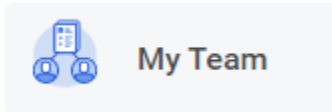


How to hire an adjunct

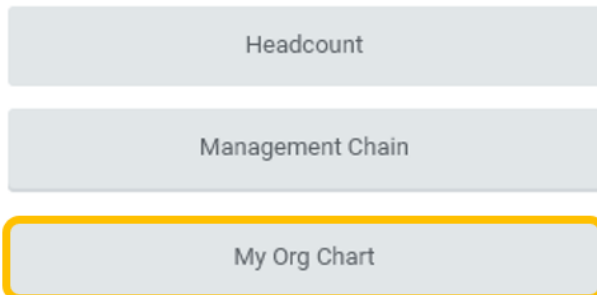
Note – In order to hire an Adjunct employee, you must have an open position to hire the employee into. If you do not have an open position, you will need to create a position (see create position for adjunct employee documentation).

1. From your Applications, select **My Team**.

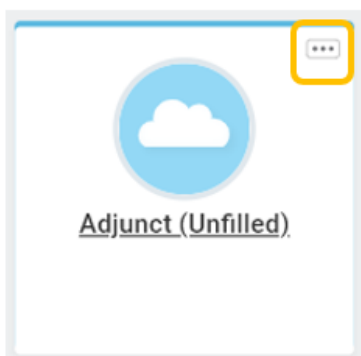


2. Click on **My Org Chart**.

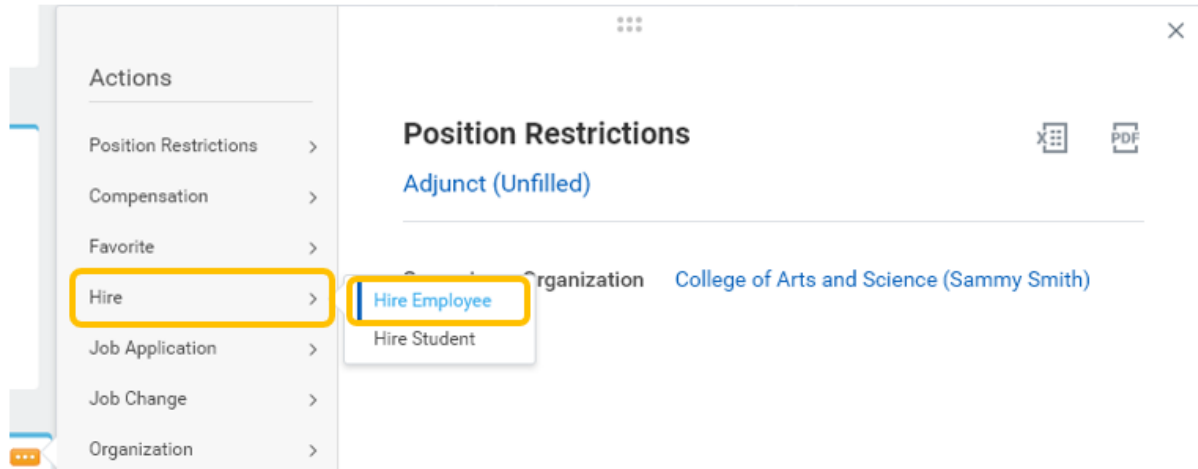
View



3. In your Org Chart, locate the unfilled position you want to fill and click the related actions icon in the top right.



4. Hover over **Hire**, then click on **Hire Employee**.



5. **Position** will automatically populate. Click **Create a New Pre-Hire** if you are hiring someone brand new to Lynn. If you are rehiring someone who has recently worked for Lynn, click **Existing Pre-Hire** and search for their name in the search box to the right. Click **OK** at the bottom left of the screen.

Hire Employee

Employee may not start work until you receive approval notice from Employee Services. Generally, anticipated hire date should be at least two weeks from today's date.

Supervisory Organization * College of Arts and Science (Sammy Smith)

Position X Adjunct ...

* ☐ Existing Pre-Hire

☐ Create a New Pre-Hire

OK
Cancel

6. Optional step – Fill in **Source** based on how the new hire found the job opening.

Source	<input type="text"/>
Referred by	<input type="text"/>
Comment	<input type="text"/>
Supervisory Organization	College of Arts and Science (Sammy Smith)
Position	Adjunct (Unfilled)
Allow Duplicate Name	<input type="checkbox"/>

7. Enter new hire's legal **first name** and **last name**.

Legal Name Information	Contact Information
<hr/>	
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"/>

8. Click **Contact Information**.

IMPORTANT – You must enter a personal email address for new hire. New hire will be emailed information to access Workday to complete onboarding. To enter and email, click **Add**.

Legal Name Information **Contact Information**

Phone

Add

Address

Add

Email

Add

Enter **Email Address** and select Home for **Type**.

Email

Email Address *

Type * × Home

9. *Optional step* – If you have new hire's phone number and address, click **Add** to enter information.

Note – If you do not have information, new hire will be asked to enter during onboarding.

10. Once Contact Information has been entered, click **OK**.

OK Cancel

11. Enter **Hire Date** and **Reason**. **IMPORTANT** – It generally takes two weeks from Employee Services being notified of a new hire in Workday before they will be cleared to work. Hire date should therefore be at minimum future dated for two weeks' from today.

