Hiring Employees

On this job aid:

• How to hire an employee

How to hire an employee

Note – In order to hire an 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 (contact Employee Services to create new positions).

From your Applications list, select My Team.



Click on My Org Chart.

| Actions | View |
|---------------------------------|------------------|
| Transfer, Promote or Change Job | Headcount |
| Terminate | Management Chain |
| | My Org Chart |
| | |

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



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

| | | 0 0 0 0 0 0 | | ; |
|-----------------------|------|---|-------|-----|
| Actions | | Position Restrictions | == | PDF |
| Position Restrictions | > | Administrative Assistant (Unfilled) | | |
| Compensation | > | | | |
| Favorite | > | Supervisory Organization Academic Affairs (Jim Ro | obin) | |
| Hire | -> < | Hire Employee | | |
| Job Application | > | Hire Student | | |
| Job Change | > | | | |
| Organization | > | | | |

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 * Academic Affairs (Jim Robin) Position 🗐 Administrative Assistant … 📰 |
| Existing Pre-Hire I Create a New Pre-Hire |
| |
| OK Cancel |

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

| Hire Employee | | | | | |
|--|--------------------|-------------------|----|------|--|
| Source | | | := | | |
| Referred by | | | := | | |
| Comment | | | | | |
| | | | | | |
| Supervisory Organization | Academic Affairs (| | | | |
| Position | Administrative Ass | istant (Unfilled) | | | |
| Allow Duplicate Name | | | | | |
| | | | | | |
| | | | | | |
| Search | :≡ | | | | |
| ßearch Internal | i≡ > | | | | |
| | | | | | |
| Internal | > | | | | |
| Internal Employee Referral | > | | | | |
| Internal Employee Referral Social Referral | > > | | | | |
| Internal Employee Referral Social Referral Campus Campaign | > > > > | | | | |
| Internal Employee Referral Social Referral Campus Campaign Consulting Services | > > > > | | | | |

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

| Legal Name Information | Contact Information | 1 |
|--------------------------|---------------------|----|
| Country * X United State | es of America | := |
| Prefix | | := |
| First Name 🔸 | | |
| Middle Name | | |
| Last Name 🔸 | | |
| Suffix | | := |

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 email, click **Add**.

| Legal Name Information | Contact Information |
|------------------------|---------------------|
| Phone | |
| Address Add | |
| Email Add | |

Enter Email Address and select Home for Type.

| Email | | | |
|---------------|---|--------|----|
| Email Address | * | | |
| Туре | * | × Home | := |

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



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

| Phone | | |
|----------------------|---------------------------------|----------|
| Country Phone Code 🛠 | × United States of America (+1) | := |
| Phone Number * | | |
| Phone Extension | | |
| Phone Device * | select one 🔻 | |
| Туре * | | := |
| Address | | |
| Effective Date * | / 10/2020 💼 | |
| Country * × | United States of America | := |
| Address Line 1 * | | |
| Address Line 2 | | |
| City * | | |
| State * | | \equiv |
| Postal Code 🛛 \star | | |
| County | | |
| Usage | | |
| Туре 🛠 | | = |

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



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.

| Search 📃 |
|--------------------------|
| 🔶 Hire Employee |
| Hire Employee > New Hire |
| Hire Employee > Rehire |

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.

| | | | O | |
|-------------|---------------|----|---|--|
| Hire Date * | MM/DD/YYYY | | | |
| Reason * | Search | := | | |
| | Hire Employee | > | | |
| | | | | |

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 ★ | 08/09/2021 | |
|-------------|----------------------------|----|
| Reason * | × Hire Employee > New Hire | := |
| Job Det | tails | |

Position × Administrative Assistant … \equiv Employee Type × Regular \equiv × Administrative Assistant -Job Profile \equiv Hourly := Time Type \times Full time \equiv Location × Lynn Library … \equiv Pay Rate Type × Hourly

> Additional Information

Under **Additional Information**, Job Title and Business Title default to the name of the Job Profile (from above) and hours default to 40.

| ~ | Additional | Information | |
|---|------------|-------------|--|
|---|------------|-------------|--|

| Job Title | Administrative Assistant - Hourly |
|------------------------|-----------------------------------|
| Business Title | Administrative Assistant - Hourly |
| Location Weekly Hours | 40 |
| Default Weekly Hours | 40 |
| Scheduled Weekly Hours | 40 |
| FTE | 100% |

Change **Job Title** and **Business Title** to the Position (from above), and change **Default Weekly Hours** to 35 for departments that work 35 hours per week, or 40 for departments that work 40 hours per week. Change **Scheduled Weekly Hours** to number of hours the new hire will be scheduled to work per week (e.g., 35 or 40 for full-time employees). For full-time employees, FTE should always be 100%.

Additional Information

| Job Title | Administrative Assistant |
|------------------------|--------------------------|
| Business Title | Administrative Assistant |
| Location Weekly Hours | 40 |
| Default Weekly Hours | 35 |
| Scheduled Weekly Hours | 35 |
| FTE | 100% |

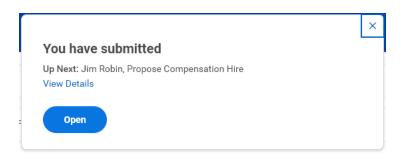
First Day of Work and Continuous Service Date should be the same as Hire Date.

| First Day of Work | 08/09/2021 🛱 |
|-------------------------|--------------|
| Continuous Service Date | 08/09/2021 🛱 |
| End Employment Date | |
| Benefits Service Date | MM/DD/YYYY 🛱 |
| Company Service Date | MM/DD/YYYY |

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

| enter you | comment | | | | |
|-----------|----------|-------|-----------------------------|---|--|
| | | | iles here or ct files | | |
| Submit | Save for | Later | Cancel |) | |

Propose Compensation Hire is 'up next'. Click Open.



