



# How to Process a Hire

Student Workers, Temporary Employees and Adjuncts

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## GENERAL HIRE INFORMATION

“**New Hire**” = A person who has never been employed by MSU in any capacity.

“**Rehire**” = A person who has worked for MSU in the past but has since been terminated in Workday. In Workday, they will have “(Terminated)” next to their name.

### Budget

Before processing a hire in Workday you must acquire budget approval within your department.

### Workday Security Roles

The Workday security role(s) of Administrative Assistant and/or Manager are required in order to hire an employee.

### I-9 Employment Verification

New hires must complete Section 1 of the I-9 employment verification on the day of, or prior to their hire date. New hires must complete Section 2 of the I-9 within three (3) business days of their hire date. If Section 2 is not complete within those three days, the new hire must stop working. Please instruct your new hire to complete their I-9 prior to their start date, as they cannot be entered in Workday until their I-9 is complete.

An I-9 must be completed by re-hires that previously worked for the University, and who completed their most recent I-9 three (3) or more years prior to their re-hire date.

If a re-hire completed their original I-9 less than three (3) years prior to their re-hire date, they do not have to complete a new I-9 form.

Departments will know the new hire completed an I-9 upon receiving a receipt from HR. This receipt indicates the new hire has completed their I-9.

*I-9 employment verifications are processed in Human Resources. Please refer employees to the HR website for I-9 information prior to them going to HR. **The completion of the I-9 does not automatically send any information to Workday.***

## REQUIRED INFORMATION FOR ALL HIRES

1. Legal first and last name
2. Home address
3. Personal email address
4. Home phone number
5. Date of Birth
6. Social Security Number
7. Fund / Cost Center / PS Account
8. Project Code (if grant funded)
9. Start and End date of assignment
10. Hourly rate (except for Adjuncts)
11. I-9 employment verification receipt

## STUDENT WORKER SPECIFIC INFORMATION

1. Confirm the student you are hiring is a student enrolled in classes at MSU. If your hire is not enrolled in classes at MSU, but is enrolled in classes at another college/university, they would be considered a Temporary Professional employee, not a Student employee.

2. Student Workers cannot work more than 20 hours per week during the fall and spring semesters.
3. If the Student Worker will be funded by Federal Work Study (FWS), please obtain proof of the student's awarded FWS funds.

## TEMPORARY EMPLOYEE SPECIFIC INFORMATION

1. Ensure that the employee is not an enrolled MSU student. Students cannot be hired as Temporary Employees unless they are Americorps employees.
2. A job description and the total expected cost of a Temporary Employee assignment is required. You can add this information in the comments section or attach a document.

## ADJUNCT SPECIFIC INFORMATION

1. All new Adjuncts are required to have an employment letter from the Dean and present this letter when they go to HR to complete their I-9.

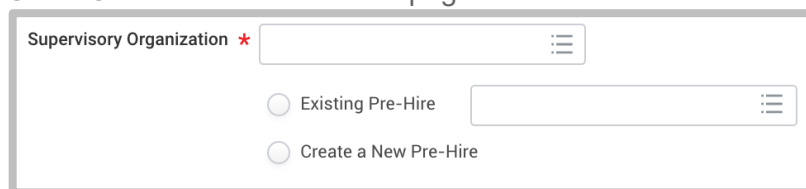
## DETERMINE IF YOUR HIRE IS A NEW HIRE OR REHIRE

1. In the search bar type the employee's name and hit enter.
2. In the search options on the left of the page select "People".
3. Look for your employee's name in the results.
  - If you do not find the employee in the search results, they are likely a **new hire**.
  - If you find the employee's name in the search results but "(Terminated)" is next to their name, they are a **rehire**.
  - If you find the employee's name in the search results but "(Terminated)" is not next to their name, you will need to process an Add Job instead of a hire.

**NOTE: On the initial step of the hire, please search for your hire's name in the "Existing Pre-hire" drop down menu. This is to ensure the person does not already have an existing Workday profile.**

## INITIATE THE HIRE PROCESS

1. Type "Hire Employee" in the search bar and select the task that appears.
2. Find the supervisory organization in the drop-down menu. **Make sure the name of the supervisory organization includes "(Temporary)".**
3. If you determine the employee is a **rehire**, search for them in the "Existing Pre-Hire" drop down menu.
4. If you determine the employee is a **new hire**, please complete a secondary search in the "Existing Pre-hire" section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of "Create a New Pre-Hire". **If they do appear, then they are a rehire.**
5. Click "OK" at the bottom of the page.

