Hiring for a Non-Advertised Position

PURPOSE

The purpose of this job aid is to assist managers in hiring/rehiring a person who does not currently have an active position at Broward College into a non-advertised position.

BEFORE YOU BEGIN

Hiring manager must have the following:

1. A Position Number
2. A Job Requisition
3. Background check performed
    - Email worker's name, email address and the position name to HR-Records to perform a background check.
4. Worker's legal name, contact information, home email address
5. All applicants must complete an employment application. The HR-Partner will send the hiring manager the employment application. Please share the application with your applicant.

A position and a job requisition are required in order to hire someone into an open position. Therefore, a job requisition must be submitted and allowed for the approval process to go entirely through prior to hiring/rehiring a worker in Workday.

WORKDAY ACCOUNT

Once the hire is fully approved in Workday, an automated service request to create worker's Workday account will be generated. This automated service is scheduled to run twice a day (am & pm). As the manager, you will receive an automated email with the user name and password for the new hire once the account is active in the system. If you do not receive the email with the login information within 48 hours after all hire processes are completed, submit a helpdesk ticket.

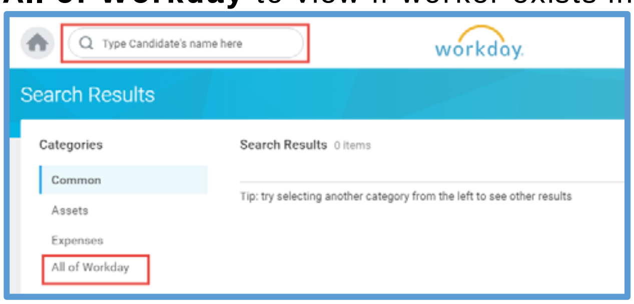
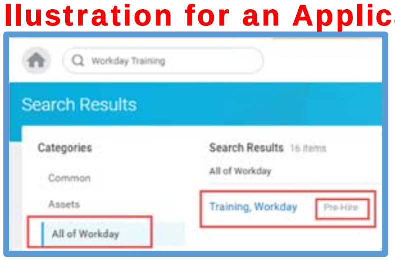
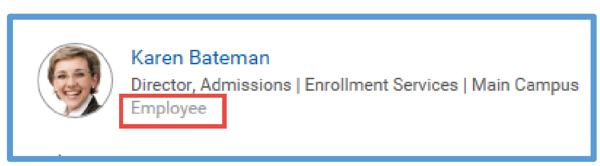
AFTER WORKER IS HIRED

As a new employee at Broward College, new hires are required to complete the Onboarding process in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed.

Additionally, new hires are required to visit the Records Management, HR to verify employment eligibility (I9). Please contact Records Management, HR to schedule your appointment.

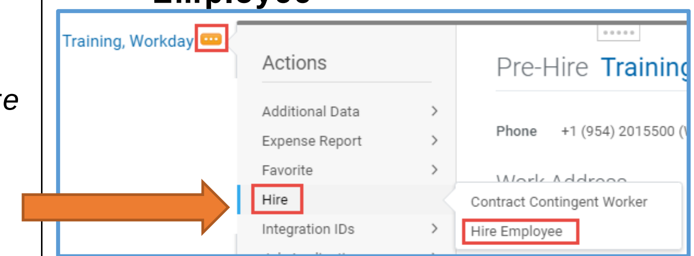
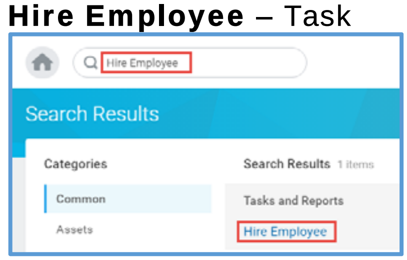
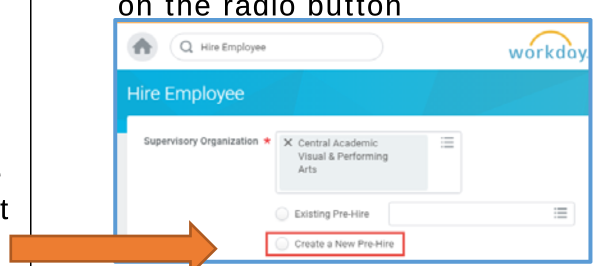
TASKS IN THIS JOB AID

