Hire—Add Job for Temporary Worker

This process is for:
- Active temps on campus working for another department

Visit the HR website for information on hiring temps, Appointing Temporary Employees

You will need budget information:
- Cost Center
- Fund
- PS Accounts — 55005 Part Time
- If GRANT: Project ID

- All paperwork generated in the selection process will be kept at the department level.
- Send no paperwork to Human Resources.

Who

Before You Begin

Notes

STEP 1

- From your home page, search for the current employee name in the search bar top left.
- Click on the correct name and open their profile.

*If you do not see their name, click the search icon and click on people, to expand search. If the name still doesn't appear, they may be terminated and need to be rehired. Use the “Hire Temp” how to guide for direction.
STEP 2

- **Click** on the Action Button

- **Slide** your mouse to “Job Change” - then “Add job”

**Note:**
If you do not see “Add Job” it means you are not assigned to a supervisory org with an Administrative Assistant, Div. Admin Assist, Manager, Unit Head or V.P. role. Complete the “Security Role Request” form. If you also need a Sup Org created, fill out a “Correction Form.”

STEP 3

- **Enter** the correct Supervisory Organization

**Note:**
- Remember to use the “Temporary” org
- Utilize the drop downs using the prompt button, search by using part of the name or write the whole name in the box.
- **Click** “OK”
**STEP 6**

- Using the example fill in the required boxes that have a red asterisk *
- Use the prompt boxes to select or type in the boxes

- Click on the small arrow next to “Additional Information”
- Create a unique functional “Job Title”
- In the “Default Weekly Hours” box, type in approximate number of weekly hours
- In the “Scheduled Weekly Hours,” change the number to “0” - this is important!
  
  FTE should read “0%”

- Scroll down to enter “End Employment Date”
- Scroll down to enter a short job description and expected total costs. Less than 100 words. See examples on pg 13.
- Click “Submit”

---

**Note:**

Job title for temporary workers is very important. It can not say “Temporary Staff.” There must be a clear and unique identifier for the temp/student, especially for multiple positions. It is how they will distinguish between jobs when entering time. Never use their rate of pay in the title.
STEP 5
You will next see an “Up Next” screen.
“New Temp Documentation Checklist”
Click “To Do”

STEP 6
- Ensure that you have all of the documents, listed on your screen, for your new hire.
- You will keep these documents in your department.
- Click submit when you have all documentation ready.

Note:
You can always utilize the “Save for Later” button. To return to your business process, click on your Workday “Inbox” on the drop down under your name and cloud icon on your home page. Navigate to archives. Here you can also check the process status.
**STEP 7**

- **Click** “Open” under “Edit Government IDs”

**NOTE:** for Rehires, you **click** Open, then **“Approve”** without editing.

**STEP 8**

- **Click** on the plus sign under the first row of Proposed IDs / National IDs.
- In “Country” column, either **click** on the prompt and select “United States of America” or **type** the name.
- In the “National ID Type,” use the prompt and **select** Social Security Number (SS#)
- In the “Identification #,” **type** the SS# of the hire.
- **Click** “Approve”

**Note:**

For Rehires, you click “Approve” without editing.

**Note:**

- The process will stop if there is a duplicate SS#. If this happens, contact HR to have the additional pre-hire deleted and search for the worker as a pre-hire or active employee.
STEP 9

- Click "Open" under the "Change Personal Information".

STEP 10

- Click the check box or anywhere in the white space of the "Date of Birth" (DOB) box.
- Enter the DOB of the hire.
- Click "Submit".

**NOTE**: Rehires-DOB will already be populated. Click "Submit" without editing.
**STEP 11**

- Click “Open” under the “Propose Compensation Hire”

**STEP 12**

- Scroll down to the section titled “Hourly”
- Click the pencil icon
- Enter the rate in the “Amount” box with the red asterisk *
- Click “Submit”
STEP 13

- Click “Open” under Change Organization Assignments

STEP 14

In this section you are going to enter three things, as shown in the example.

- Cost Center
- Fund
- PS Account

You will need to know these items. If you don’t have them, click “Save for Later”

Get budget info from your supervisor. If you know and don’t see correct budget items, contact Brittany Gannon in HR.

Click Submit when you have all budget information entered.

If this position is funded by grant. Click “Activity Code” and select “1”
STEP 15

- Click “Open” under “Assign Costing Allocations for the Employee”

STEP 16

- In the “Costing Allocation Level,” select “Worker and Position”
  
  **GRANTS ONLY:**
  
  Click “Add” and proceed to Step 18 BEFORE clicking submit.

- **Click** Submit if no grant information is needed.
Step 17

GRANTS ONLY:

- Enter the “Start Date”
- Click the plus sign
- In the “Project” column, enter, search or select from the prompt box, the “Project ID”
- Click Submit

Process complete, please read notes on next page.

Notes

- Next up will be the approval process
- If the temp will have more than one position, ensure that they understand how to enter jobs for multiple positions and that they can distinguish between jobs in the Time Entry process. It is advisable to monitor their first input and have them review the “How to enter time for multiple positions” guide.

Need help? Call ext 7971 and press option 4 for Workday support or email at workday@mail.montclair.edu, And let your new temp know this number, too!
1. Reporting to the Assistant Director, the Center Coordinator (Temporary) will be responsible for managing client appointments and maintaining database records of appointments. This position also order event supplies, including brochures and other promotional materials. This position will assist with events in evening and on weekends, as needed. On occasion, this position will assist in answering the phones and greeting visitors to the center. Additional duties include, maintaining files, maintaining the organization of supplies, helping get ready for events and other light office duties as needed. (Total expected total costs: $12,500)

2. The Department Cleric (Temporary) will be responsible for scanning all client files into an electronic paper filing system, packing all files into file boxes for archive and labeling for storage, plus create a file log for all files moving to off-site storage. (Total expected costs: $6,000)

3. This position will be providing administrative assistance coverage for the current department admin, who will be going on leave. (Total expected costs: $12,600)

4. The Football Team Trainer (Temporary) will be reporting to the head football coach and provide strength training to members of our football team. They will be responsible for scheduling weight room appointments, sending reminders and logging attendance. The trainer will also set goals and record progress for every player. This position requires an expertise in weight conditioning and player safety. Additionally, the trainer will be expected to attend all games and pre-game warm ups. (Total expected costs: $10,000)

5. Reporting to the Director of the Center, the temporary Grant Specialist is responsible for proposal preparation, development and submission of grant proposals to external sponsors. This position will provide support to MSU faculty and staff in the preparation and submission of their grant proposals, including the preliminary review of sponsor requirements, and preparation of budgets and forms according to the guidelines established by MSU, federal guidelines, and sponsors. This will be on-going part-time. (Total expected costs: $25,000 annual)