Hire a Temporary Worker

This process is for temporary employees who are new to the organization or a rehire. A “rehire” is someone who has (terminated) next to their name in Workday. Watch notes information, as there will be some steps you can skip.

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

You will need several pieces of information about the employee if they have never been entered into Workday:

- Legal—First and last name
- Home address
- Personal email address
- Date of birth (DOB)
- Social Security number (SS#)
- Work phone number

For all hires, you will need budget information:

- Cost Center
- Fund
- PS Accounts—55005 Part Time
- If GRANT: Project ID

I-9

All employees must come to HR to process their I-9s, PRIOR to starting work.

Please tell new employees to bring appropriate IDs during the I-9 office hours. They can refer to the HR website.

If employee is rehired within two years of termination, there is no need to come to HR.

- When new employees come to process their I-9, have them bring a canceled check/deposit slip so they can submit info for direct deposit.
- All paperwork generated in the selection process will be kept at the department level.
- Send no paperwork to Human Resources
STEP 1

- From your home page, **search** for your new hire to see if they already have an account in Workday.
- Be sure to **click** “People” in the “Categories” column to get a comprehensive list.
- Move to Step 2 if you do not see their name, or if you see their name with “(Terminated).”

**Notes**

- If you do not see new hire’s name—Move to Step 2
- If you see their name with (Terminated) next to it — Move to Step 2
- You **do** see the name of the person you want to hire:
  - Ensure they are in the supervisory org in which you are assigned the appropriate role and you will do “Extend End Date.”
  - If you can’t see them in one of your orgs and they belong to another org, you must do an “Add job” (Use how to guide for reference)

Hint: the best way to ensure you do not create duplicate people in the Workday system is by the SS#. If people are in your org, you can see their SS#. If people have the same name but different SS#s then they are a new hire.
STEP 2

- Type “Hire Employee” in the search bar.
- Click on ‘Hire Employee—Task’

STEP 3

- The Supervisory Organization box, click on the prompt icon.
- Navigate to the correct Temporary supervisory org.
- Click "Existing Pre-Hire" if they are already in Workday or to do an extra search. Type in the name. If it appears, skip to Step 6 after clicking “OK”
- If it does not appear or you are sure they are new, click the “Create a New Pre-Hire” radial button. Move to Step 4 after clicking “OK”

Note:

If you do not see “Hire Employee” it means you are not assigned to a supervisory org with a 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 4**

- Type in the legal first name box and type in the last name.
- If your new hire uses their middle name and would like you to put it in the system, please use the “Middle Name” box.
- Do not click “Ok” yet.
- Click “Contact Information” Move to Step 5

**STEP 5**

All boxes with the red asterisk (*) are required:

- Click “Add” under the “Phone” area. Fill in a work contact number.
- Click “Add” under the “Address” area.
- Effective Date is the same as the hire date.
- In “Usage Type”, select “home” using the prompt box or type the word “home”.
- Click “Add” under the Email area. Enter email address and select or type “Home.”
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”
STEP 7

You will next see an “Up Next” screen.
“New Temp Documentation Checklist”
Click “To Do”

STEP 8

- 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 9**

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

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

**STEP 10**

- **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 11

- Click “Open” under the “Change Personal Information”

STEP 12

- 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 13**

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

**STEP 14**

- 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 15

- Click "Open" under Change Organization Assignments

STEP 16

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 17

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

STEP 18

- In the “Costing Allocation Level,” select “Worker and Position”

**GRANTS ONLY:**

Click "Add" and proceed to Step 20 BEFORE clicking submit.

- Click Submit if no grant information is needed.
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

- Show the Learning and Resources Worklet on the Workday Home page to your new employees
- Always refer to the “How to” guides for assistance

- Remember—employees will do their direct deposit when they do their I-9. Have them bring a canceled check or deposit slip to attach to the form.
- Next up will be the approval process
- Monitor for the CWID generation. This usually happens approximately 24 hours after approval. It will be a number that doesn’t have “WD” in front.
- Give this CWID for the new employee to generate their NetID
  - They can do their ID card, parking and use MSU email.
- Once the employee has created their NetID, they will have some tasks for on-boarding. It is VERY important that you ensure that your new hire complete the tasks. Some of them are:
  - Review / Update Personal Information
  - Enter/Update Emergency Contacts
  - Complete Election Withholding for taxes
  - Disability and Veterans Reporting

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)