PROCEDURE

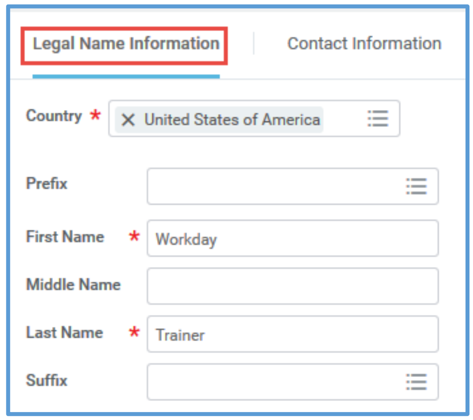
Non-Advertised Position	
Step 1	Login to Workday
Note	To ensure that a duplicate applicant does not get created, a search must be completed in Workday for the name of the applicant to ensure that they do not already have a record in Workday
Step 2	Type the name of the applicant in the search field **>** press enter and click **All of Workday** to view if worker exists in Workday 
Step 3	If the worker exists in Workday, you will see a record for the worker. • Current employee - will have the word *Employee* listed under his/her name along with the position, manager, and location • Pre-Hire – also known as applicant will have the word *Pre-Hire* listed next to his/her name • **Illustration for an Applicant:**  **Illustration for an Employee:** 

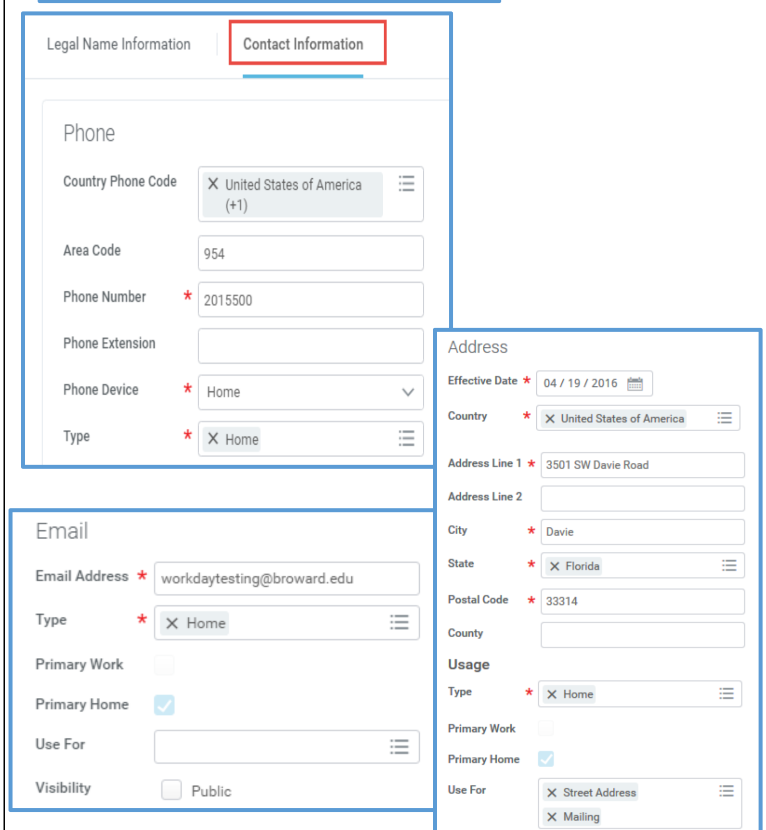
Step 4

Follow steps as listed below:

If	Then
A **pre-hire** exists in Workday **Note:** If the *Hire* option does not appear, it is possible that another department has initiated the hire for worker. Contact [HR-Records]() to verify	1. Click on the **Related Actions** next to pre-hire's name 2. Rest your cursor on *Hire* and click on **Hire Employee**  3. Hire employee screen appears with the supervisory organization and existing pre-hire filled in, verify that the information is correct 4. Click **OK** and go to [step 5]()
A **current employee** appears with an active position	Refer to the [Add Additional Job]() aid if you are assigning a current employee with an active primary job or position, to an additional job or position. The additional job can be for different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile than the primary job or position.
No Record exists in Workday **Note**: In most cases, selecting **Create a New Pre-Hire** option will be appropriate and will navigate the process to create the new applicant	1. Type **Hire Employee** in the search field and select **Hire Employee** – Task  2. Hire employee screen appears, select the **Create a New Pre-Hire** option by clicking on the radio button 

