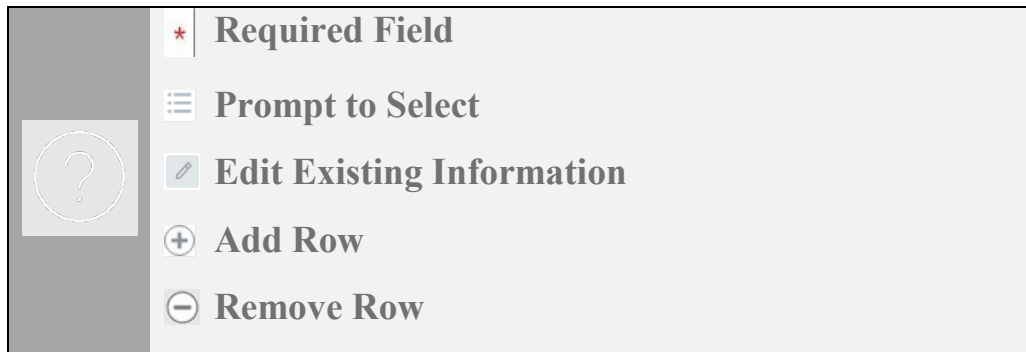


How to hire a Temporary (Project) Employee

Overview

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

Icons:



Notes:

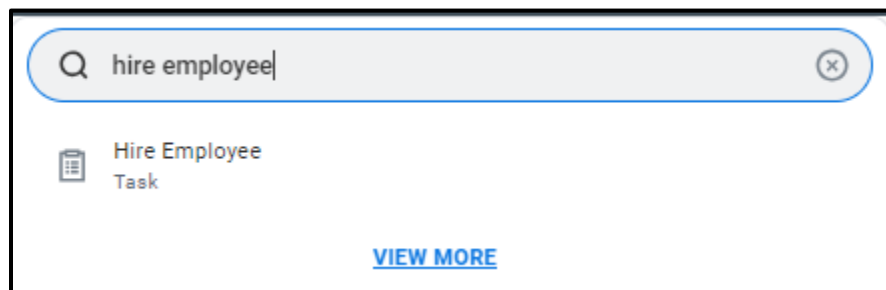
1. Prior to hiring the worker departments must ensure adequate funding with the cost center or grant owner for the payment of wages.
2. *The new hire should not begin working until they complete the I9 employment verification form.*

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.

The screenshot shows a 'Hire Employee' form. The 'Supervisory Organization' field is active, displaying a search dropdown with two results. The first result, 'DNU_WorkDay Prep Example-JM', is selected and highlighted. An orange arrow points to this selection. Below the dropdown are 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Hire Employee' form after selection. The 'Supervisory Organization' field now contains the selected item 'DNU_WorkDay Prep Example-JM'. Below it, there are two radio button options: 'Existing Pre-Hire' and 'Create a New Pre-Hire'. The 'Existing Pre-Hire' option is currently selected. Below these options are 'OK' and 'Cancel' buttons.

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

The screenshot shows a web form titled "Hire Employee" with an orange header. The form contains several input fields and a dropdown menu. The "Legal Name Information" tab is highlighted with a red circle. The "Country" dropdown is set to "United States of America". The "First Name" and "Last Name" fields are marked with a red asterisk, indicating they are required. The "Allow Duplicate Name" checkbox is unchecked. The "Supervisory Organization" is set to "DNU_WorkDay Prep Example".

Source	<input type="text"/>
Referred by	<input type="text"/>
Comment	<input type="text"/>
Supervisory Organization	DNU_WorkDay Prep Example
Allow Duplicate Name	<input type="checkbox"/>
Legal Name Information	Contact Information
Country *	<input type="text" value="United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>

- 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


The image shows a screenshot of a web form titled 'Contact Information'. At the top, there are two tabs: 'Legal Name Information' and 'Contact Information', with the latter being the active tab. Below the tabs, there are five distinct sections, each with a title and an 'Add' button:


- Phone**: An 'Add' button.
- Address**: An 'Add' button.
- Email**: An 'Add' button.
- Instant Messenger**: An 'Add' button.
- Web Address**: An 'Add' button.

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.


Hire Date * 12/05/2023 


Reason * 


Job Details


Job Requisition 


Employee Type * 

Job Profile * 

Time Type * 

Location * 

Work Space 

Pay Rate Type 

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

[> Additional Information](#)

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.

