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 HR-Recruitment.

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

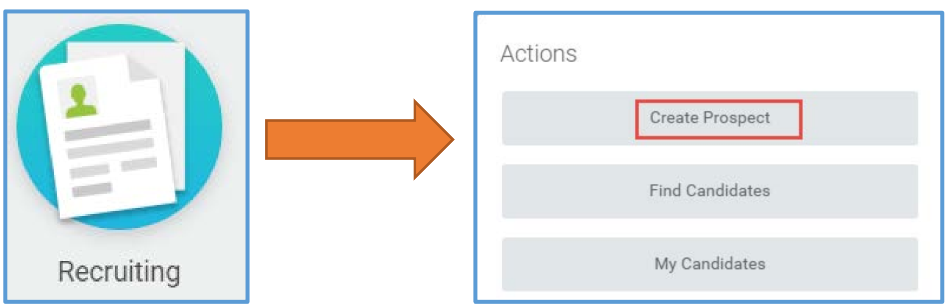
As a new employee at Broward College, new hires are required to complete Onboarding in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed. Employees rehired within one year of their termination will not have to perform the Onboarding task again.

Additionally, new hires are required to visit the Records Management, HR to verify employment eligibility (I9). Please inform new hire to contact Records Management, HR to schedule his/her appointment once the hire is fully approved in Workday.

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

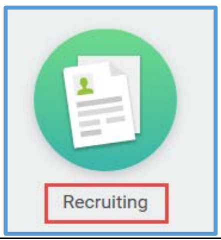
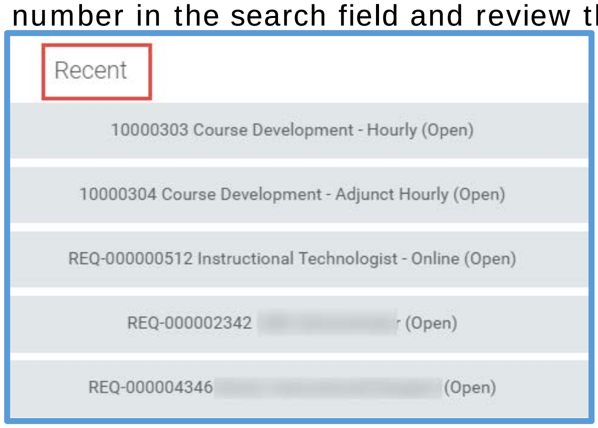
Change Organization Assignments

