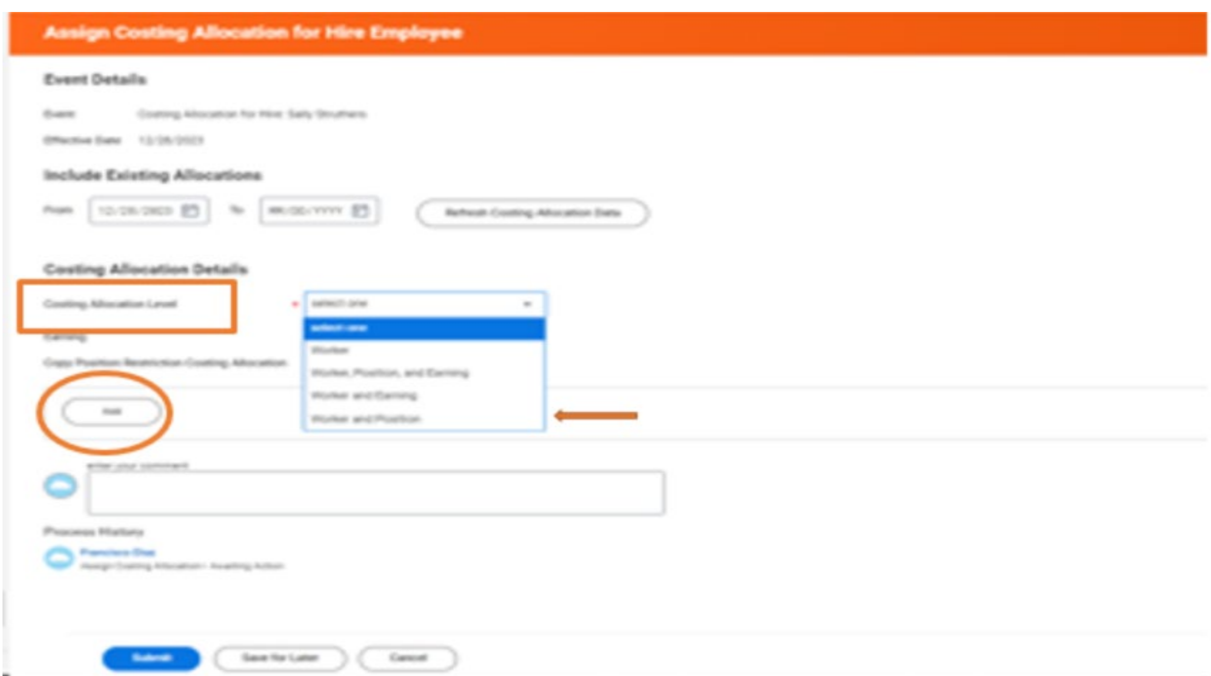
Costing Allocation (formerly known as the FOAP in Banner)

1. lick the Open button to continue the process.

   Identify the costing level and which earnings to allocate:

   Choose: **Worker and Position** to allocate all earnings for the worker's position

2. Click on 'Add' to add the cost center/ Grant details



Enter any comments and click Submit.

Additional Notes

1. The business process will now be directed to Budget/ Grants for approvals
2. Once the hire is fully approved, you will receive a notification to set up onboarding.
3. After the onboarding set up is completed by the manager, the project worker will receive email notifications to complete onboarding tasks in Workday. This includes:
    a. Personal Information
    b. Contact Information
    c. Section 1 of I9
4. The I9 Ambassador in your department will be notified once the Section 1 of I9 is completed by the employee.
5. All Payroll forms including W4s and Direct deposit will be available to the after the I9 is completed.