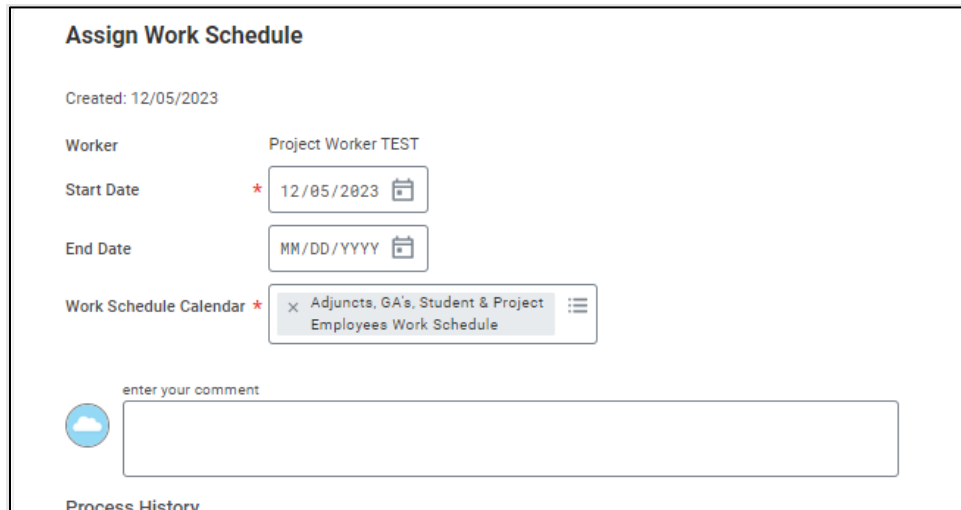
Additional Information

Job Title	Project Worker
Business Title	Project Worker
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Category	Non-Aligned
Job Classifications	Unclassified - (Career Service/Unclassified)
Additional Job Classifications	<input type="text"/>
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	<input type="text"/>
First Day of Work	12/05/2023
Continuous Service Date	12/05/2023
End Employment Date	* MM/DD/YYYY
Benefits Eligibility Date	MM/DD/YYYY
Non-Student Hire Date	MM/DD/YYYY

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.

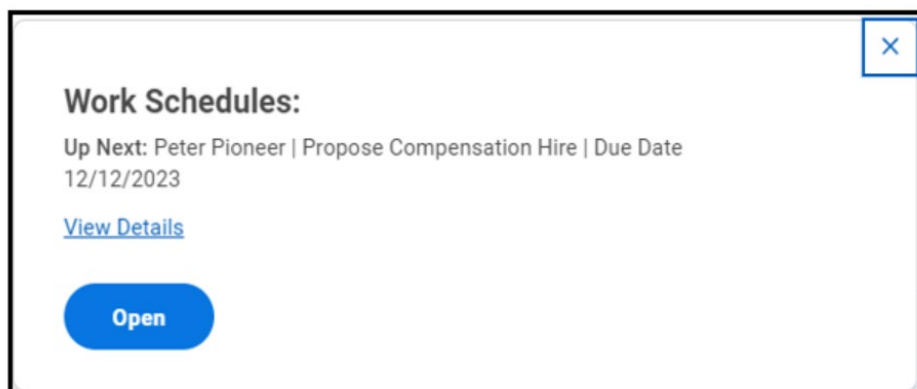


The screenshot shows a form titled "Assign Work Schedule". At the top, it says "Created: 12/05/2023". Below that, the "Worker" field is populated with "Project Worker TEST". The "Start Date" field is marked with a red asterisk and contains "12/05/2023" with a calendar icon. The "End Date" field is marked with a red asterisk and contains "MM/DD/YYYY" with a calendar icon. The "Work Schedule Calendar" field is marked with a red asterisk and shows a dropdown menu with two options: "Adjuncts, GA's, Student & Project" (selected) and "Employees Work Schedule". Below the form is a text input field with the placeholder "enter your comment" and a blue cloud icon to its left. At the bottom left of the form, there is a link for "Process History".

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.



The screenshot shows a notification card titled "Work Schedules:". Below the title, it says "Up Next: Peter Pioneer | Propose Compensation Hire | Due Date 12/12/2023". There is a blue link labeled "View Details". At the bottom of the card is a blue button labeled "Open". A close button (X) is located in the top right corner of the card.

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.

Hourly

Assignment Details

- 0.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 12/11/2023 added

3. Click submit at the bottom of the page.

Costing Allocation (formerly known as the FOAP in Banner)

1. Click 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

Assign Costing Allocation for Hire Employee

Event Details

Name: Costing Allocation for Hire - Sally Struthers

Effective Date: 12/11/2023

Include Existing Allocations

From: 12/01/2023 To: MM/DD/YYYY Refresh Costing Allocation Data

Costing Allocation Details

Costing Allocation Level

Worker and Position

Worker and Position, and Earning

Worker and Grant

Worker and Position

Submit Save for Later Cancel

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.