Hire Adjunct Faculty

Who

This process is for people 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.

Before You Begin

You will need several pieces of information about the employee if they have never been entered into Workday: (be sure to ask if the hire has ever worked here. This will save you time researching in Workday

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

For all hires, you will need budget information:

- Cost Center
- Fund
- PS Accounts—Adjuncts 52005
- 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. (Unless they need to update bank information.)

Notes

- 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: Resume, application, two letters of recommendation, transcript

- Scan and email transcripts, only, to the Provost Office with the subject: Transcript for “Employee Name” In the body, of the email, you can give more information if needed.

- 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 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:
  - At this point, do research and ensure they are in the correct supervisor org and an org in which you are assigned the role and you will do “Manage Period Activity Pay.”
  - If you can’t see them in one of your orgs and they belong to another org, you must to 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 you aren’t sure, contact HR to help.
**STEP 2**

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

**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 3**

- The Supervisory Organization box, click on the prompt icon.
- Navigate to the correct Temporary supervisory org.
- Click the “Create a New Pre-Hire” radial button, if a brand new person to Workday.
  - Move to Step 4 after clicking “OK”
- Click “Existing Pre-Hire” if they are already in Workday. Type in the name. Skip to Step 6 after clicking “OK”
**STEP 4**

- Type in the 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.”

Area code & phone numbers are separate boxes.

Should be a landline. If Adjunct does not have a landline work number, use the dep’t number.

Select “Work” in the “Type” box

Ensure this IS checked for directory

Ensure this IS NOT checked.
**STEP 6**

- Using the example, fill in the required boxes marked in orange.
- Use the prompt boxes to select or type in the boxes to search or fill in.

- **Click** on the small arrow next to “Additional Information”
- In the “Default Weekly Hours” Box, type in the number “0”
- Scroll down to enter “End Employment Date”
- **Click** “Submit”

**STEP 7**

You will next see an “Up Next” screen.

“New Adjunct Documentation Checklist”

Click “To Do”
**STEP 8**

- Ensure that you have all of the these documents for your new hire.
- You will keep these documents in your department.
- Please note that you must scan a copy of the transcript to the Provost office.
- **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. **Skip** to Step 11
**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.

**STEP 11**

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

**NOTE:** Rehires— in the next step, 12, DOB will already be populated. Click “Submit” 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 look for the worker as a pre-hire or active employee.
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 Change Organization Assignments.

**NOTE:** All new hires and rehires process will be the same for the reminder of this process.
STEP 14

In this section, enter three things:

- Cost Center
- Fund (Costing)
- PS Account (Other)
- If grant, Activity Code (Other)

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.

STEP 15

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

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.

For grants ONLY!
If this position is funded by grant, click “Activity Code” and select “1”

PA Account: Type, “Adjuncts” in the prompt for faster input.
STEP 18

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

**GRANTS ONLY:**

Click “Add” and proceed to Step 19 BEFORE clicking submit.

- Click Submit if no grant information is needed.

Process completed, review notes page.

Step 19

**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.
Next up will be the approval process

- Once the hire is approved, you will then receive a to-do in your Workday inbox to add Period Activity Pay.
- Refer to the “How to” guide and “Helpful hints” for assistance.
- REVIEW END DATE!

- Also, monitor for the CWID generation. This usually happens approximately 24-48 hours after approval. It will be a number that doesn’t have “WD” in front.
- Employee will receive welcome to Montclair email in the personal email that you input.
- 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.
- Give this CWID for the new employee to generate their NetID
  - They can do their ID card, parking and use MSU email
- Once the adjunct has created their NetID, they will have some tasks for onboarding, such as:
  - Review / Update Personal Information
  - Enter/Update Emergency Contacts
  - Complete Election Withholding for taxes
  - Disability and Veterans Reporting
- Refer them to the Workday Learning and Resources page on the OneMontclair website for "How to" guides
- Always refer to the “How to” guides for assistance
- Need help? Call ext 7971 and press option 4 or email to workday@mail.montclair.edu for Workday support, let your new adjunct know this number, too!