www.broward.edu

Hiring for a Part-Time 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 an advertised part-time position. For assistance during the recruitment process, please contact the <u>HR-Recruitment</u>.

BEFORE YOU BEGIN

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 <u>Onboarding</u> in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed. Employees rehired within one year of their termination will not have to perform the Onboarding task again.

Additionally, new hires are required to visit the Records Management, HR to verify employment eligibility (19). Please inform new hire to contact <u>Records</u> <u>Management, HR</u> to schedule his/her appointment once the hire is fully approved in Workday.

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THINGS TO KNOW

Recruiting Dashboard- Access from your Workday homepage to view all job requisitions (open & closed) for your supervisory organization, candidates that applied and advertising sources the candidates are using.



Recruiting Worklet – Access from your Workday homepage to create a prospect, view job requisitions, invite someone to apply for a job, etc.



TASKS IN THIS JOB AID

Process for hiring for a Part-Time Advertised Position

How to Screen Candidates

Change Organization Assignments

Propose Compensation

View Status of a Hire in Progress

Workday Account



PROCEDURE

	Part-Time Advertised Position
Step 1	Login to Workday
Step 2	Complete and submit a job requisition and allow for the approval
	process to go entirely through.
	Nete: Defer to Job Deguicition job aid for detailed stan by stan
	Note: Refer to <u>Job Requisition</u> Job and for detailed step by step
Stop 2	Once the job requisition is approved. HP Pecruitment team will
Step 5	review and post the position on Broward College Website HR-
	Recruitment team will inform the hiring manager once the position is
	posted
	How to Screen Candidates
Step 1	Navigate to Home screen and click on Recruiting Worklet (Note:
	If you do not see the Recruiting Worklet, refer to <u>Configure Worklets</u>
	job aid to configure recruiting worklet on your WD home page)
	Recruiting
Ctore 2	Co to the Decent costion and click on the inh remuinitien number
Step 2	to review the candidates (Note: Managers can also type the
	requisition number in the search field and review the candidates)
	Decent
	Recent
	10000303 Course Development - Hourly (Open)
	10000304 Course Development - Adjunct Hourly (Open)
	REQ-000000512 Instructional Technologist - Online (Open)
	REQ-000002342 r (Open)
	REQ-000004346 (Open)

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Step 3	The requi the inform – Ov – Cal – De – Qu – Jok REQ-0000 Recruiting St Target Hire D Primary Loca	sition screen appears with 5 tabs; click on each tab to review nation in each area erview ndidates tails alifications o Postings 011068 Specialist, Multimedia (Open) Actions art Date 06/16/2016 - 8 months ago tate 06/16/2016 - 8 months ago tion \bigodot Willis Holcombe Center
	Overview	W Candidates Details Qualifications Job Postings
	To revie	w candidates:
	Step 1	Click on the Candidates tab
	Step 2	Click on the candidate's name (blue hyperlink) in the Name column Stage Name Action Awaiting Action Offer No 2
	Step 3	Next screen appears with 6 tabs; navigate thru each tab to review application and credentials. Click on the Attachments tab to review Resume, Transcripts, Cover Letter, etc. Overview Screening Interview Ouestionnaire Results Attachments Offer
	Step 4	To print/save candidate's application, click on the printer icon (located on the top right corner) to generate a PDF version to attach during the hire process in later steps
Step 4	Identify t	he candidates to be interviewed
Note	If candida an <u>Add A</u> below.	ate interviewed is a current Broward College employee, initiate dditional Job. Otherwise complete the following steps listed



Step 5	Click on the Rela	ted Actions - icon located next to candidate's name
Step 6	Click on Candida	ate Actions and select Move Candidate
Step 7	Candidates 18 items Stage Na Review MATTHI Click on the radio Hire from the drop	Actions Candidate Actions Favorite Integration IDs Personal Data Prospect Actions Nove Candidate Undo Move ③ Share Candidate Personal Data Prospect Actions Nove Candidate Data Prospect Actions Nove Candidate Data Prospect Actions Nove Candidate
		Move Forward select one Decline selec select one Ready for Hire
Step 8	Click OK > Done	
Step 9	As soon as you c your Workday int	lick OK , a Hire process for the candidate will appear in pox
Step 10	Access the task f	rom your Workday inbox
Step 11	Follow steps as li	sted below:
	Field	Description
	Hire Date	Enter current date by either typing or selecting from the calendar
	Reason	 Click the prompt i≡ 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



Position	Type in the position number or click the prompt ≡
(Exc. Additional	and select the position Job Details
(EX: Adjunct	Position * search
Salary	P0031466 VPA Choreographer
Substitute FT	P0040548 Production - Staff
or PT, Work	P0040549 Adjunct- Salary
Study, Tutor,	
Clerk/Office	O P0040550 Adjunct- Hourly
Assistant, etc)	O P0040551 Substitute - F/T
	P0040552 Substitute - P/T
	Faculty
Job Req	
Emp Type	
Job Profile	
Time Type	Populate automatically from the Job Requisition
Location	
Work Space	
Pay Rate Type	
Job Title	
Business Title	
Location	Populate automatically from the Job Requisition
Weekly Hrs	
Default	
Schodulod	You may need to adjust
Weekly Hrs	
FTE	Populates automatically based on the Scheduled
	Weekly Hours
Job	Are component of the Job Profile itself. This should
Classifications	not be modified. If you feel they need to be
	adjusted, please contact the <u>HR-Compensation</u> for
loh	
Classification	Leave Blank
Company	
Insider Types	
Worker's	
Comp Code	Populates automatically



