



## 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 worked for MSU in the past but has since been terminated in Workday.

### **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. Please see the definition of these roles on the Security Role Request form.

### **I-9 Employment Verification - Federal requirement to ensure employee is eligible to work in the U.S**

#### ***New hires:***

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.

Departments will know the new hire completed an I-9 upon receiving a **receipt from HR**. This receipt confirms that an HR representative assisted the new hire with completing their I-9.

#### ***Rehires:***

- An I-9 must be completed by re-hires that previously worked for the University, and who have completed their most recent I-9 prior to three (3) years of their re-hire date.
- If a re-hire completed their original I-9 within three (3) years of their re-hire date, they do not have to complete a new I-9 form.

*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. Cost Center
8. Grant or Project Code (if grant or project 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. Graduate Student Workers can work a max of 30 hours per week.
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.

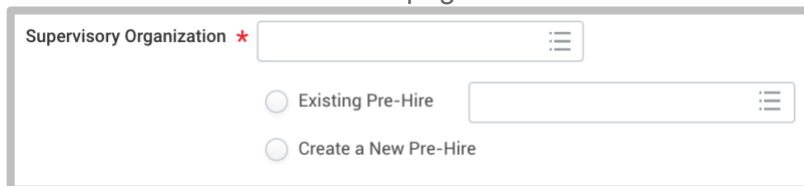
## DETERMINE IF YOUR HIRE IS A NEW HIRE OR REHIRE

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 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 with the following elements:

- A dropdown menu labeled "Supervisory Organization" with a red asterisk and a search icon.
- Two radio button options: "Existing Pre-Hire" and "Create a New Pre-Hire".
- A secondary dropdown menu next to the "Existing Pre-Hire" option, also with a search icon.

## NAME AND CONTACT INFORMATION

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

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

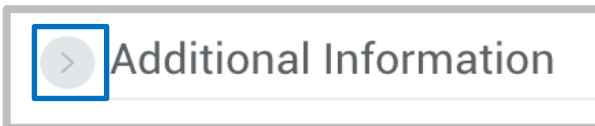


1. Under the “Legal Name Information” tab enter the employee’s legal name. **DO NOT CLICK OK.**
2. Click on the “Contact Information” tab.
3. Click the “Add” buttons under Address, Email and Phone to add this required information. **Make sure you mark this contact information as Home and not Work.**
4. **The following information is REQUIRED for all hires. If you do not enter this information the employee will not be able to activate their Netid.**
  - **Home Address**
  - **Personal Email Address**
  - **Personal Phone Number**
5. 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.**



**Below is the information you need to enter for each type of employee hire.**

- **Adjuncts ([Adjunct Guidelines](#))**
  - 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 ([Student Employment Policy](#))**
  - 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 ([Student Employment Policy](#))**
    - 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 ([Guidelines for Hiring Temp](#))**
    - 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 Customer Care for assistance (973-655-5000, option #3).**

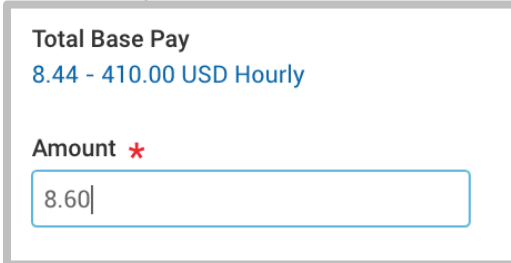
## CHANGE PERSONAL INFORMATION

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.

## THE ORGANIZATION ASSIGNMENTS

1. Scroll down and click the edit pencil icon  to enter the Cost Center. The other fields will automatically populate.

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

**Starting fall 2019 all departments will be required to enter their own department cost center 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.**

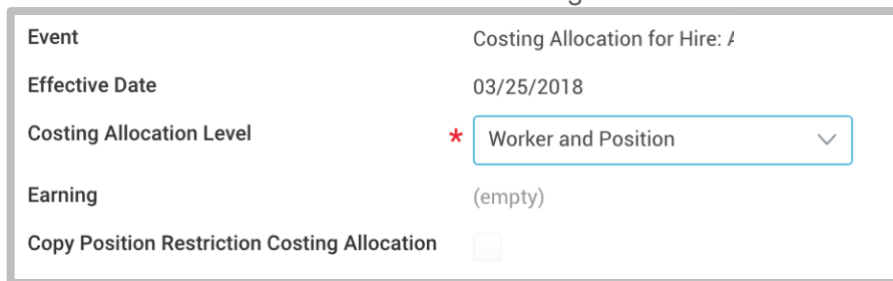
*Example, the Biology department is hiring a FWS student. The department will enter the following information on the Change Organization Assignments step.*


- *Cost Center = CC10133 Biology*

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, project 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 or project funded positions** enter the grant or project code in the selection menu under the Additional Worktags section.
6. **For Federal Work Study funded positions** you need to enter the grant code under the additional worktags column. The other fields will automatically populate.

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

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. Manager

The Temporary Employee and Adjunct approval process is as follows.

1. Human Resources
2. Manager
3. Unit Head
4. Vice President

## HELP CONTACT INFORMATION

For assistance, contact the Workday Customer Care at 973-655-5000 and select option 3 OR send an email to [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu).