

Hire Employee (Manual Hire)

Audience: HR Admin & Dept HR Partner



Overview:

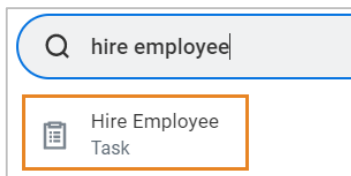
Once a candidate becomes a new hire, there are steps to take in the hiring process to enter them into Workday.

This job aid covers the following:

- [Hire an Employee](#)
- [Change Organizations Assignments](#)
- [Propose Compensation Hire](#)
- [Edit IDs](#)
- [Change Personal Information](#)
- [Request One-Time Payment](#)

Hire an Employee

1. Type "Hire Employee" in the Workday search field, then select **Hire Employee** Task from the dropdown.



2. Select **Supervisory Organization** and click the **Create New Pre-Hire** button. Click **OK**.
Note: Most hires will be performed this way.

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A screenshot of the "Hire Employee" dialog box. At the top, it says "Hire Employee" with a close button (X). Below that is a "Supervisory Organization" field with a search icon and a list icon. There are two radio buttons: "Existing Pre-Hire" (unselected) and "Create a New Pre-Hire" (selected). At the bottom, there are "OK" and "Cancel" buttons.

3. Select **Allow Duplicate Name**.

Enter the **First Name** and the **Last Name** of the pre-hire. Click the **Contact Information** tab.

A screenshot of the "Hire Employee" dialog box. The "Allow Duplicate Name" checkbox is checked. The "Legal Name Information" tab is selected. The "First Name" and "Last Name" fields are highlighted with orange boxes. The "Country" field shows "United States of America".A screenshot of the "Hire Employee" dialog box. The "Contact Information" tab is selected. The "First Name" and "Last Name" fields are highlighted with orange boxes. The "Country" field shows "United States of America".

4. Using the **Add** buttons, enter the **Phone** number, **Address** and **Email** of the pre-hire. Click **OK**.

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Legal Name Information Contact Information

Phone

Add

Address

Add

Email

Add

Instant Messenger

Add

OK Cancel

5. Enter the **Hire Date**, **Reason**, and **Position**.

The **Job Profile**, **Time Type**, **Location**, and **Pay Rate Type** fields will automatically populate once the Position is selected.

Select **Employee Type**.

Click **Additional Information**.

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Hire Employee Rebecca Employee ⋮ Alight Test Organization 2 (Molli Manager) ⋮

Hire Date * 02/07/2023 📅

Reason ✕ Hire Employee > New Hire ⋮

Job Details

Position * ⋮

Employee Type * ⋮

Job Profile * ⋮

Time Type * ⋮

Location * ⋮

Pay Rate Type ⋮

Working Time

Location Weekly Hours 0

Default Weekly Hours

Scheduled Weekly Hours

FTE 100%

Additional Information

6. In the **Additional Information** section, update as needed. Click **Submit**.

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Additional Information

Job Title	HUMAN RESOURCES ASSISTANT
Business Title	HUMAN RESOURCES ASSISTANT
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Category	(empty)
Job Classifications	.6 - Admin. Support (EEO-4 Job Categories-United States of America)
Additional Job Classifications	<input type="text"/>
Company Insider Types	<input type="text"/>
Workers' Compensation Code from Job Profile	8810 - Clerical Office Employees NOC (United States of America)
Workers' Compensation Code Override	<input type="text"/>
First Day of Work	02/07/2023
Continuous Service Date	02/07/2023
RSA Prior Service Tier Eligibility Date	MM/DD/YYYY
Company Service Date	MM/DD/YYYY

Submit **Save for Later** **Cancel**

Change Organizations Assignments

1. After clicking Submit for the Hire an Employee task, the **Up Next** task will appear. Click **Open**.

You have submitted Hire: Rebecca Employee - Unfilled Position (Employee)

Up Next **Do Another**

Henri HR Partner
Change Organization Assignments
Due Date 02/08/2023

Open

[Details and Process](#)

2. Click the pencil icon to update the **Organizations** sections as needed. Selecting a **Fund** is required.


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Organizations


Company


Company * 
MCC Mobile County Commission

Cost Center

Cost Center * 
CC045 General Support Services

Costing

Grant 


Fund 

3. Click **Submit**.


  

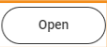
Propose Compensation Hire

1. After clicking Submit for Change Organization Assignments task, the **Up Next** task will appear. Click **Open**.

Success! Event submitted [Assign Organizations: Hire: Rebecca Employee - Unfilled Position \(Employee\)](#) 

Up Next

 Henri HR Partner
Propose Compensation Hire
Due Date 02/08/2023



[Details and Process](#)

2. Click the pencil icon to update the **Compensation** sections as needed.


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Compensation

Effective Date & Reason

Effective Date 
02/07/2023

Reason
Hire Employee > Hire Employee > New Hire

Guidelines 

Total Base Pay Range 
● 17.62 - 17.62 USD Hourly added

Compensation Package
(empty)

Grade
● Grade 12 added



Grade Profile
(empty)


Step
● A - 18.51 USD added


Progression Start Date
● 02/07/2023 added


3. In the **Guidelines** section, select a **Compensation Package**. Click the **Check Mark** to save the selection. The **Hourly** section below will autofill.