	Worker's	Leave Blank
	Comp Code	
	Override	
	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	Enter first day of work (Allow enough time for
	Work	approvals when selecting the first day of work as it
		may need to be adjusted)
	Time of Hire	Leave Blank
	Continuous	Populates automatically
	Service Date	
	Benefit	
	Service Date	Leave Blank
	Company	
	Service Date	
Step 6	Click the plus G	icon under the Attachments section to attach a copy
	of the employme	ent application and resume (Note: Refer to step 3 to
	learn how to gei	nerate a PDF application for the candidate)
	Refer to the Atta	achments job aid for detailed process on how to attach
	documents in W	D.
Step 7	Enter Comment	s and candidate's email address for <u>HR-Records</u> to
•	perform a back	ground check
Step 8	Click Submit	
	Cha	nge Organization Assignments
Step 9	As soon you sub	omit the hire, Workday will prompt you to Change
	Organization A	Assignments. Access the task by clicking Open
	(Note: you ma	y also access the task from your Workday Inbox)
		Up Next
		• • • • • • • • • • • • • • • • • • •
		Change Organization Assignments
		Due uate 0/20/2016
		Upen
Step 10	Click the pencil	icon and enter the following information:
	 Cost Cer 	nter
	– Business	s Unit
	– Program	
	– Fund	
	– Grant (F	or Grants position only) - Enter the grant ID in the
	Grant fie	
	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
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 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: Sign/ Illustration for Hourly: <t< td=""></t<>

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Illustration for Allowances:
1. Click on Add
2. Click the prompt icon \equiv in the Compensation Plan field to view
allowances eligible for the selected job profile
3. Click the save vicon to save
Allowance
Click Submit
Next screen appears with the next approver
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 For P0005850 Overall Process Hire: Training, Workday - P0005850 Overall Status In Progress Due Date 08/17/2016 Process
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 On behalf of: Notifications Notificatio



	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.
	Next Steps: Please review Memorandum of Appointment Image: Comparison of Appointment Review Documents for Onboarding for Friday, Bruce (1002352) (Actions) 36 minute(s) ago- Effective 04/06/2018 Documents Documents Memorandum of Appointment Instructions: Instructions:
	1. As the iming manager, kindly complete the adjunct off enter leading to yacobe obtained below. 2. Once the letter is signed, by the hing manager, the adjunct will be evice the letter in their Workday inbox to sign their section of the letter. 3. The offer will be automatically saved in Workday for future reference. On this page, you can only download the original, unsigned version of the document. Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be undated in Workday before you can submit the linbox task. Please wait until you are redirected to Workday before you can one you browser.
	Esign by Adobe Sign
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.
	MEMORASDUM OF APPORITMENT MEMORASDUM OF APPORITMENT MEMORASDUM OF APPORITMENT MEMORASDUM OF APPORITMENT Memoral Caller ("UC") for the bas adjust an induct a model to the adjust an induce to with first main of the transformation of the tra
Step 3	Click on Submit . The Memorandum 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.
	Documents Document Memorandum of Appointment Instructions Instructions: 1. As the hining managet, kindly complete the adjunct offer letter via the E-sign by Adobe button below. 2. Once the letter is signed by the hining managet, the adjunct will receive the letter in their Workday inbox to sign their section of the letter. 3. The offer will be automatically saved in Workday for future reference. On this page, you can only download the original, unsigned version of the document.

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View Status of the Hire in Progress		
Step 1	Type Supervisory Organization in the search field and select View Supervisory Organization – Report	
	Q view supervisory Org View Supervisory Organization - Report Home	
Step 2	The Supervisory Organization appears automatically. If you wish to view headcount for another Supervisory Organization, click on the prompt icon and ≡ select appropriate value	
Step 3	Click OK	
Step 4	Select the Staffing tab Members Details Staffing Unavailable to Fill Roles Security Groups Compensation Activity Organization Assignments Additional Data	
Step 5	Scroll all the way down to In Progress Staffing Actions	
Step 6	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)	
	View Event Fire: Training, Workday - P0005850 For P0005850 Overall Process Hire: Training, Workday - P0005850 Overall Status In Progress Due Date 08/17/2016 Details Process Related Links	

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	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). To check the status, follow steps listed below.	
Step 1	Type worker's name or PID in the search field and select worker	
Step 2	Worker's profile will appear, click on Worker History tab	
	Overview Job Personal Career Performance Compensation Pay Time Off	
	Job Details Education Certifications Manager History Management Chain Organizations Worker History Personal Notes	
Step 3	Click on Hire (blue hyperlink) under Business Process column	
	Business Process	
	Hire: Training, Workday (99976)	
Step 4	Click on the Process tab	
	View Event Hire: - P0005850 Specialist, Multimedia Actions	
	For P0005850 Specialist, Multimedia	
	Overall Process Hire: P0005850 Specialist, Multimedia	
	Overall Status In Progress	
	Due Date 03/27/2017	
	Calendars In Use Consecutive Days (No Calendars Selected)	
	My Actions Details Process Related Links	
Step 5	Scroll all the way down and check the status of Integration: BC Create	
	User Account EIB OUT	
	Hore Service: Reset Workday Account Not Required 08/17/2016 Workday Service	
	Hore Integration ID Hire to SQL BID Cut. Not Required DB/17/2015 Hire Integration ID Create User Account EB OUT In Progress DB/17/2016 BC Create User Account EB OUT	

