HCM: Hiring for New Temporary (Fixed-Term) Direct Hire (C1) Employee

Overview:

This document explains how to hire Temporary (Fixed term) Direct Hire (C1) employees win Workday. Direct Hires are Temporary Openings that do not need a search. Employees primarily hired through this process are Adjuncts (Adjuncts I and II).

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

SU Pre-Workday Process To-Do's:

- **Prior to initiating the Workday process:**
  - Have all information on the Pre-Hire Data Sheet filled out. The Data Sheet is available on SU Workday website and requests the following information FROM THE EMPLOYEE:
    - SSN
    - Email Address
    - DOB
    - Telephone Number
    - Prior Employment at any public institution in the State of Maryland
  - Verbal acceptance of position by employee
  - Signed offline written offer letter (available via Academic Affairs site)
    - ONCE YOU HAVE THIS, DIRECT THE EMPLOYEE TO SU PD TO START THE BACKGROUND CHECK via LIVESCAN
      - Can take upwards of 4 weeks to complete
  - Have all information on the On-Boarding Sheet filled out. This is available on the SU Workday website and request the following information FROM ACADEMIC AFFAIRS:
    - Start and End Dates of Employment
      - Reference the Payroll/HR Processing Calendar on the SU Workday website to ensure that you are initiating the process with enough time for it to complete before the employee's effective date, which should be the start of a pay period.
    - Title (Adjunct I or II)
    - Pay (Total Compensation)
    - Work Location
    - Custom Pay Rate (One-time or bi-weekly)
    - Supervisory Organization
    - Costing Allocation
    - FTE calculation*
    - Academic Period (for Period Activity Pay (PAP))
  - VERIFY IF THE EMPLOYEE HAS EVER WORKED FOR ANY STATE OF MARYLAND PUBLIC INSTITUTION OR ORGANIZATION. IF NOT, PLEASE REFER TO THE ***CREATE PRE-HIRE PROCESS JOB AID*** ON THE SU WORKDAY WEBSITE

Icons referred to in this document

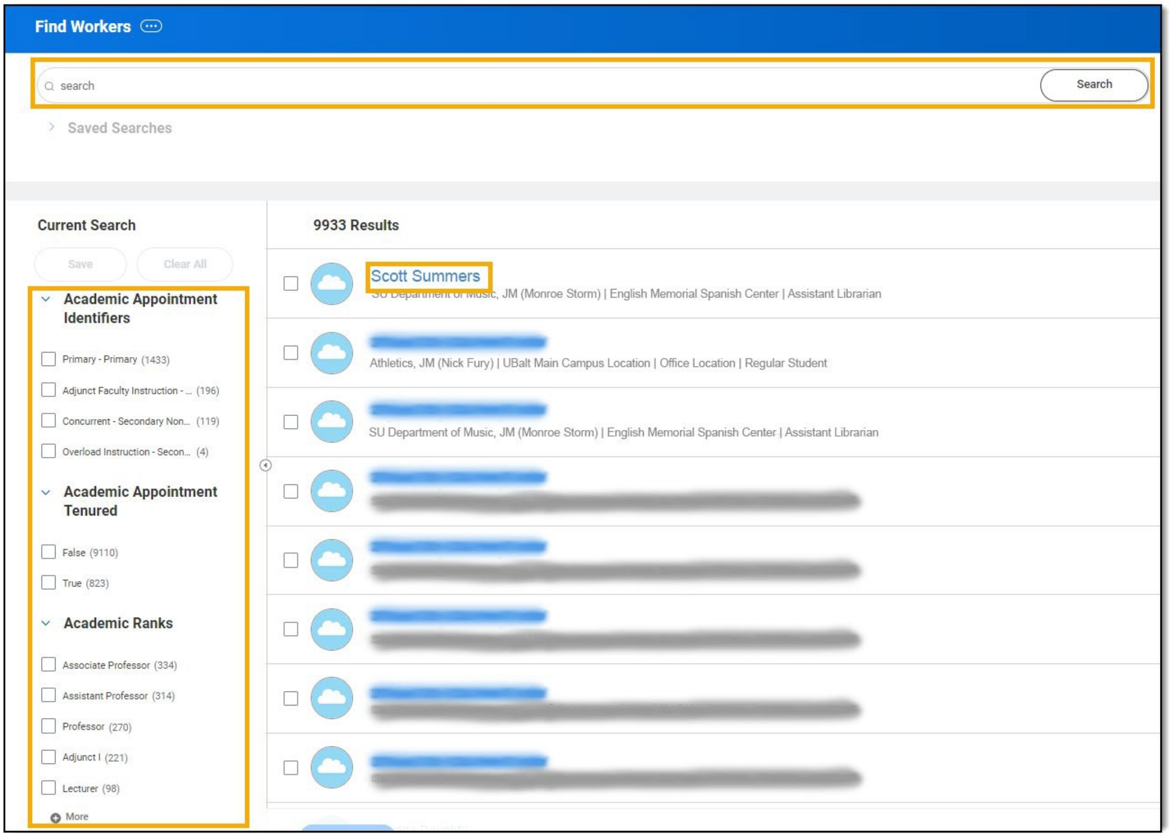
Prompt | Related Actions | Required Field | Checkbox | Calendar