Guidelines


Total Base Pay Range  
[17.62 - 17.62 USD Hourly](#)

Compensation Package * 

Grade * 
x Grade 12 ...

Grade Profile 

Step 
x A - 18.51 USD ...

Progression Start Date
02/07/2023 

4. Click the **Add** button or pencil icon to update **Salary**, **Hourly** and/or **Allowance**, as

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needed.

A screenshot of a web form for hiring an employee. The form is divided into three main sections: "Salary", "Hourly", and "Allowance". Each section has an "Add" button highlighted with an orange border. The "Hourly" section is expanded, showing "Assignment Details" (18.51 USD Hourly added), "Plan Name" (Hourly Plan added), and "Effective Date" (02/07/2023 added). There are also "X" and "edit" icons next to the "Assignment Details" entry.

5. Click **Submit**.

A screenshot of the bottom of the form, showing four buttons: "Submit" (highlighted with an orange border), "Deny", "Save for Later", and "Close".

6. The New Hire now goes to the HR Administrator for approval. Select **Done**.

A screenshot of a single blue button labeled "Done", highlighted with an orange border.

Edit IDs

1. From the Workday homepage, type the employee's name in the search bar and select.

A screenshot of a search bar on a Workday homepage. The search bar contains the text "Ele Employee Relations" and has a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a search result: "Ele Employee Relations" with a person icon, and "Employee Relations | Alight Test Organization 2 | Government Plaza". The search result is highlighted with an orange border.

2. Click the **Actions** button, hover over **Personal Data** and select **Edit Other IDs**.

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3. Using the **Add** icon, enter the appropriate IDs and complete fields as required. When finished, click **Submit**.

*Other ID Type	Organization	Description	Identification #	Issued Date
No Data				

*Other ID Type	Organization	Description	Identification #	Issued Date
select one				MM/DD/YYYY

enter your comment

Submit Save for Later Cancel

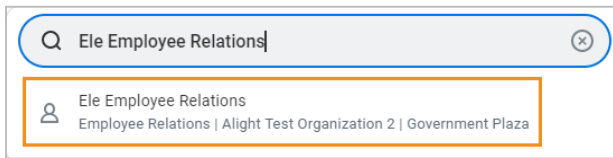
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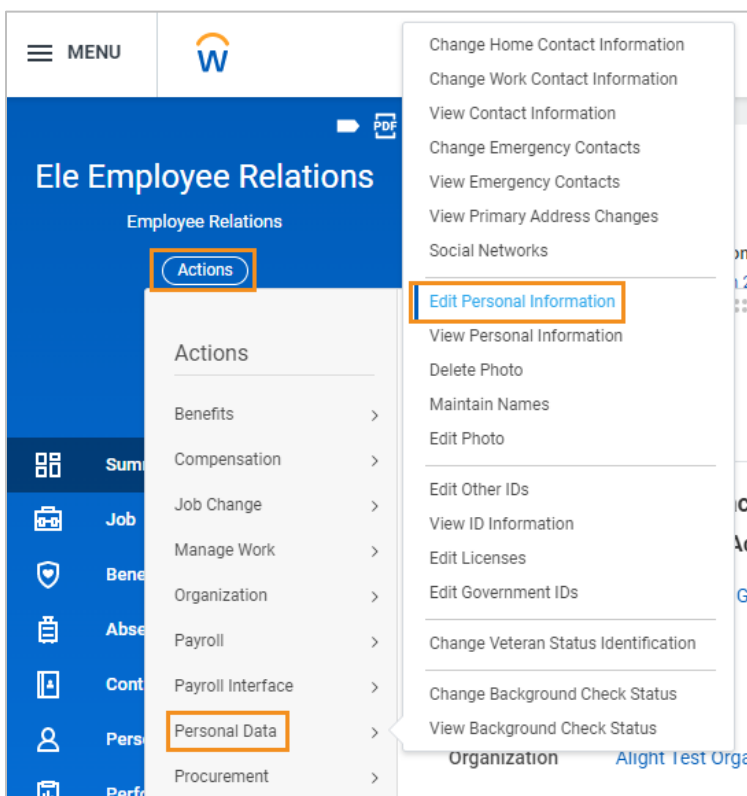


Change Personal Information

1. From the Workday homepage, type the employee's name in the search bar and select.




2. Click the **Actions** button, hover over **Personal Data** and select **Edit Personal Information**.



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3. Using the **Edit**  icon complete the personal information fields. Click **Submit**.

