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.

Before processing a hire in Workday you need to acquire the appropriate budget approval from within your department.

You need to have the role of Administrative Assistant or Manager in order to hire an employee.

All new hires are required to complete the I-9 employment verification within three days of their hire date. If they do not complete the I-9 within those three days they must stop working. We suggest that you instruct them to complete the I-9 prior to their hire date because you will not be allowed to enter the hire in Workday until it is completed.

If you are rehiring a previous MSU employee they only have to complete the I-9 if it has been more than two years since their separation.

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. Email address
4. Date of Birth
5. Social Security Number
6. Fund / Cost Center / PS Account
7. Project Code (if grant funded)
8. Start and End date of assignment
9. Hourly rate (except for Adjuncts)
10. I-9 employment verification receipt

STUDENT WORKER SPECIFIC INFORMATION

1. Ensure that the person is in fact a MSU student and enrolled in classes. If they are not, you need to hire them as a Temporary Employee.
2. Student Workers cannot work more than 20 hours per week during the fall and spring semesters.
3. If the Student Work will be funded by Federal Work Study (FWS) you should 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.
   1. If you do not find the employee in the search results, then they are likely a new hire.
2. If you find the employee’s name in the search results but
“(Terminated)” is next to their name, then they are a rehire.
3. If you find the employee’s name in the search results but
“(Terminated)” is not next to their name, then you will need to
process an Add Job instead of a hire.

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 determined that the employee is a rehire then search for
 them in the “Existing Pre-Hire” drop down menu.
4. If you determined that the employee is a new hire, you should
 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
 don’t appear then they are a new hire ad you should select
 “Create a New Pre-Hire”. If they do appear then they are a
 rehire.
5. Click “OK” at the bottom of the page.

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 and Email to add this
 required information. You can add a phone number if you have it.
4. Click “OK” at the bottom of the page.

ASSIGNMENT INFORMATION
1. Enter the hire date.
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. Select the Employee Type.
   - For Adjuncts select “Fixed Term – Adjunct”
   - For Student Workers select “Fixed Term – Student”
   - For Graduate Assistantships select “Fixed Term – Grad
     Assistant”
   - For Temporary Employees select “Fixed Term – Temporary”
   - Do not select “Regular”
4. Select the Job Profile.
   - For Undergraduate Student Worker select “Student Worker –
     UG”
   - For Graduate Student Worker select “Graduate Student
     Worker”
   - For FWS Student Worker select “Federal Work Study Student
     Worker”
   - For Graduate Assistantship select “Graduate Assistantship”
   - For Adjunct select “Adjunct”
   - For Temporary Employee select “Temporary Professional
     Staff”
For Temporary Employee working in Facilities select “Temporary Support Staff”

5. Select “Part time” as the Time Type. All Temporary, Student and Adjunct employees are categorized as part time even if they work full-time hours.

6. Select a Location.

7. Select a Work Space/Office Location if applicable.

8. Click on the additional information arrow.

9. Type in a unique Job Title for the assignment. You cannot leave the title as the default.
   *If you are hiring a FWS Student Worker you are required to include “FWS” in the Job Title.
   *If you are hiring a Mentor you are required to include “Mentor” in the Job Title.

10. Enter the number of hours per week the employee is scheduled to work in “Default Weekly Hours”.

11. Change the “Scheduled Weekly Hours” to “0”.

12. Make sure the FTE% equals 0.

13. Scroll down to the bottom of the page and enter the end date for the assignment in “End Employment Date”.

14. For Temporary Employee hires, add the job description and total expected cost of the assignment in the comments or as an attached document.

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

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. 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 Help 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”.

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.
How to Process a Hire

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
   - Mentor = 55006
   - Graduate Assistantship = 56005
   - Temporary Employee = 55005
   - Adjunct = 52005

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:  
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<tbody>
<tr>
<td>03/25/2018</td>
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</tr>
<tr>
<td>Worker and Position</td>
<td>Star</td>
</tr>
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   | Copy Position Restriction Costing Allocation | (empty) |

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.
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 be the same as the assignment end date.
5. Enter the grant project or FWS code in the selection menu under the “Project” column.

Note: The FWS code changes every year. Contact the Workday Help Desk if you do not know the FWS code.

6. Enter the activity code in the selection menu under the “Additional Worktags” column. The activity code is usually “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 Help Desk at 973-655-7971 and select option 4 OR send an email to Workday@montclair.edu.