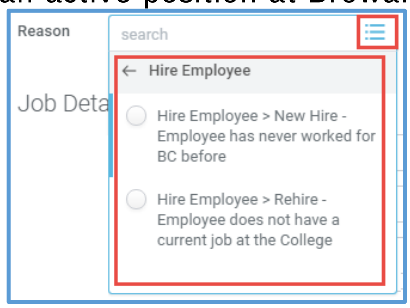
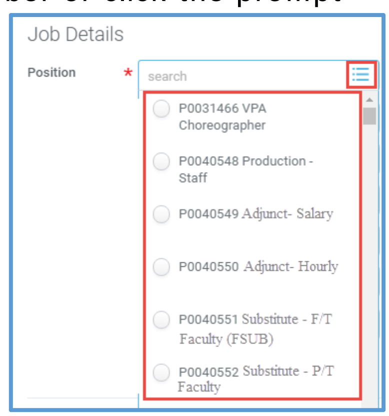
3. Click **OK**
4. Complete all fields including applicant's contact information and home email address on the **Contact Information** tab (**Note**: Contact information such as home address, phone numbers and home email address must be entered for the Pre-Hire)





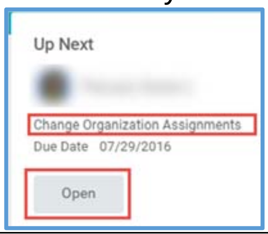
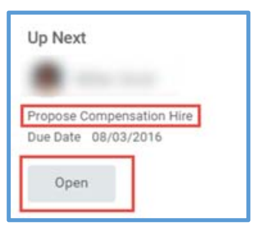
5. Click **OK** and go to next step

Step 5	Complete all fields as listed below:

Field	Description
Hire Date	Enter current date by either typing or selecting from the calendar
Reason	Click the prompt and select Hire Employee and then either New Hire or Rehire ➢ New Hire – applies to workers who have not worked for Broward College before ➢ Rehire – applies to workers who have worked for Broward College in the past and do not have an active position at Broward College  **Note:** If you are hiring an existing pre-hire and are not sure if they ever worked for Broward College in the past, you may contact [HR-Records]() to verify.
Position (Ex: Adjunct Hourly or Salary, Substitute FT or PT, Work Study, Tutor, Clerk/Office Assistant, etc.)	Type in the position number or click the prompt and select the position 
Job Req	Populate automatically from the Job Requisition
Emp Type	
Job Profile	
Time Type	
Location	
Work Space	
Pay Rate Type	

Under **Additional Details**, click on the Expend/Collapse icon › to expend additional details and review the information in this section

Job Title	Populate automatically from the Job Requisition
Business Title	
Location Weekly Hrs.	
Default Weekly Hrs.	You may need to adjust
Scheduled Weekly Hrs.	
FTE	Populates automatically based on the Scheduled Weekly Hours
Job Classifications	Are component of the Job Profile itself. This should not be modified. If you feel they need to be adjusted, please contact the [HR-Compensation]() for additional guidance.
Job Classification	Leave Blank
Company Insider Types	
Worker's Comp Code from Job Profile	Populates automatically
Worker's Comp Code Override	Leave Blank
Work Shift	Based on the scheduled weekly hours in the evening or overnight. The FPE Contract or Salary Schedule may be referenced when considering Shift Two or Shift three. First Shift is the standard day schedule.
First Day of Work	Enter first day of work (Allow enough time for approvals when selecting the first day of work as it may need to be adjusted). The proposed hire date should be at-least 5-7 business days from the date of the request
Time of Hire	Leave Blank
Continuous Service Date	Populates automatically
Benefit Service Date	Leave Blank
Company Service Date	

Step 6	Click the plus icon under the **Attachments** section to attach a copy of the employment application and resume. Refer to the Attachments job aid for detailed process on how to attach documents in WD.
Step 7	Enter Comments
Step 8	Click **Submit**
	Change Organization Assignments
Step 9	As soon you submit the hire, Workday will prompt you to **Change Organization Assignments**. Access the task by clicking **Open** (**Note:** you may also access the task from your Workday Inbox) 
Step 10	Click the pencil icon and enter the following information: – Cost Center – Business Unit – Program – Fund – Grant (For Grants position only) - Enter the grant ID in the Grant field Click the save icon to save each section listed above
Step 11	If hiring an adjuct, enter course ID & Reference # in the **Comments**
Step 12	Click **Submit**
	Propose Compensation Hire
Step 12	Once the step of Change *Organization Assignments* has been submitted, Workday will prompt you to **Propose Compensation Hire**. Access the task by clicking **Open** (**Note:** you may also access the task from your Workday Inbox) 
Step 13	Scroll down to **Salary** (paid based on an annual amount) or **Hourly** (paid based on an hourly amount) section of the compensation screen and click the pencil icon to enter the **Amount** and click the save icon to save **Note:** If you enter a salary amount above the minimum, add comments to justify. Additionally, allowances such as cell phone plan, parking plan