Propose Compensation

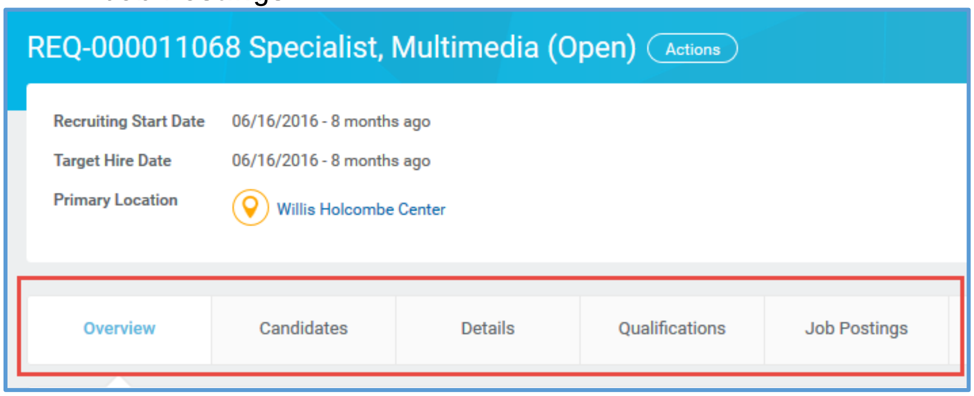
View Status of a Hire in Progress

Workday Account

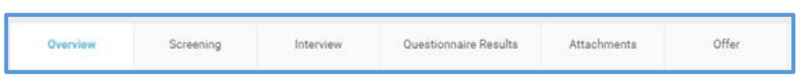
PROCEDURE

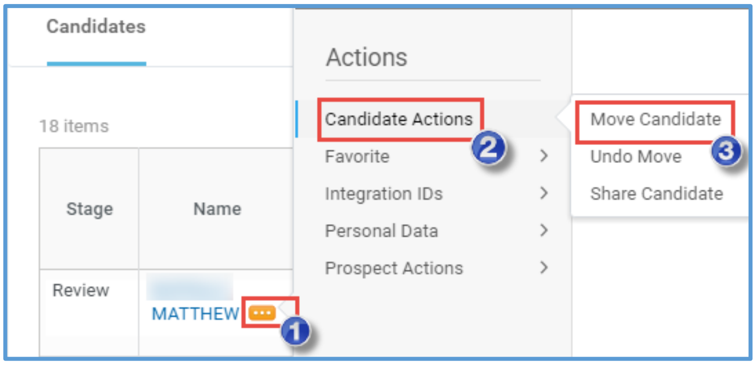
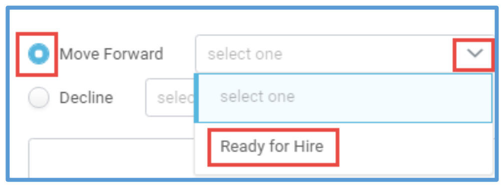
Part-Time Advertised Position	
Step 1	Login to Workday
Step 2	Complete and submit a job requisition and allow for the approval process to go entirely through. **Note:** Refer to [Job Requisition]() job aid for detailed step by step guide on how to complete and submit a job requisition
Step 3	Once the job requisition is approved, HR Recruitment team will 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 [Configure Worklets]() job aid to configure recruiting worklet on your WD home page) 
Step 2	Go to the *Recent* section and click on the **job requisition number to** review the candidates (**Note:** Managers can also type the requisition number in the search field and review the candidates) 

<table>
<tr><td>Step 3</td><td>The requisition screen appears with 5 tabs; click on each tab to review the information in each area

– Overview
– Candidates
– Details
– Qualifications
– Job Postings


To review candidates:
<table>
<tr><td>Step 1</td><td>Click on the Candidates tab</td></tr>
<tr><td>Step 2</td><td>Click on the candidate’s name (blue hyperlink) in the Name column

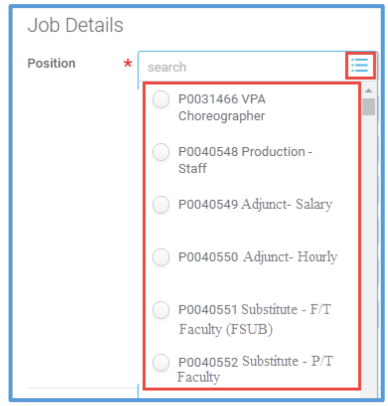
</td></tr>
<tr><td>Step 3</td><td>Next screen appears with 6 tabs; navigate thru each tab to review application and credentials. Click on the Attachments tab to review Resume, Transcripts, Cover Letter, etc.

</td></tr>
<tr><td>Step 4</td><td>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</td></tr>
</table></td></tr>
<tr><td>Step 4</td><td>Identify the candidates to be interviewed</td></tr>
<tr><td>Note</td><td>If candidate interviewed is a current Broward College employee, initiate an <u>Add Additional Job</u>. Otherwise complete the following steps listed below.</td></tr>
</table>

<table>
<tr><td>Step 5</td><td>Click on the Related Actions icon located next to candidate’s name</td></tr>
<tr><td>Step 6</td><td>Click on Candidate Actions and select Move Candidate

</td></tr>
<tr><td>Step 7</td><td>Click on the radio button next to Move Forward and select Ready for Hire from the drop down menu

</td></tr>
<tr><td>Step 8</td><td>Click OK > Done</td></tr>
<tr><td>Step 9</td><td>As soon as you click OK, a Hire process for the candidate will appear in your Workday inbox</td></tr>
<tr><td>Step 10</td><td>Access the task from your Workday inbox</td></tr>
<tr><td>Step 11</td><td>Follow steps as listed below:
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Hire Date</td><td>Enter current date by either typing or selecting from the calendar</td></tr>
<tr><td>Reason</td><td>Click the prompt and select Hire Employee and then either New Hire or Rehire

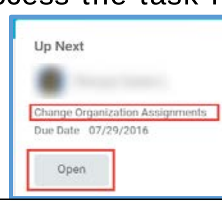
New Hire – applies to workers who have not worked for Broward College before
Rehire – applies to workers who have worked for Broward College in the past and do not have an active position at Broward College


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

<table>
<tr><td>Position

(Ex: Adjunct Hourly or Salary, Substitute FT or PT, Work Study, Tutor, Clerk/Office Assistant, etc)</td><td>Type in the position number or click the prompt and select the position

