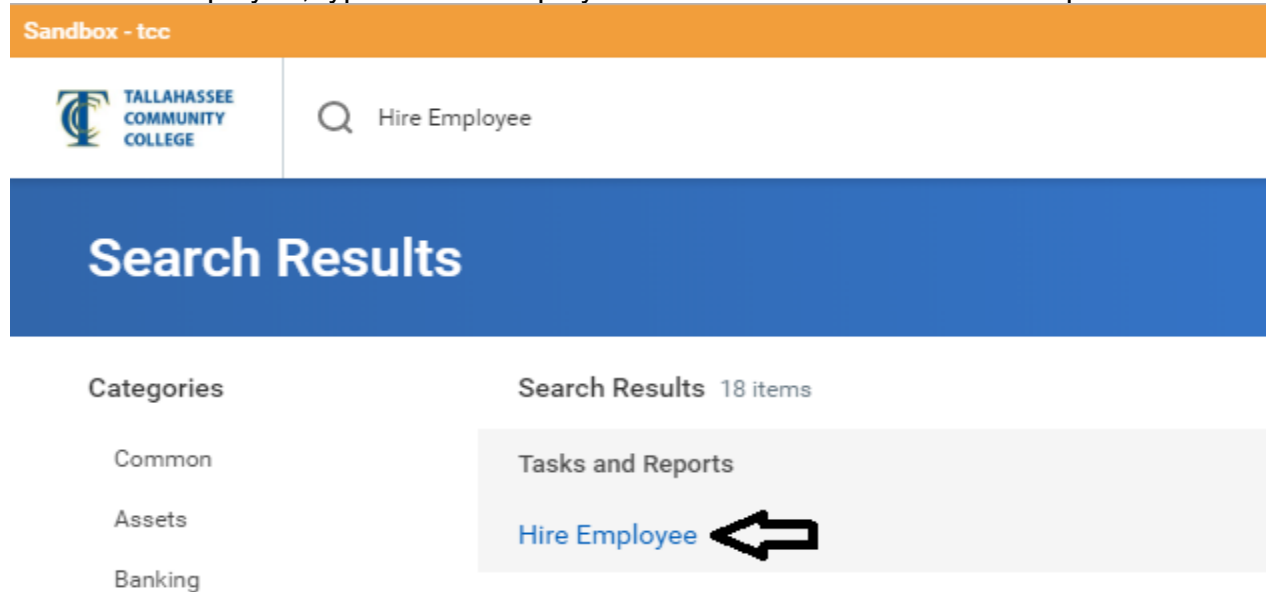


# Hiring Temporary Employees in Workday

**Please note:** Prior to entering a hire or rehire into Workday a candidate must have completed a TCC employment application and cleared a criminal background check.

This is the process for hiring or rehiring former workers who **do not** have a student record in Workday. Please use the Hiring Former Student Workers guide for hiring new employees.

To hire an employee, type in Hire Employee in the search box located in top left hand corner of Workday.



The screenshot shows the Workday interface. At the top, there is an orange bar with the text "Sandbox - tcc". Below this is the Tallahassee Community College logo and a search bar containing the text "Hire Employee". A large blue banner below the search bar reads "Search Results". Underneath, there are two columns: "Categories" on the left and "Search Results 18 items" on the right. The "Categories" column lists "Common", "Assets", and "Banking". The "Search Results" column shows a sub-category "Tasks and Reports" with a list item "Hire Employee" highlighted in blue, with a black arrow pointing to it from the right.

Then select your "Other Personnel" Supervisory Organization. Next, you will then select Create New Pre-Hire for new employees or Existing Pre-Hire for any former employees who were terminated in Integrow after January 1, 2013.



Hire Employee

# Hire Employee

A Criminal Background Check must be completed prior to entering a new hire into Workday. If you have not requested a criminal background check for into Workday or begin employment until Human Resources has notified the Manager that the criminal background check has been cleared for hire.

Supervisory Organization \*

**Use "Other Personnel" supervisory organization**

Existing Pre-Hire

**Use for rehires or former employees who separated from the college after 01/01/2013**

Create a New Pre-Hire

**Use for new hires or former employees who separated before 12/31/2012**

To complete Create New Pre-Hire you will need information from candidate's application. Workday will require the candidate's Legal Name and Contact Information (an address is required) to complete the Pre-Hire Information.

## Hire Employee

Source

Referred by

Comment

Supervisory Organization Other Personnel -

Allow Duplicate Name

Legal Name Information

Contact Information

Country \*

X United States of America

Prefix

First Name \*

Middle Name

Last Name \*

Suffix



From there you will enter the hire information. Complete all required fields such as the Hire Date, Reason, Employee Type (use **Temporary-Fixed Term Contract (Fixed Term)** for OPS, Adjuncts, and PSAVs) (use **Temporary (Under 6 Months) (Fixed Term)** for PSCs), Job Profile, Time Type, Location, and Pay Rate Type.