My Tasks | Instruction Information

Hire Employee-Direct Hire

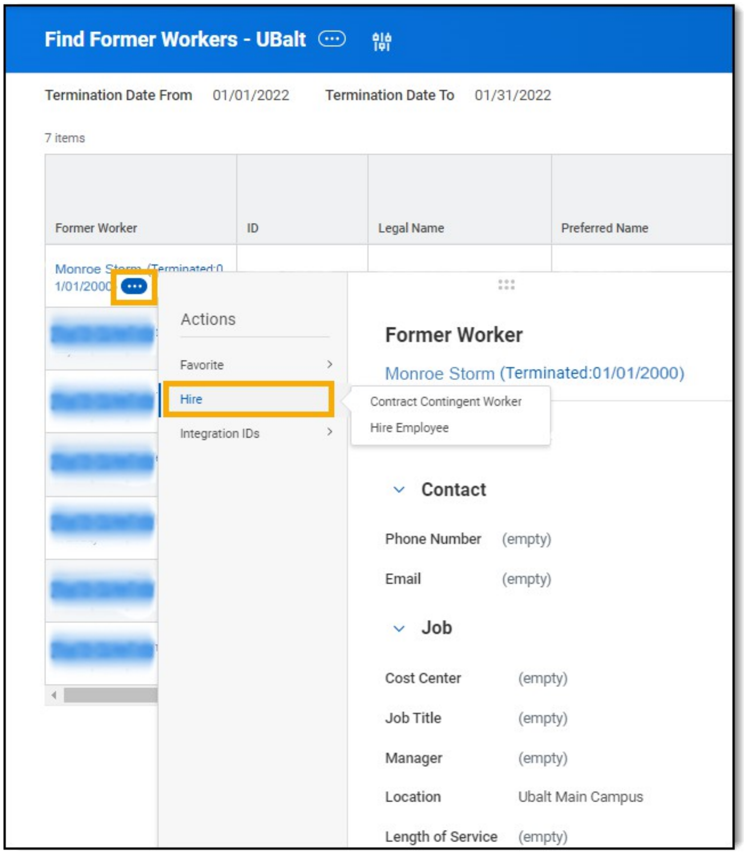
1. Determine whether the hire already has an active record in the system by completing the following steps:
    a. Enter ***Find Workers*** in the **Search** bar and select the report.
    b. The Find Workers report displays.
    c. Enter the hire's name into the report **Search** bar, then select **Search.**

    Note: You can also use the faceted filters in the left-hand menu to narrow results further.



   d. If the hire **is a current employee**: **STOP!**
      1. **Do not use this process further.**
         - Instead, refer to the *Temporary (Fixed-Term) Add Job (C1)* Job Aid
   e. If the hire does not display in the system, proceed to step 2.