</td></tr>
<tr><td>Job Req</td><td rowspan="7">Populate automatically from the Job Requisition</td></tr>
<tr><td>Emp Type</td></tr>
<tr><td>Job Profile</td></tr>
<tr><td>Time Type</td></tr>
<tr><td>Location</td></tr>
<tr><td>Work Space</td></tr>
<tr><td>Pay Rate Type</td></tr>
<tr><td>Job Title</td><td rowspan="3">Populate automatically from the Job Requisition</td></tr>
<tr><td>Business Title</td></tr>
<tr><td>Location Weekly Hrs</td></tr>
<tr><td>Default Weekly Hrs</td><td rowspan="2">You may need to adjust</td></tr>
<tr><td>Scheduled Weekly Hrs</td></tr>
<tr><td>FTE</td><td>Populates automatically based on the Scheduled Weekly Hours</td></tr>
<tr><td>Job Classifications</td><td>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.</td></tr>
<tr><td>Job Classification</td><td rowspan="2">Leave Blank</td></tr>
<tr><td>Company Insider Types</td></tr>
<tr><td>Worker's Comp Code from Job Profile</td><td>Populates automatically</td></tr>
</table>

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)
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 (**Note:** Refer to step 3 to learn how to generate a PDF application for the candidate) Refer to the Attachments job aid for detailed process on how to attach documents in WD.
Step 7	Enter Comments and candidate's email address for HR-Records to perform a background check
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

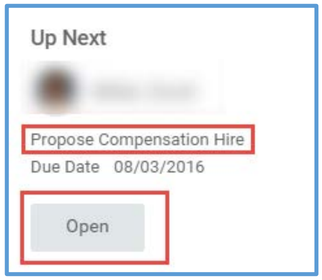
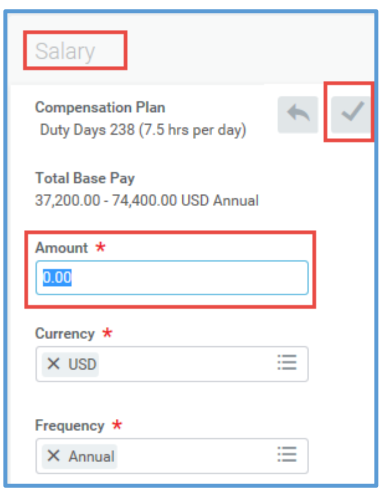
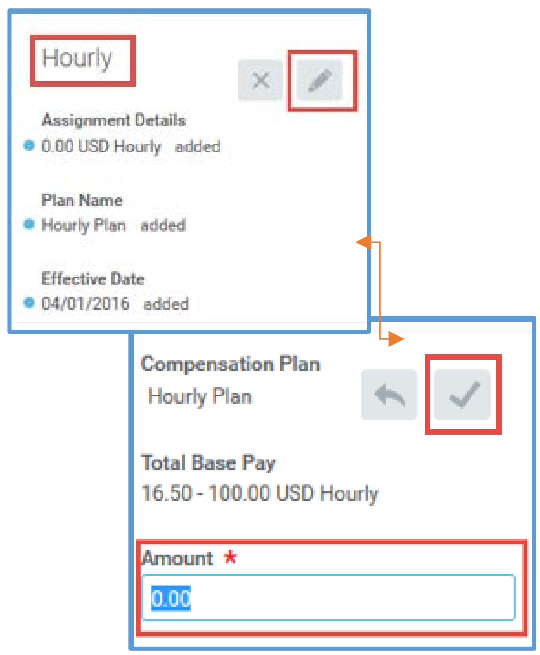
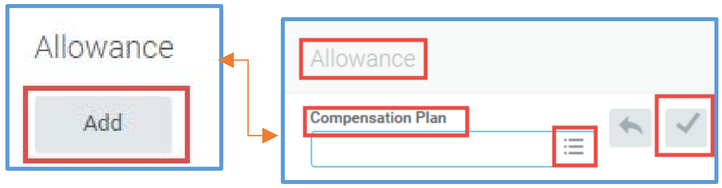
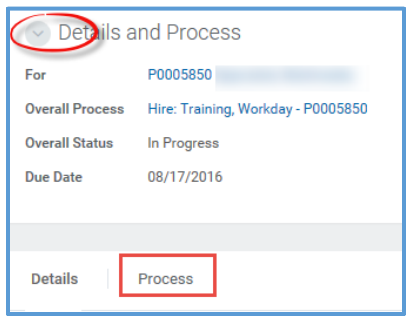
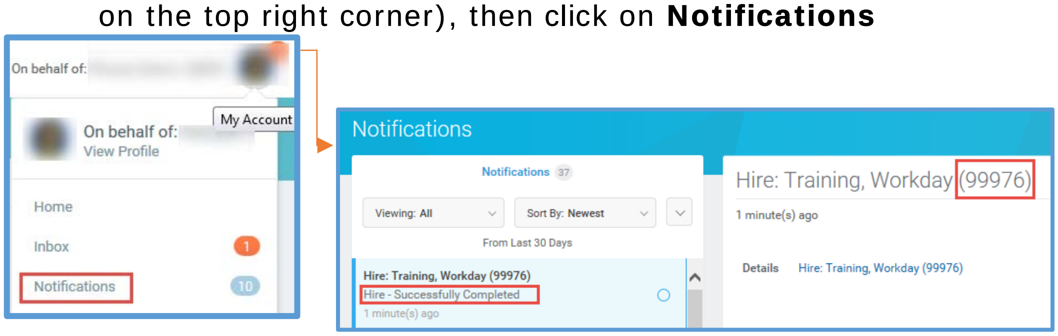
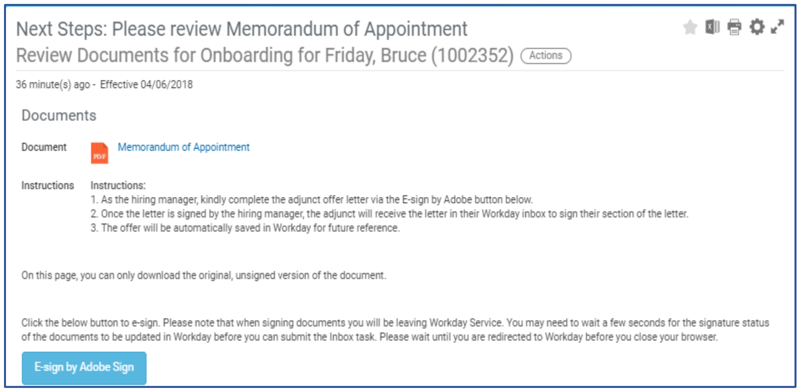
Step 11	If hiring an adjuct, enter course ID & Reference # in the **Comments**
Step 12	Click **Submit**
	Propose Compensation
Step 12	Once the step of Change *Organization Assignments* has been submitted, Workday will prompt you to **Propose Compensation Hire**. Access the task by clicking **Open** (**Note:** 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:**  