The screenshot shows the "Edit Personal Information" form for an employee named "Ele Employee Relations". At the top, there is a header with the title and a menu icon. Below the header, a note states: "Please attach documentation for Date of birth, Marital Status, and/or Citizenship changes." The main content area is titled "Change Personal Information" and contains four sections, each with a pencil icon for editing:

- Gender**: A field labeled "Gender * (empty)" with a pencil icon.
- Date of Birth**: Fields for "Date of Birth * (empty)" and "Age (empty)", both with pencil icons.
- Marital Status**: Fields for "Marital Status * (empty)" and "Marital Status Date (empty)", both with pencil icons.
- Race/Ethnicity**: A field with a pencil icon.

At the bottom of the form, there are three buttons: "Submit" (highlighted with an orange box), "Save for Later", and "Cancel".

Request One-Time Payment

1. Once the Manager receives an Inbox Archive message that the Hire Event has been successfully completed, proceed with request of a one-time payment. From the Workday homepage, type the employee's name in the search bar and select.

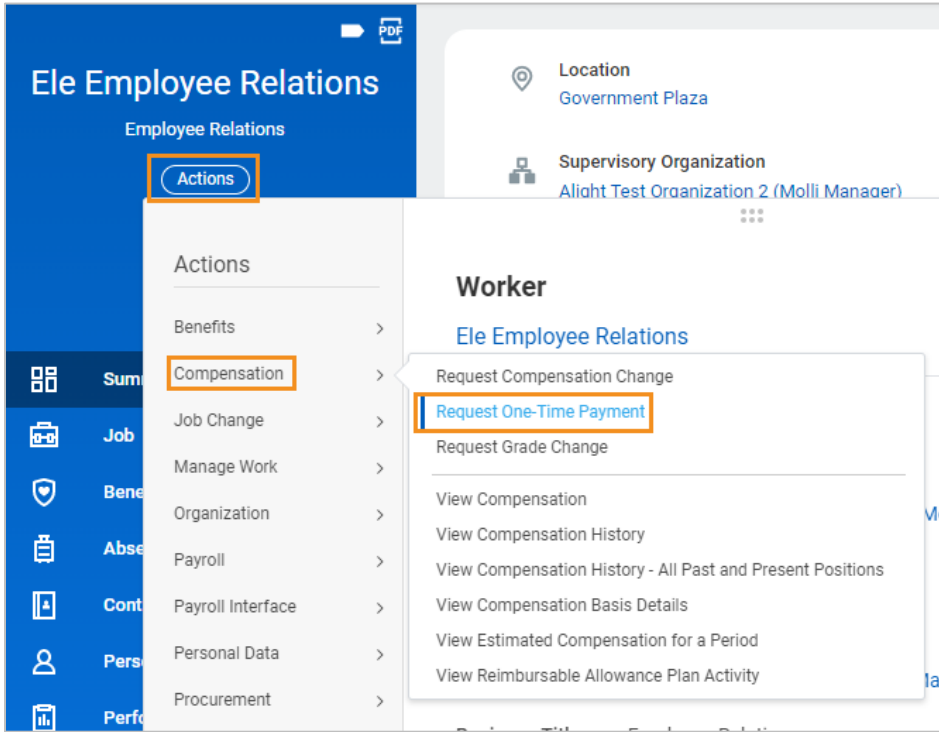
The screenshot shows a search bar on the Workday homepage. The search bar contains the text "Ele Employee Relations" and has a search icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, showing a search result for "Ele Employee Relations" with the subtext "Employee Relations | Alight Test Organization 2 | Government Plaza". The search result is highlighted with an orange box.

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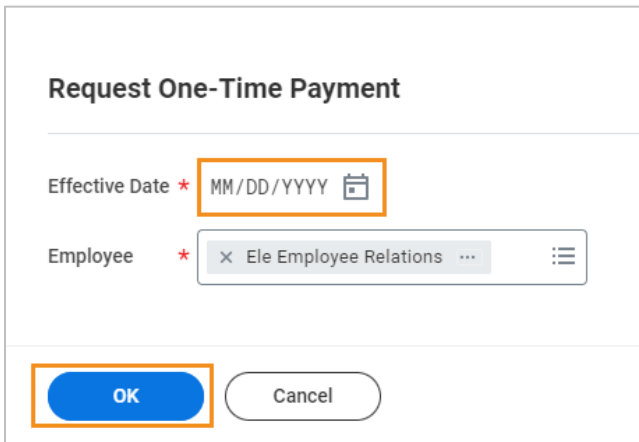
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2. Click the **Actions** button, hover over **Compensation** and select **Request One-Time Payment**.



3. Select an **Effective Date**. Select **OK**.



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4. Use the **Edit**  icon to make any updates. Click **Submit**.

Request One-Time Payment [Ele Employee Relations](#) ... [Employee Relations](#) ...

One-Time Payment Summary

Summary

Effective Date * 

02/10/2023

Reason

Total Amount Requested

0.00 USD

One-Time Payment

[Add](#)

[Submit](#) [Save for Later](#) [Cancel](#)