Employee may not start work until you receive approval notice from Employee Services. Generally, anticipated hire date should be at least two weeks from today's date.

Hire Date * MM/DD/YYYY

Reason * Search

Hire Employee

Hire Employee

Hire Employee > New Hire

Hire Employee > Rehire

12. The fields under Job Details will already be populated with the information entered when the position was created. Click **Additional Information** to expand additional fields.

Hire Date * 08 / 10 / 2020

Reason * Search

X Hire Employee > New Hire

Job Details

Position * X Adjunct ...

Employee Type * X Regular

Job Profile * X Adjunct ...

Time Type * X Part time

Location * X Trinity Residence Hall ...

Pay Rate Type X Salary

> Additional Information

13. Under **Additional Information**, hours default to 40.

▼ Additional Information





Job Title	<input type="text" value="Adjunct"/>
Business Title	<input type="text" value="Adjunct"/>
Location Weekly Hours	40
Default Weekly Hours	<input type="text" value="40"/>
Scheduled Weekly Hours	<input type="text" value="40"/>
FTE	100%

14. Change **Default Weekly Hours** to 35 and **Scheduled Weekly Hours** to 18.

▼ Additional Information

Job Title	<input type="text" value="Adjunct"/>
Business Title	<input type="text" value="Adjunct"/>
Location Weekly Hours	40
Default Weekly Hours	<input type="text" value="35"/>
Scheduled Weekly Hours	<input type="text" value="18"/>
FTE	51.43%

15. **First Day of Work** and **Continuous Service Date** should be the same as **Hire Date**.

First Day of Work	08 / 10 / 2020 
Continuous Service Date	08 / 10 / 2020 
End Employment Date	
Benefits Service Date	MM / DD / YYYY 
Company Service Date	MM / DD / YYYY 

16. There is no requirement to enter a comment or attach a document. Click **Submit** at the bottom left of the screen.

enter your comment

Attachments

Drop files here
or
Select files

Submit

Save for Later

Cancel

17. **Change Organization Assignments** is 'up next'. Click **Open**.

You have submitted

Up Next: Sammy Smith, Change Organization Assignments

[View Details](#)

Open

18. Confirm the cost center has correctly defaulted to your budget.

Start

Details

Effective Date *
08 / 10 / 2020

Position
Adjunct (Unfilled)

Supervisory Organization
College of Arts and Science (Sammy Smith)

Organizations

Company

Company *
Lynn University

Cost Center

Cost Center *
CC502 College of Arts and Sciences

19. There is no requirement to enter a comment or attach a document. Click **Submit** at the bottom left of the screen.

enter your comment

Attachments

Drop files here

or

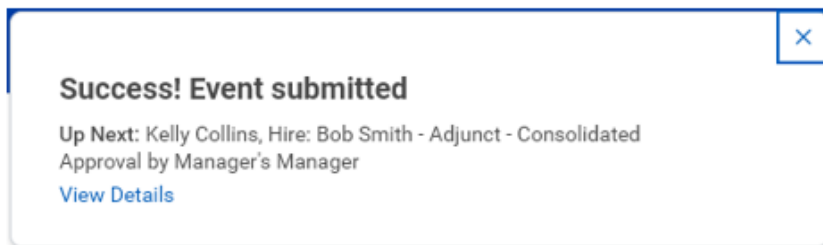
Select files

Submit

Save for Later

Cancel

20. Your manager will be 'up next' to approve new hire details you have entered. You can click **View Details** to view the information you have submitted.



21. After your manager approves new hire, process (workflow) will go to Employee Services for approval and to complete the following steps:

- a. Background check
- b. New hire onboarding
- c. Employer section of Form I-9

22. At any time in the hire process, you can go to your Supervisory Organization and click the staffing tab followed by the hire business process to see what steps have been completed.

College of Arts and Science (Sammy Smith)

Type
Supervisory
Superior Organization
Academic Affairs department (Kelly Collins)

Members
Details
Staffing
Unavailable to Fill
Roles
Security Groups
Compensation Activity
Organization Assignments

Staffing Model
Position Management

In Progress Staffing Actions 1 of 3 items

Business Process	Applies To	Outbound Organization	Inbound Organization
Hire: Bob Smith - Adjunct	Bob Smith		College of Arts and Science (Sammy Smith)

View Event Hire: Bob Smith - Adjunct

For Adjunct

Overall Process Hire: Bob Smith - Adjunct

Overall Status In Progress

Details
Process

Process History 12 items

Process	Step	Status
Hire	Hire	Step Completed
Hire	Propose Compensation Hire	Not Required
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted
Hire	Consolidated Approval by Manager's Manager	Approved
Hire	Review Employee Hire	Approved
Hire	Consolidated Approval by Finance Executive	Not Required
Hire	To Do: Offer Letter	Not Required
Background Check	Background Check	Awaiting Action

23. **IMPORTANT:** New hire will be visible in Workday before the hire process is fully complete. This does not indicate individual is cleared to begin work. New hire can only start work after you have received approval from Employee Services. Generally, this is two weeks after Employee Services is notified of the hire in Workday.