	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 
Step 14	Click **Submit**
Up Next	Next screen appears with the next approver
Approval	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 
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

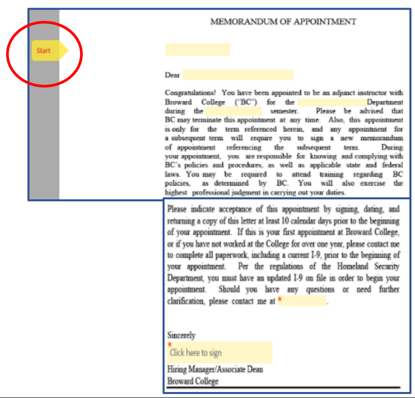
Step 1

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.



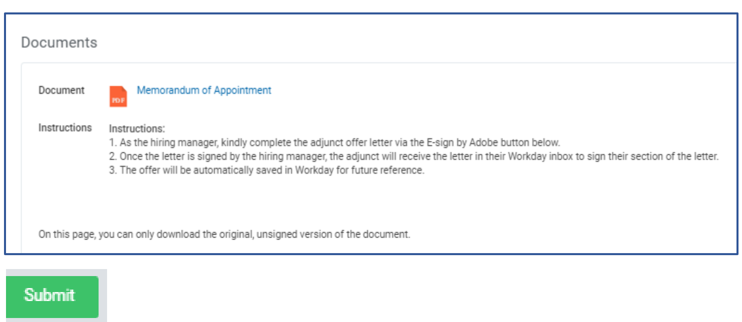
Step 2

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.

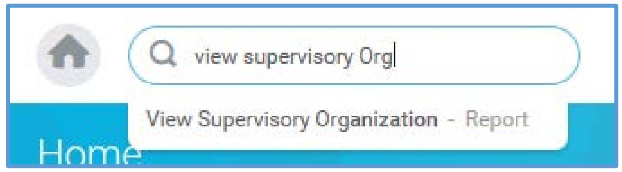


Step 3

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.