2. Confirm whether the hire has previously worked at your institution by completing the following steps:
   a. Enter ***Find Former Workers*** in the **Search** bar and select the report specific to just SU
   b. The Find Former Workers pop-up displays.
   c. (Optional) Enter data for the pop-up fields to limit the results returned on the report.
   d. Select **OK.**
   e. The Find Former Workers report displays.
   f. Review the report results and verify that the worker's Social Security Number and date of birth match those of the new hire.
   g. If the hire does not display in the report, skip to step 3.
   h. If the hire displays as a former employee:
      1. Select **Related Actions,** then choose **Hire.**
      2. Select **Hire Employee**.
      3. Advance to step 10.

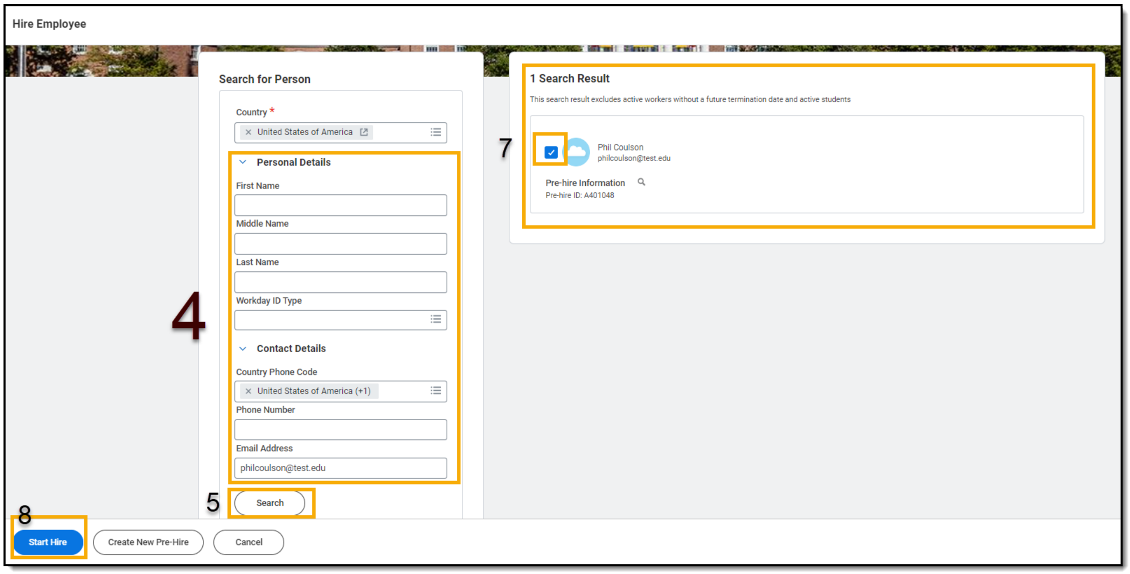


3. If the hire does not appear as either a current or former employee, enter ***Hire Employee*** in the **Search** bar and select the **Hire Employee** task

4. The Hire Employee Page displays
5. Enter the ***candidate's details*** to search for the **candidate** to hire in the **Search for Person** column.

   Notes:

   - Find a candidate by searching for the candidate's First Name, Middle Name, Last Name, Email Address, Phone Number, or Workday ID Type.
   - Searching by the candidate's email address helps to verify the correct candidate is being hired into Workday.
   - Use the arrow to expand Contact Details to search by email address.
6. Select **Search** at the bottom of the **Search for Person** column.
7. The search results display in the **Search Results** column.
8. Select the **checkbox** next to the candidate's name in the search results to select the candidate.
9. Select **Start Hire** at the bottom of the screen.