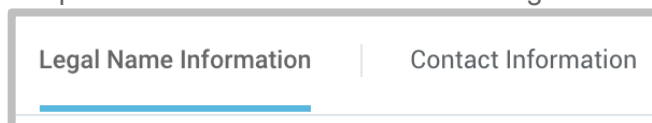


The screenshot shows a form titled "Hire Employee". It has a "Supervisory Organization" dropdown menu with a red asterisk. Below it are two radio button options: "Existing Pre-Hire" and "Create a New Pre-Hire". Each radio button has a corresponding dropdown menu to its right.

## NAME AND CONTACT INFORMATION

**This section will only appear for new hires.**

You will be presented with two tabs labelled "Legal Name Information" and "Contact Information".



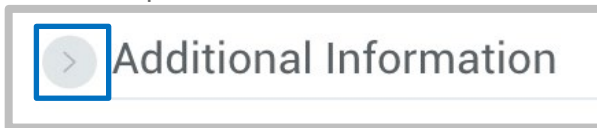
The screenshot shows two tabs: "Legal Name Information" and "Contact Information". The "Legal Name Information" tab is selected and highlighted with a blue underline.

1. Under the "Legal Name Information" tab enter the employee's legal name. **DO NOT CLICK OK.**
2. Click on the "Contact Information" tab.

3. Click the “Add” buttons under Address, Email and Phone to add this required information. **Make sure you mark this contact information as Home and not Work.**
4. Click “OK” at the bottom of the page.

## ASSIGNMENT INFORMATION

1. Enter the hire date (*Federal Work Study Student Worker hires cannot start before the first day of classes*).
2. Select a reason for the hire. Choose “New Hire” if the employee is new and select “Rehire” if the employee is a rehire.
3. Enter the assignment information based on the type of employee being hired. Remember that you need to expand the Additional Information section.



- **Adjuncts**
  - Employee Type = Fixed Term – Adjunct
  - Job Profile = Adjunct
  - Time Type = Part time
  - Select a Location and Work Space.
  - Scheduled Weekly Hours = 0
  - Default Weekly Hours = 0
  - FTE% = 0
  - The End Employment Date can be up to two years from the hire date.
- **Student Workers**
  - Employee Type = Fixed Term – Student
  - Job Profile = Student Worker – UG  
OR  
Job Profile = Graduate Student Worker
  - Time Type = Part time
  - Select a Location and Work Space.
  - Job Title = Type in a unique Job Title for the assignment. You cannot leave the title as the default.
  - Business Title should be the same as the Job Title.
  - Scheduled Weekly Hours = 0
  - Default Weekly Hours = 0
  - FTE% = 0
  - End Employment Date = the assignment end date (do not enter a fake end date just to keep an employee active).
- **Federal Work Study Student Workers**
  - Employee Type = Fixed Term – Student
  - Job Profile = Federal Work Study Student Worker
  - Time Type = Part time
  - Select a Location and Work Space.
  - Job Title = Title must include “FWS”. Type in a unique Job Title for the assignment. You cannot leave the title as the default.
  - Business Title should be the same as the Job Title.
  - Scheduled Weekly Hours = 0
  - Default Weekly Hours = 0
  - FTE% = 0
  - End Employment Date = the last day of classes.
- **Temporary Employee**
  - Employee Type = Fixed Term – Temporary
  - Job Profile = Temporary Professional Staff  
OR

- Job Profile = Temporary Support Staff (For Facilities only)
- Time Type = Part time
- Select a Location and Work Space.
- Job Title = Title must be unique. You cannot leave the title as the default.
- Business Title should be the same as the Job Title.
- Scheduled Weekly Hours = 0
- Default Weekly Hours = Average weekly hours the employee is expected to work.
- FTE% = 0
- End Employment Date = the assignment end date (do not enter a fake end date just to keep an employee active).
- **IMPORTANT: For Temporary Employee hires, add the job description and total expected cost of the assignment in the comments or as an attached document. If this is not included the hire will be sent back.**

4. Click the “Submit” button at the bottom of the page.

## EMPLOYEE HIRE CHECKLIST

Depending on the type of employee you are hiring you are required to confirm you have received specific information and/or documentation.

## EDIT GOVERNMENT ID

1. If you are processing a rehire, verify the existing social security number with the employee.
2. If you are processing a new hire, enter the following information.
  - Country = United States of America
  - National ID Type = Social Security Number (SSN)
  - Identification # = Type in the social security number
3. Check the box that says “Current User”.
4. Click the “Approve” button at the bottom of the page.