<table>
<tr><td></td><td>and/or shift differential are not part of the base salary, but they are annualized and are entered under Allowances.

Illustration for Salary:

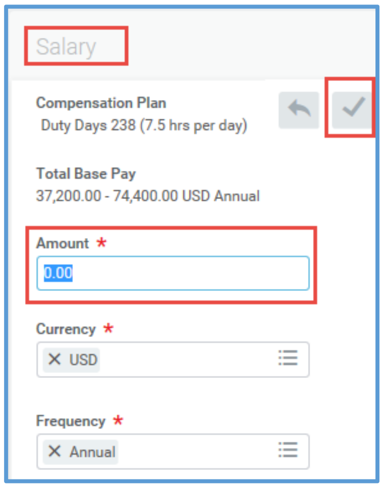


Illustration for Hourly:

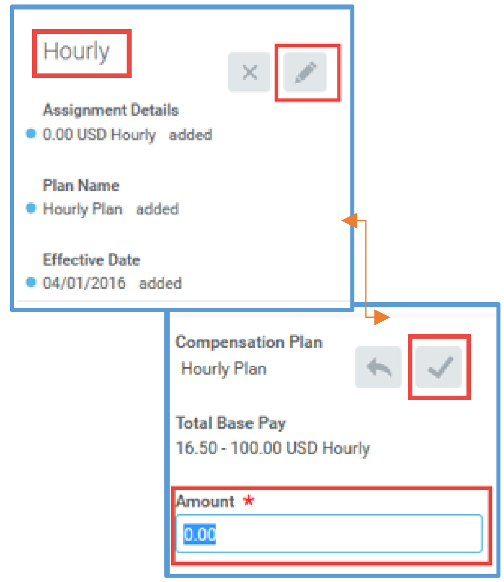
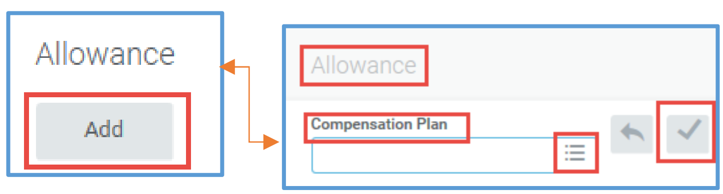
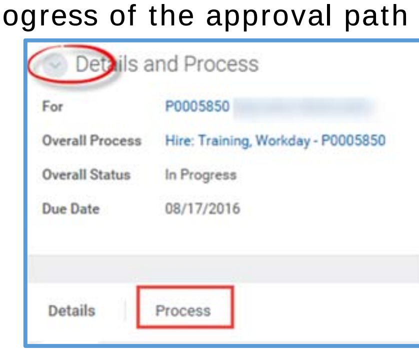


Illustration for Allowances:
1. Click on Add
2. Click the prompt icon in the Compensation Plan field to view allowances eligible for the selected job profile
3. Click the save icon to save

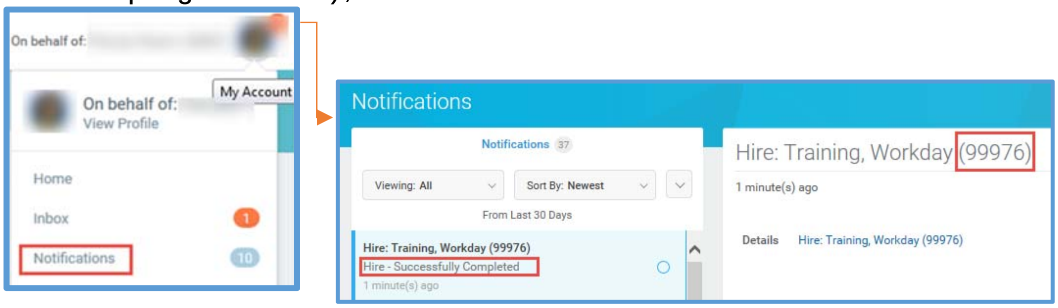

</td></tr>
<tr><td>Step 14</td><td>Click Submit</td></tr>
<tr><td>Up Next</td><td>Next screen appears with the next approver</td></tr>
<tr><td>Approval</td><td>Click on icon to expand Details and Process and click on Process tab to view the progress of the approval path and the remaining process