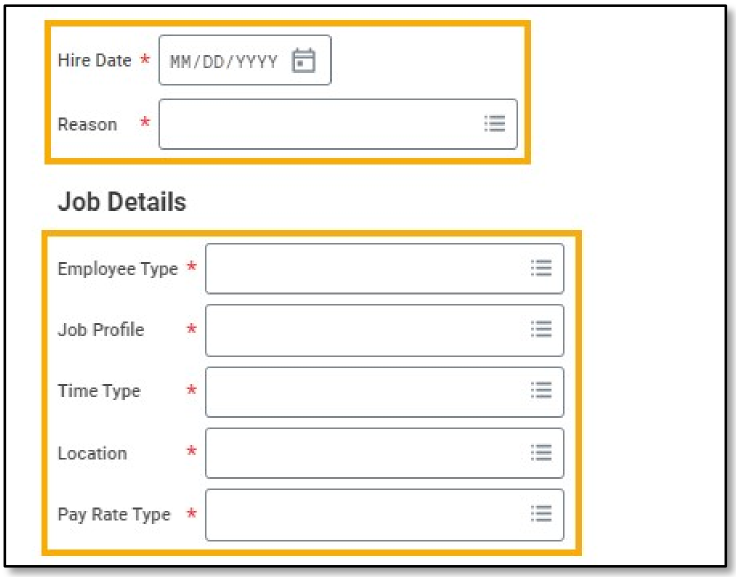
10. The Hire Employee page displays.
11. Select the **Supervisory Organization Prompt** to choose the **Supervisory Organization (ALWAYS USE A JM SUP ORG)** the candidate is being hired into.

    Note: Reference the Onboarding Sheet for this information as noted in the Considerations section above.
12. Select **OK**.
13. The Hire Employee page displays.
14. Use the **Calendar** to choose the **Hire Date**.

    Note: Reference the HR/Payroll calendar and note in the Considerations section above to select a Start and end date that falls at the start and end of a pay period.
15. Select the **Reason Prompt** to choose the appropriate **Reason** for the hire.

    Note: ALWAYS select "Hie Employee > New Hire", unless advised otherwise by HR
16. Move down to **Job Details** section.
    a. **Employee Type**: ALWAYS select **"Temporary (Fixed Term)"**, unless advised otherwise by HR
    b. **Job Profile:** ALWAYS search and select either **"9130 – ADJUNCT FACULTY I"** for Faculty I hires or "**9131 – ADJUNCT FACULTY II"** for Faculty II hires, unless advised otherwise by HR.

c. **Time Type:** Time type will ALWAYS be **"Part Time"**
d. **Location**: Always use **"SU Main"**
e. **Pay Rate Type**: Automatically populates from Job Profile field selection, but will almost ALWAYS be **"Stipend"**



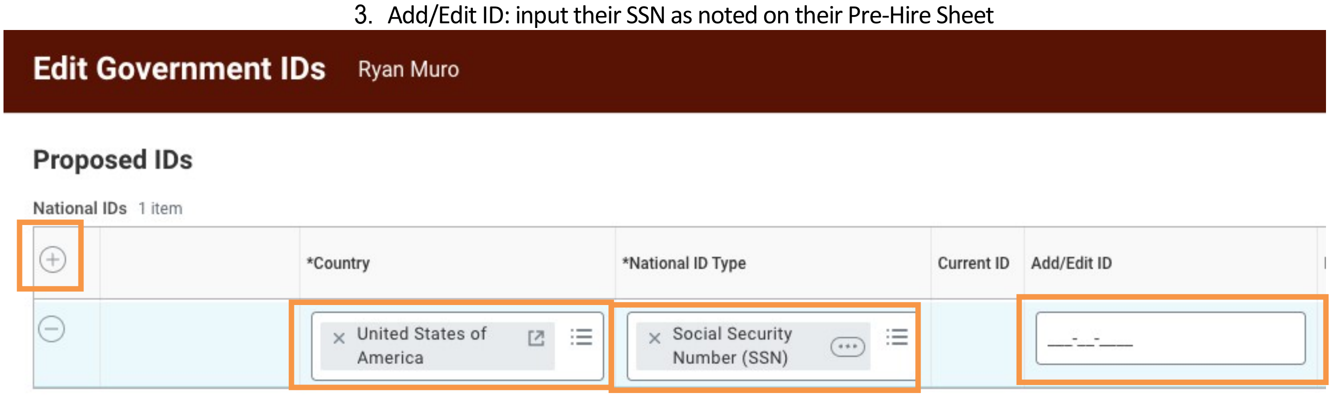
17. Move down to **Working Time** section
    a. **Scheduled Weekly Hours**: Update to reflect
    b. **Work Shift**: Always use "First Shift (United States of America)", unless told otherwise by HR
18. Move down to **Additional Information** section.
19. **ALWAYS** select the **down arrow** next to **Additional Information** to include any additional information.
    a. **Job Title:** Update to reflect Adjunct Level (I or II) and hyphen and add department or course being taught)
    b. **Business Title**: Update to reflect Adjunct Level (I or II) and hyphen and add department or course being taught)
    c. **Additional Job Classifications:** Use the **Prompt** to add any **Additional Job Classifications**
    d. **End Employment Date**: Reference the Payroll/HR Processing Calendar on the SU Workday site and make sure you are selecting an End Employment date that falls on the end of the pay period closest to their actual contract end date (i.e, if the employee's end date is 3/30, but the pay period ends 3/31, put the end date as 3/31, but if the contract end date is 4/1, list the end date as 4/8).
20. (Optional) Add any ***Comments*** into the **Comments** text box.
21. ALWAYS attach **signed written offer letter and select "Offers" for the attachment category**
22. Select **Submit**.