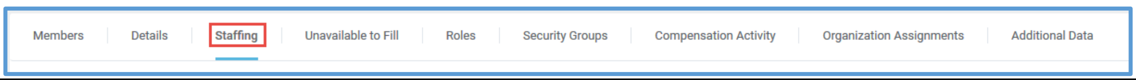
<table>
<tr><th colspan="2">View Status of the Hire in Progress</th></tr>
<tr><td>Step 1</td><td>Type Supervisory Organization in the search field and select View Supervisory Organization – Report



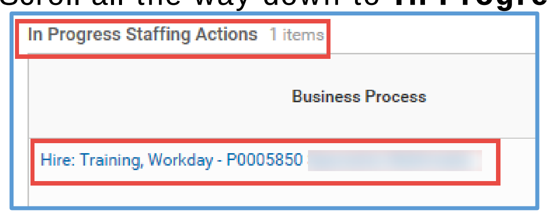
</td></tr>
<tr><td>Step 2

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

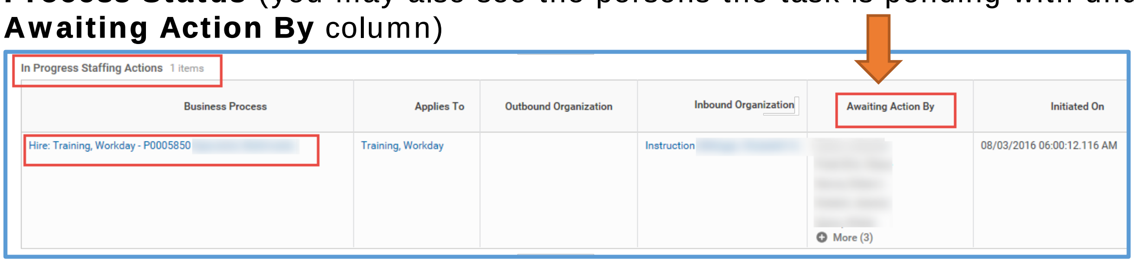
You may only see Supervisory Organization that you are responsible for</td></tr>
<tr><td>Step 3</td><td>Click OK</td></tr>
<tr><td>Step 4</td><td>Select the Staffing tab

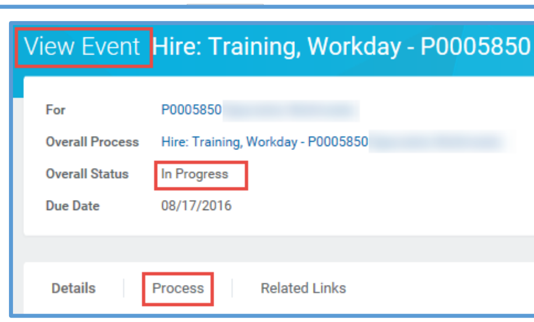


</td></tr>
<tr><td>Step 5</td><td>Scroll all the way down to In Progress Staffing Actions



</td></tr>
<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)

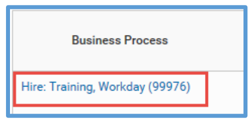




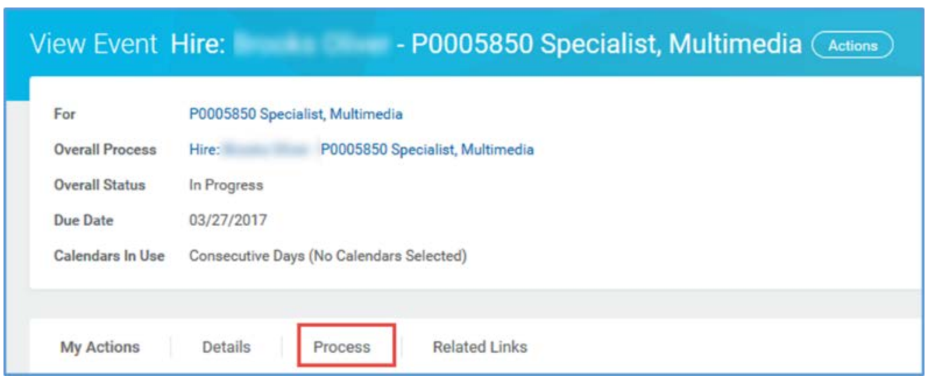
</td></tr>
</table>

<table>
<tr><th colspan="2">Workday Account</th></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

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