</td></tr>
</table>

Step 15

Once the hire is fully approved, manager will receive a notification in Workday

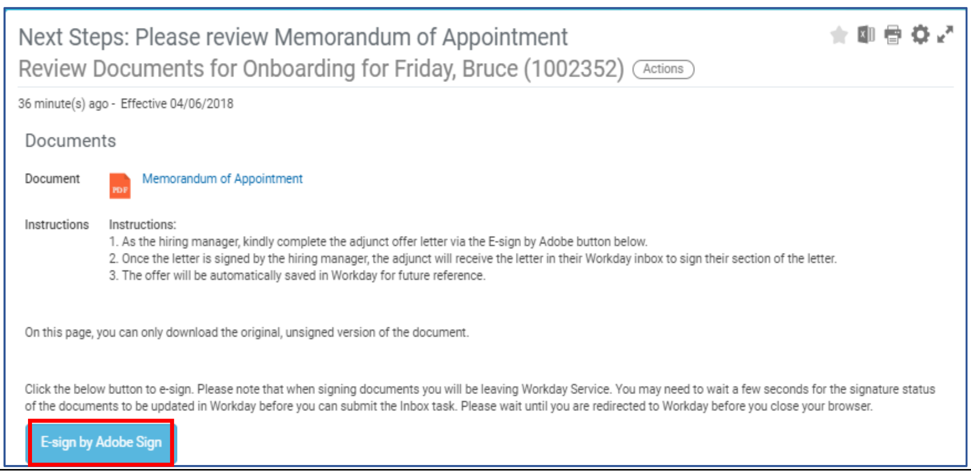
- To see notification, click on **My Account** (your picture located on the top right corner), then click on **Notifications**



Adjunct Hiring ONLY

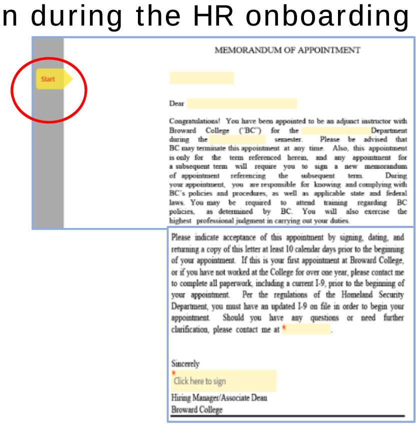
Step 1

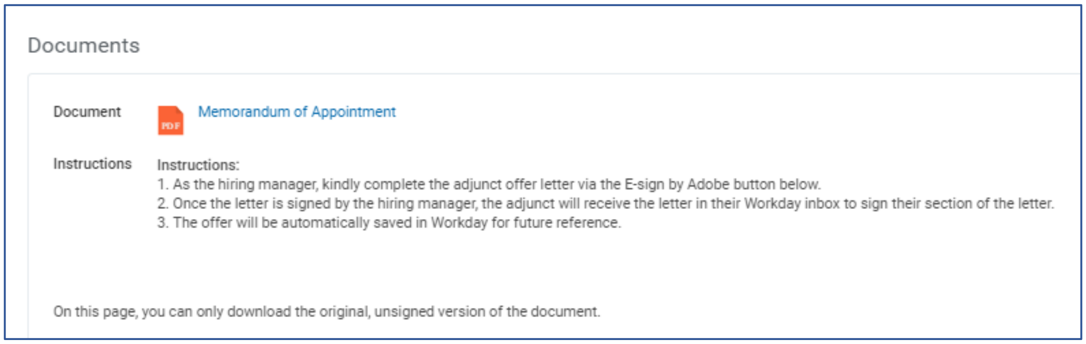
As part of the hiring process, the manager will receive the Review Memorandum of Appointment task to complete. Click on the **E-sign by Adobe Sign** below to complete the Memorandum of Appointment