Notes:

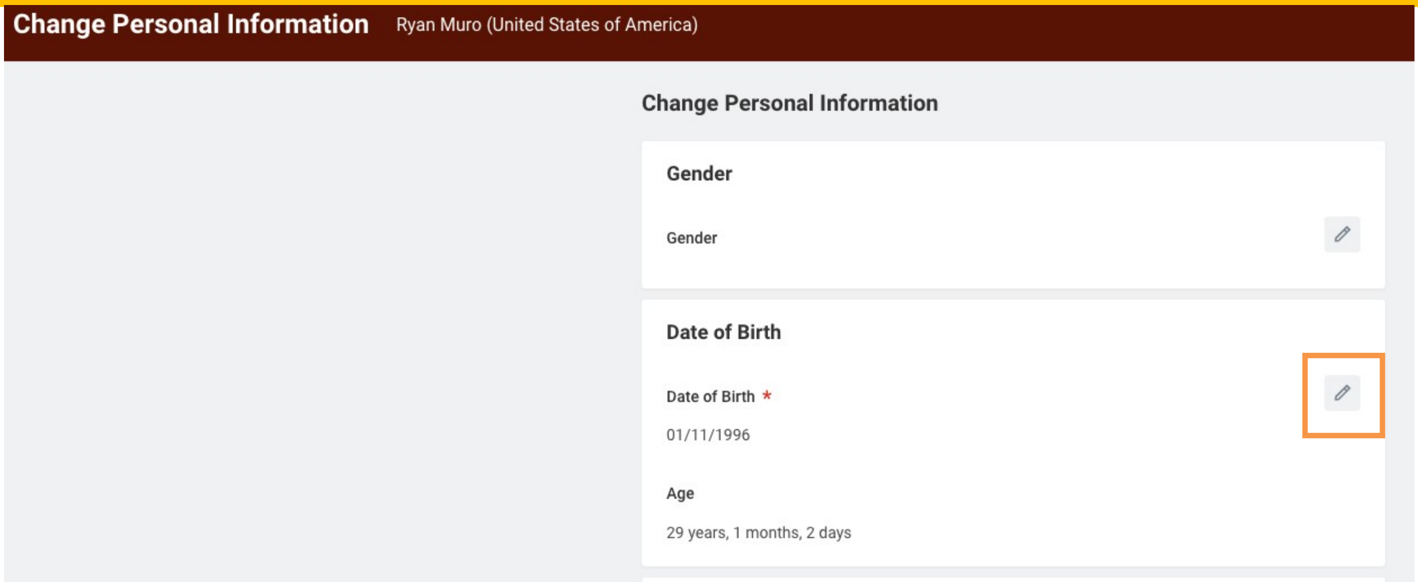
- A pop-up screen appears stating "Success! Event submitted" and the next step in the hire process.

