

Hire Employee – Without Workday Recruiting

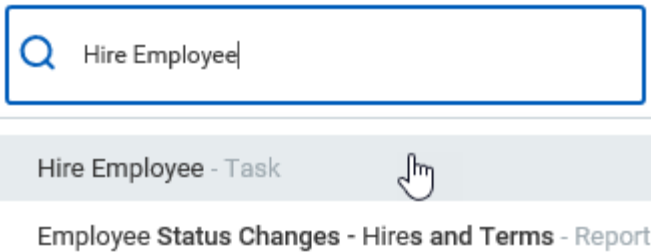
Overview

Used when hiring an employee into the company.

Who Does This: HR Business Partner

Things to Know:

- An open position is required to start the Hire process.
- International and portfolio companies will follow this process.
- You may receive additional Inbox tasks specific to your location that are not listed in the steps below.
- Hiring in the U.S. will be initiated in the Recruiting business process. After Talent Acquisition has completed the Recruiting business process, the HR Partner will receive an Inbox task to complete the Hire. Please refer to Hire Employee – With Workday Recruiting for details.



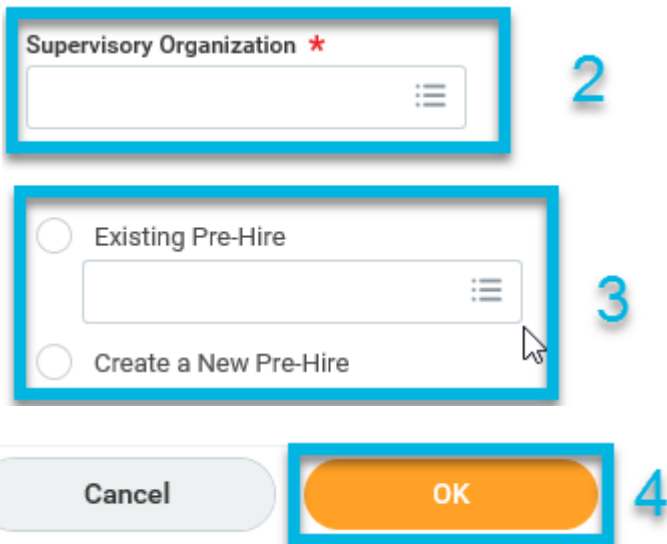
Q Hire Employee|

Hire Employee - Task

Employee Status Changes - Hires and Terms - Report

Step 1

Type Hire Employee in the search bar and select **Hire Employee – Task**.



Supervisory Organization *

Existing Pre-Hire

Create a New Pre-Hire

Cancel OK

Step 2

Select the appropriate Supervisory Org where the open position is available.

Step 3

Select Existing Pre-Hire (applicant) or Create a New Pre-Hire.

- Choose Create a New Pre-Hire if your location is not using Recruiting.

Step 4

Select **OK**.

Legal Name Information Contact Information

Country *

Prefix

Given Name(s) *

Middle Name

Family Name *

Step 5
 Enter the appropriate information under Legal Name Information select the appropriate Country and enter the Given Name(s) and Family Name.

Legal Name Information Contact Information

Phone

Address



Email









Instant Messenger

Web Address

Step 6
 Enter the appropriate information under Contact Information and add at least one piece of contact information (Phone, Address, Email, Instant Messenger, or Web Address).

Note: If you include an Email, the new employee will receive a notification to complete Onboarding Inbox tasks before their start date.

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|---|--|
| <div style="display: flex; justify-content: space-around; align-items: center;"> Cancel OK </div> | <p>Step 7 Select OK.</p> |
| <p>Hire Date * MM / DD / YYYY </p> <p>Reason <input type="text" value=""/></p> <p>Job Details</p> <p>Position * <input type="text" value=""/></p> <p>Employee Type * <input type="text" value=""/></p> <p>Job Profile * <input type="text" value=""/></p> <p>Time Type * <input type="text" value=""/></p> <p>Location * <input type="text" value=""/></p> <p>Pay Rate Type <input type="text" value=""/></p> | <p>Step 8 Select the appropriate value for all choices with the red asterisk (*).</p> <ul style="list-style-type: none"> • For Position, select Positions without Job Requisition and select the appropriate open position. • The rest of the fields will fill automatically from the information completed during the Create Position process. |
| <div style="display: flex; justify-content: space-around; align-items: center;"> Submit Save for Later Close </div> | <p>Step 9 Select Submit.</p> |
| <div style="text-align: center;">  <p>Inbox</p> </div> | <p>Step 10 Choose the Inbox worklet.</p> |
| <p>Local Employee Documentation: Hire: _____ - Team Lead 2 minute(s) ago - Due 10/19/2017; Effective 10/18/2017</p> | <p>Step 11 Select the Inbox task Local Employee Documentation: Hire/</p> <p>Follow the instructions.</p> |
| <div style="display: flex; justify-content: space-around; align-items: center;"> Submit Save for Later Close </div> | <p>Step 12 Select Submit</p> |

| | |
|---|--|
| <p>Assign Organizations: Hire: [redacted] - Team Lead 2 minute(s) ago - Due 10/19/2017; Effective 10/18/2017</p> | <p>Step 13 Select the Inbox task Assign Organizations: Hire.</p> <p>Confirm/edit the information listed.</p> |
| <p>Submit Save for Later Close</p> | <p>Step 14 Select Submit</p> |
| <p>Propose Compensation Hire: [redacted] - Team Lead 11 second(s) ago - Due 10/19/2017; Effective 10/18/2017</p> | <p>Step 15 Select the Inbox task Propose Compensation Hire.</p> <p>Confirm/edit the information listed.</p> |
| <p>Hourly</p> <p>Assignment Details</p> <ul style="list-style-type: none"> ● 0.00 USD Hourly added <p>Plan Name</p> <ul style="list-style-type: none"> ● Hourly Plan added <p>Effective Date</p> <ul style="list-style-type: none"> ● 10/18/2017 added <p> </p> | <p>Step 16</p> <p>Select the pencil icon  in the either the Hourly or Salary section as appropriate to enter the amount in Assignment Details,</p> <p>Click the check mark icon  to save.</p> |
| <p>Allowance</p> <p>Assignment Details</p> <ul style="list-style-type: none"> ● 0.00 GBP Monthly added <p>Plan Name</p> <ul style="list-style-type: none"> ● UK Car Allowance added <p>Effective Date</p> <ul style="list-style-type: none"> ● 10/18/2017 added <p> </p> | <p>Step 17</p> <p>Select the pencil icon  in the appropriate Allowance section(s) and enter the amount in Assignment Details.</p> <p>Click the check mark icon  to save.</p> |
| <p>Submit Save for Later Close</p> | <p>Step 18 Confirm the rest of the information is correct and select Submit</p> |

Onboarding Setup for Hire: [redacted] - Team Lead on 10/18/2017
1 minute(s) ago - Effective 10/18/2017

Step 19

The next step in your Inbox is **Onboarding Setup for Hire** – This starts the Onboarding process, please refer to the Onboarding job aid to complete this process

FAQ's

What happens next? The next step after Hire Employee is Onboarding. Refer to the Onboarding job aid to complete this process.