Some compensation information will default based on the position setup. NOTE – Total Base Pay will populate once you enter compensation.

| Compensation |
|---|
| Effective Date & Reason |
| Effective Date |
| 08/09/2021 |
| Reason |
| Hire Employee > Hire Employee > New Hire |
| Total Base Pay |
| Total Base Pay • 0.00 USD Hourly added |
| Primary Compensation Basis |
| Basis (empty) |
| Basis Details0.00 USD Hourly added |
| Guidelines |
| Total Base Pay Range ● 0.00 - 100.00 USD Hourly added |
| Compensation Package • Lynn Compensation Package added |
| Grade • Hourly Grade added |
| Grade Profile (empty) |
| Step (empty) |
| Progression Start Date (empty) |

Click Add to enter appropriate Salary or Hourly pay information.

| Salary Add | |
|------------------|--|
| Hourly Add | |
| Allowance Add | |

For Salary employees, under Compensation Plan select Salary Plan for 12 month schedule employees or Acade mic Salary Plan for less than 12 month schedule employees.

| Salary | | |
|--------------------------|---|--|
| Compensation Plan | | |
| βearch | ≔ | |
| Total Base Pay Range | | |
| 0.00 - 100.00 USD Hourly | | |
| Accimment Dataila | | |
| Assignment Details | | |
| (empty) | | |

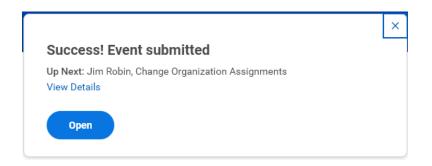
Enter annual salary in **Amount**.

| Salary | | |
|--|----|------|
| Compensation Plan | | \$ ~ |
| Salary Plan | | |
| Total Base Pay Range 0.00 - 100.00 USD Hourly | | |
| Amount * | | |
| 40,000.00 | | |
| Currency * | | |
| × USD ···· Frequency * | := | |
| | := | |
| Frequency * | | |
| Frequency * | | |

For **Hourly** employees, under **Compensation Plan** select **Hourly Comp Plan**. Enter hourly pay rate in **Amount**.

| Hourly | | |
|--------------------------|----|--------------|
| Compensation Plan | | \checkmark |
| × Hourly Comp Plan | := | |
| Total Base Pay Range | | |
| 0.00 - 100.00 USD Hourly | | |
| Amount * | | |
| 21.98 |] | |
| Currency * | | |
| × USD … | := | |
| Frequency * | | |
| × Hourly | := | |
| | | |
| > Additional Details | | |
| | | |
| Assignment Details | | |
| 21.98 USD Hourly | | |

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



Confirm the cost center has correctly defaulted to your budget.

| Start | |
|--|---|
| Details | |
| Effective Date * 08/09/2021 | |
| Position Administrative Assistant (Unfilled) | |
| Supervisory Organization Academic Affairs (Jim Robin) | |
| Organizations | |
| Company | |
| Company * Lynn University | |
| Cost Center | |
| Cost Center * CC500 Academic Affairs | Ø |

Click Submit at the bottom left of the screen.

| Submit | Save for Later | Close |
|--------|----------------|-------|
| | | |

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.

| | > |
|---|---|
| Success! Event submitted | |
| Up Next: Kelly Collins, Hire: Robert Smith - Administrative Assistant - Consolidated Approval by Manager's Manager | |
| | |

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

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

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.

| Academic Affairs (Jim Robin) 🚥 | | | | | | | | | |
|---|-------------|-----------|------------------|---------------|--------------------------------|-------------------|----------------------|------------------------------|--|
| Туре | Supervisory | / Superio | or Organization | Academic Affa | irs department (Kelly Collins) | | | | |
| Organization ID | SUP4.16 | | | | | | | | |
| | | | | | | | | | |
| Members | Details | Staffing | Unavailable to F | ill Roles | Security Groups Comp | ensation Activity | Organization Assig | nments | |
| | | | | | | | | | |
| In Progress Staffing Actions 1 item | | | | | | | | | |
| Business Process | | | Applies To | | Outbound Organization | | Inbound Organization | | |
| Hire: Robert Smith - Administrative Assistant | | | | Robert Smith | | | | Academic Affairs (Jim Robin) | |
| 4 | | | | | | | | | |

| View Event Hire: Robert Smith - Administrative Assistant | | | | | | | | |
|---|--|-----------------|--|--|--|--|--|--|
| En Administrative Annistrat | | | | | | | | |
| For Administrative Assistant | | | | | | | | |
| Overall Process Hire: Robert Smith - Administrative Assistant | | | | | | | | |
| Overall Status In Progress | | | | | | | | |
| Details Process | | | | | | | | |
| Process History 9 items | | | | | | | | |
| Process | Step | Status | | | | | | |
| Hire | Hire | Step Completed | | | | | | |
| Propose Compensation Hire | Propose Compensation Hire | Submitted | | | | | | |
| 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 | Awaiting Action | | | | | | |

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.