- Depending on your institution's background check process, this may display information about a background check.
- Depending on your security roles, the on or all of the steps that happen next may handled by you. It is recommended to check the Details and Process tabs on the pop up or in the Archive folder in My Tasks to know what steps are completed next and by whom. Refer to the Task Status Review Job Aid for more information.
- Any of the tasks listed below that start with "select Open" are also available in My Tasks if they get closed out.

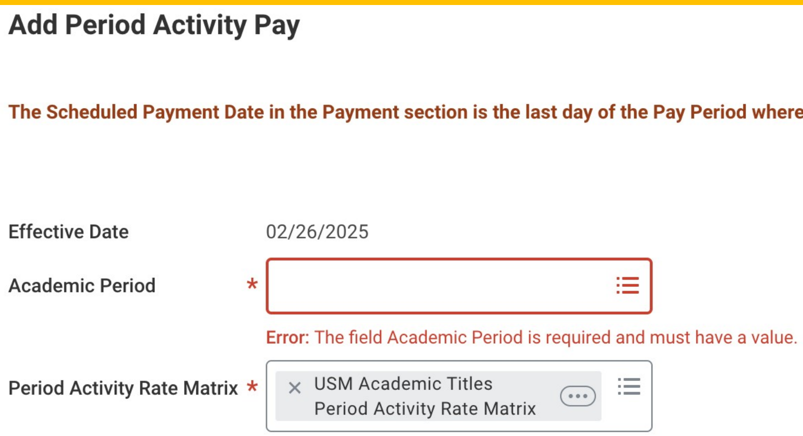
23. Next, select **Open** on the "You have submitted page"
24. This will take you to the **Edit Government IDs** page.
    a. Click in the "+" button under National IDs
    b. In the first row that comes up to enter new information, input the below IN ORDER as each subsequent step is determined by the prior entry:
        1. Country: United States of America
        2. National ID Type: ALWAYS select "Social Security Number (SSN)
        3. Add/Edit ID: input their SSN as noted on their Pre-Hire Sheet