**Note: If you receive an error message about a duplicate government ID, DO NOT CONTINUE. Click the “Cancel” button at the bottom of the page and contact the Workday Service Desk for assistance (973-655-7971, option 4).**

## CHANGE PERSONAL INFORMATION

1. If you are processing a rehire, verify the existing date of birth with the employee.
2. If you are processing a new hire, enter the employee’s date of birth.
3. Click the “Submit” button at the bottom of the page.

## PROPOSE COMPENSATION

This step will not appear if you are hiring an Adjunct or Graduate Assistantship.

1. Scroll down to the section labelled “Hourly” and click on the edit pencil icon .
2. Type the hourly rate under “Amount”. The hourly rate cannot be below the minimum wage.


**Total Base Pay**

8.44 - 410.00 USD Hourly

**Amount \***

3. Click the “Submit” button at the bottom of the page.

## CHANGE ORGANIZATION ASSIGNMENTS

1. Scroll down and click the edit pencil icon  to enter the Cost Center, Fund and PS Account. The PS Account is based on the type of employee you are hiring.
  - Undergraduate Student Worker = 57005
  - Graduate Student Worker = 57010
  - Federal Work Study Student Worker = 57101
  - Mentor = 55006
  - Graduate Assistantship = 56005
  - Temporary Professional or Support Staff = 55005
  - Adjunct = 52005

### \*\*\*Special instructions for Federal Workday Student Workers

**Starting fall 2019 all departments will be required to enter their own department account information on this step. The department will only enter FWS account information on the Assign Costing Allocation step. See step 6 of the Assign Costing Allocation section below.**

*Example, the Biology department is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step.*

- *Fund = 10 Unrestricted*
- *Cost Center = 2302101 BIOLOGY*
- *PS Account = 57101 FEDERAL COLLEGE WORK STUDY*

Cost Center

Cost Center \*

2302101 BIOLOGY

Costing

Fund

10 Unrestricted

Other

PS Account

57101 FEDERAL COLLEGE WORK STUDY

2. Click the “Submit” button at the bottom of the page

## ASSIGN COSTING ALLOCATION

1. Select “Worker and Position” as the “Costing Allocation Level”

Event	Costing Allocation for Hire: /
Effective Date	03/25/2018
Costing Allocation Level	* Worker and Position
Earning	(empty)
Copy Position Restriction Costing Allocation	<input type="checkbox"/>

1. If the assignment is not funded by a grant or Federal Work Study you can click the “Submit” button at the bottom of the page without entering anything else on this page.

2. If the assignment is funded by a grant or Federal Work Study, click the “Add” button.
3. The Start Date should be the same as the hire date.
4. The End Date should always be the last day of the pay period in which the assignment end date lands.
5. **For grant funded positions** enter the grant project code in the selection menu under the “Project” column.

Enter the activity code in the selection menu under the “Additional Worktags” column. The activity code is usually “1”.

6. **For Federal Work Study funded positions** you need to enter all of the following information.
  - Fund = 30 Financial Aid - Federal
  - Cost Center = 8601150 FINANCIAL AID OFFICE
  - Project = 6FWS20 Federal Work-Study 2020
  - Activity Code = 1

**Note: The FWS project code changes every year. The new codes will be sent out every year in a campus communication.**

<b>*Fund</b>	<b>*Cost Center</b>
<input type="text" value="x 30 Financial Aid - Federal"/>	<input type="text" value="x 8601150 FINANCIAL AID OFFICE"/>

<b>Project</b>	<b>*Additional Worktags</b>
<input type="text" value="x 6FWS20 Federal Work-Study 2020"/>	<input type="text" value="x Activity Code: 1"/>

7. Click the “Submit” button at the bottom of the page.



## APPROVALS

You have finished processing your hire and now it will go through the approval process.

The Student Worker approval process is as follows.

1. Human Resources
2. Financial Aid (if FWS assignment)
3. Grants Accounting (if funded by a grant)
4. Manager

The Temporary Employee and Adjunct approval process is as follows.

1. Human Resources
2. Financial Aid (if FWS assignment)
3. Grants Accounting (if funded by a grant)
4. Manager
5. Unit Head
6. Vice President

## HELP CONTACT INFORMATION

For assistance, contact the Workday Service Desk at 973-655-7971 and select option 4 OR send an email to [Workday@montclair.edu](mailto:Workday@montclair.edu).