

HOW TO HIRE A NEW WORKER

As a Manager or Administrative Assistant, initiating the hire of a new worker through the recruitment process is a final step for the hire process. Workday streamlines the processes of recruitment and hiring to kick off the tasks of onboarding, payroll, and other Human Resource paperwork. Connect to Workday from the Google Apps icon within Email or Calendar.

HIRE A NEW WORKER -- RECRUITED

Once an offer letter is submitted and accepted, the facilitator will receive an inbox notification so action can be taken. **Note:** all faculty hires require an official transcript attached.



1. Navigate to **Inbox**.
2. Click on inbox notification and select **Ready for Hire**.
3. Check default job details for accuracy.
4. Utilize Additional Information. Annual Work Period is 10 month – SLU Annual Work Period. Disbursement Plan Period is 10 month or 12 month.
5. Job Classification guarantees the position is in the right class. Click **Submit**.
6. From the pop-up, select **View Details** to open Propose Compensation Hire and verify information. Click **Submit**.
7. From the pop-up, select **Complete Questionnaire** to open the questionnaire. If the employee is being charged to the default cost center, write NA in the box.
8. Follow the prompts to correctly complete the questionnaire.
9. Select **Submit**.

HIRE A NEW WORKER – NOT RECRUITED

1. In the search bar type **Hire Employee**.
2. Check defaults for supervisory organization and select pre-hire from related actions (type name of new worker/employee to locate). If you cannot locate the name of the worker you wish to hire in the pre-hire field, contact Human Resources.
3. Click **OK**.
4. Enter Hire Date and Reason: Hire>New Hire. Verify job information and details.
5. Utilize Additional Information. Annual Work Period is 10 month – SLU Annual Work Period. Disbursement Plan Period is 10 month or 12 month. **Note:** If the position being hired is “Instructor,” an end date is required. Click **Submit**.
6. From the pop-up, select **View Details** to open Propose Compensation Hire and verify information.
7. Click **Submit**.
8. From the pop-up, select **Complete Questionnaire** to open the questionnaire. If the employee is being charged to the default cost center, write NA in the box.
9. Follow the prompts to correctly complete the questionnaire.
10. Select **Submit**.

A notification is sent when hire process is complete.



Note: For specific questions regarding hiring employees/workers contact your Talent Acquisition Partner or the originator of the process in Workday.