# Hire Employee

Jane Doe-Test Actions



Other Personnel -



A Criminal Background Check must be completed prior to entering a new hire into Workday. If you have not requested a criminal background check, you must request one into Workday or begin employment until Human Resources has notified the Manager that the criminal background check has been completed.



Hire Date \*   



Reason   


### Job Details



Employee Type \*   

Job Profile \*   


Time Type \*   

Location \*   

Work Space  

Pay Rate Type   

Next, click on the icon next to “Additional Information. Please input the Schedule Weekly Hours (must be under 25 for OPS employees) and End Employment Date. Click Submit.

 **Additional Information**

Job Title

Business Title

Location Weekly Hours 0

Default Weekly Hours

Scheduled Weekly Hours



FTE 0%

Annual Work Period (empty)

Work Period Percent of Year

Disbursement Plan Period (empty)

Job Classifications (empty)

Job Classification

Company Insider Types

Workers' Compensation Code from Job Profile (empty)

Workers' Compensation Code Override

Work Shift (empty)

First Day of Work

Continuous Service Date

End Employment Date





Benefits Service Date

Company Service Date

Then check your Workday Inbox to Propose Compensation for OPS and PSAV Adjuncts. Please enter the hourly rate and submit. The task will route to the HR for approval.

**Please note: You will not receive Propose Compensation Hire for PSC's or Adjuncts.**

### Hourly

**Compensation Plan**  
Hourly Plan  

**Total Base Pay**  
8.25 - 24.87 USD Hourly

**Amount \***

**Currency**  
USD

**Frequency**  
Hourly


[> Additional Details](#)

**Assignment Details**  
8.10 USD Hourly

Once HR approves, you will receive a Workday Inbox task to Assign Costing Allocations. In the drop down you will select Worker and Position for the Costing Allocation Level and then click the Add Button.

## Assign Costing Allocation for Hire Employee



17 second(s) ago - Due 11/19/2019



|  |   |
|--|---|
| Event  | Costing Allocation for Hire:  |
| Effective Date                               | 10/28/2019  |
| Costing Allocation Level                     | * Worker and Position  |
| Earning                                      | (empty)   |
| Copy Position Restriction Costing Allocation | <input type="checkbox"/>  |



Enter the Start Date and End Date, next click plus sign in the Costing Allocation Attachments box. If the position is paid from fund 1, enter your Cost Center in Worktags box. If this is grant funded enter the Grant/Project number in the Worktags box. Please include the hourly rate and schedule weekly hours in the comments for Compensation Finance Partner to review. Then Submit. After you have submitted the Cost Allocation you should not receive any inbox transaction for the hire unless someone in the workflow sends back the action to you for corrections.





Copy Costing Allocation


Start Date \*   

End Date   

> **Costing Allocation Attachments**

1 item

|    | Order   | Default (As of Start Date) | Required with no Default (Must have Costing Override) | *Worktags            |
|---|---|----------------------------|---|----------------------|
|   |  |                            | Business Unit<br>Cost Center<br>Function<br>Fund      | <input type="text"/> |
|   |   |                            |   |                      |





enter your comment



Please include the hourly rate and scheduled weekly hours.



After the budget is approved in the hiring process onboarding activates. You will receive an email from the Helpdesk with the new employees TCC account information. The email is titled "FIM - New Account Created." Please pass this information along to the new employee so they can begin onboarding. The email contains instructions for changing the password.

Requirements for your TCC password are as follows:

- Must be at least 8 characters in length
- Passwords must contain characters from three of the following four categories:
  1. Uppercase characters (A through Z)
  2. Lowercase characters (a through z)
  3. Number (0 through 9)
  4. Nonalphanumeric characters: ~!#\$%^&\* \_-+=` \(){}[]:;'"<>,.?/@
- Cannot contain your user id
- Cannot contain any part of your name

If the password from the New Account Created email does not work when logging into Workday, the employee will need to contact the IT Helpdesk at 850-201-8545 (option 1) to reset your password.

Once the employee has changed the password they will need to complete onboarding in Workday. Workday's onboarding for OPS, Adjuncts, and PSC consists of the eight items listed below. The onboarding items will be found in the employees' inbox. Recruitment covers this information in their onboarding appointment with all new employees, which takes about an hour for OPS. The Recruitment Team sees new employees by appointment only. There is a task in RedCarpet, which prompts new part-time employees to make the onboarding appointment with HR.

- Change Emergency Contacts
- Enter Personal Information
- Complete Federal Withholding Elections (W-4)
- Enter Contact Information
- To Do: Add Payment Elections (Direct Deposit)
- Edit Government ID's (social security number in National ID Section)
- To Do: Submit Government ID's to Human Resources
- Complete Form I-9

**Please note that all Workday Onboarding items and the onboarding appointment must be completed within 3 business days of the new employees start date for the College to stay compliance with federal laws for the I-9.**