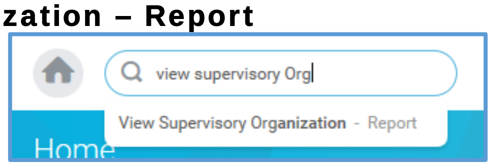


Step 2

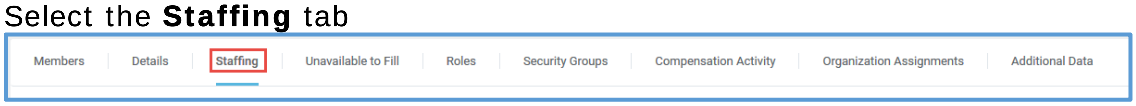
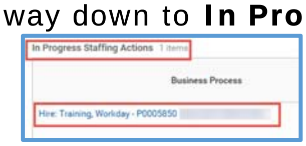
Click on the **Start** feature to complete the various sections of the Memorandum. This must be completed as soon as possible (ASAP) so that the adjunct can sign during the HR onboarding process.



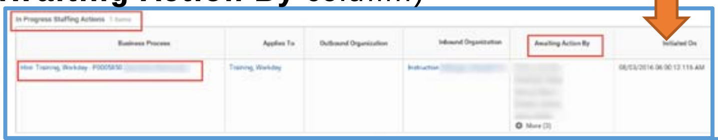
<table>
<tr><td>Step 3</td><td>Click on Submit. The Mmorandum will be sent electronically to the adjunct’s Workday inbox for e-signature. E-signing of the Memorandum is completed during the HR onboarding process.


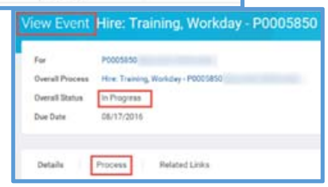
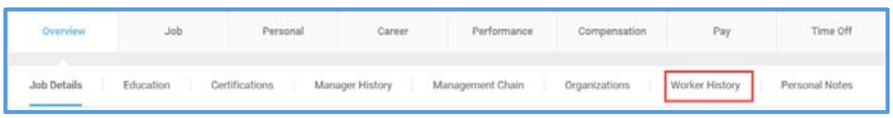
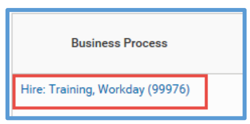
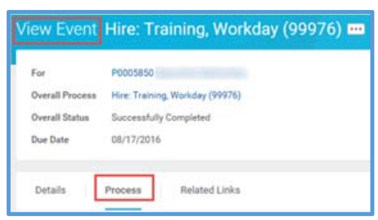
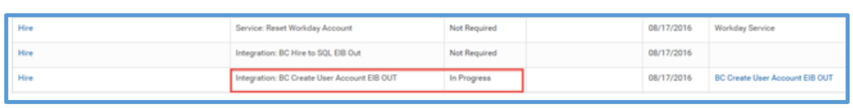

</td></tr>
<tr><td colspan="2">View Status of a Hire in Progress</td></tr>
<tr><td>Step 1</td><td>Type Supervisory Organization in the search field and select View Supervisory Organization – Report

</td></tr>
<tr><td>Step 2

Note</td><td>The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and ☰ select appropriate value

You may only see Supervisory Organization that you are responsible for</td></tr>
<tr><td>Step 3</td><td>Click OK</td></tr>
<tr><td>Step 4</td><td>Select the Staffing tab

</td></tr>
<tr><td>Step 5</td><td>Scroll all the way down to In Progress Staffing Actions

</td></tr>
</table>

workday

<table>
<tr><td>Step 6</td><td>Click on Hire (blue hyperlink) under Business Process to view Details or Process Status (you may also see the persons the task is pending with under Awaiting Action By column)



</td></tr>
<tr><td colspan="2">Workday Account</td></tr>
<tr><td colspan="2">Once the hire is fully approved in Workday, an automated service request to create worker's Workday account will be generated. This automated service is scheduled to run twice a day (am & pm). To check the status, follow steps listed below.</td></tr>
<tr><td>Step 1</td><td>Type worker's name or PID in the search field and select worker</td></tr>
<tr><td>Step 2</td><td>Worker's profile will appear, click on Worker History tab

</td></tr>
<tr><td>Step 3</td><td>Click on Hire (blue hyperlink) under Business Process column

</td></tr>
<tr><td>Step 4</td><td>Click on the Process tab

</td></tr>
<tr><td>Step 5</td><td>Scroll all the way down and check the status of Integration: BC Create User Account EIB OUT

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