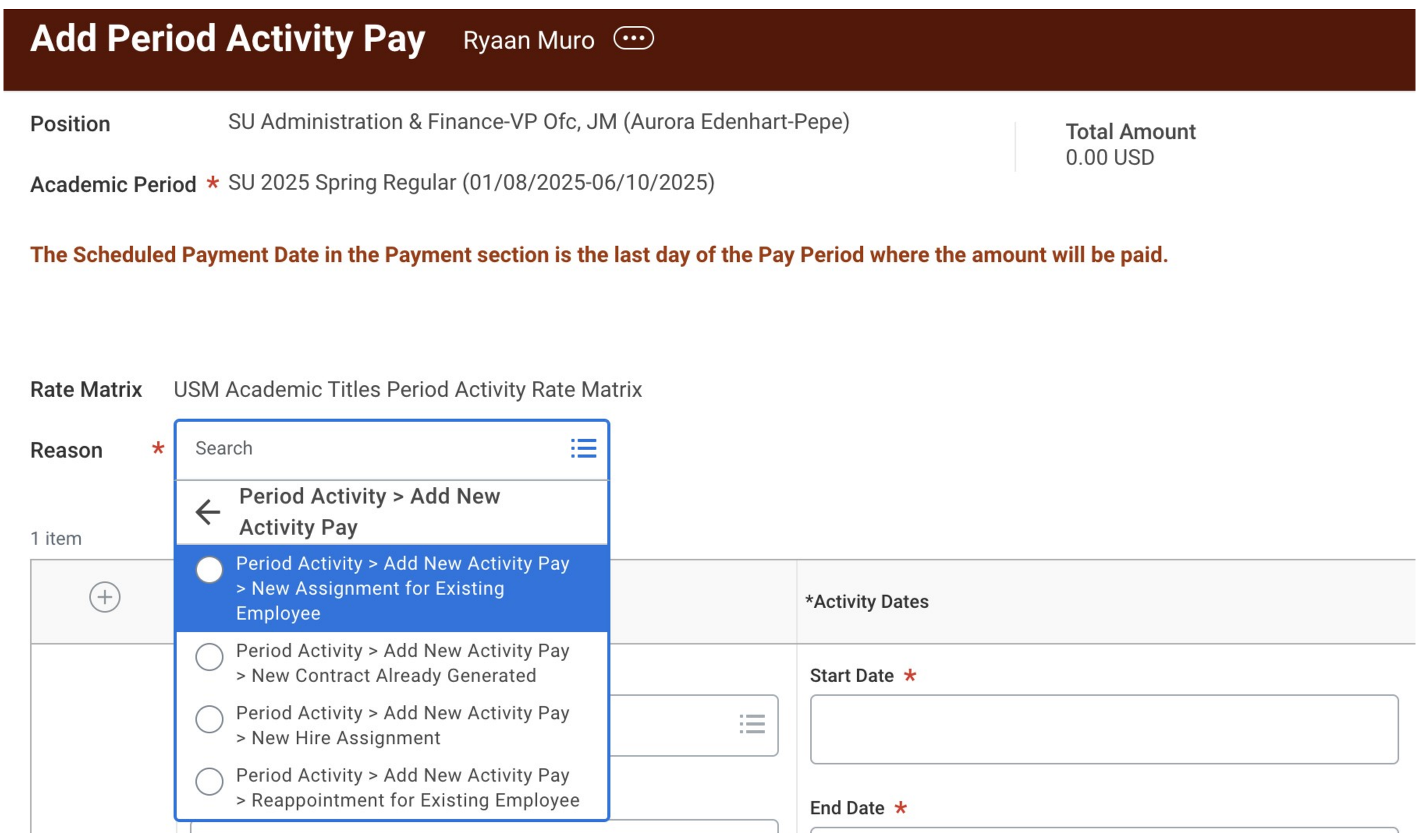
25. Select Submit.
26. Next, select **Open** on the "Success! Event Submitted" pop-up.
27. This will take you to the **Change Personal Information** page.
28. Add the DOB by clicking the pencil to the right of the "Date of Birth" header and make sure that it is accurate and matches what is on the Pre-Hire Sheet that should have been completed prior to the initiation of this process.



29. **PROCESS WILL NOW ROUTE TO HR TO INITIATE THE BACKGROUND CHECK**
    a. **PLEASE DIRECT YOUR HIRE TO COMPLETE THEIR BACKGROUND CHECK VIA LIVESCAP AT SU PD**
    b. **ONCE COMPLETE, HR WILL RECEIVE THE STATUS AND UPDATE IN WORKDAY TO CONTINUE THE PROCESS**
    Note: Background check can take upwards of 4 weeks to complete depending on employee's history
30. Verify the information on the **Change Organization Assignment** screen, which will appear as **"Change Organization Assignments"** in My Tasks of the Initiator
    a. The **Company, Cost Center, and Fund** will default from the Supervisory Organization. Refer to the Pre-Hire Sheet for this information
    b. If any of the above **needs** to be updated, select the **Pencil** to edit information.
    c. For **Timeclock Swipers, ALWAYS** select the **"Timeclock Swipers"** checkbox, unless otherwise noted by HR
    d. For **Department ID, ALWAYS** input the Department ID as noted on the Pre-Hire sheet from the hiring department.
31. **Click Submit**
32. Next, select **Open** on the "Success! Event Submitted" pop-Up
    a. If you are entering an adjunct contract or workers are paid via stipend (period activity pay), you will receive the manage period activity pay assignment task.
33. This will take you to the **Add Period Activity Pay** page.
    a. Enter the **Academic Period based on the Ob-boarding sheet data**
        1. **ALWAYS MAKE SURE THE PERIOD STARTS WITH "SU"**
    b. **Enter the Period Activity Rate Matrix, which should ALWAYS be "USM Academic Titles Period Activity Rate Matrix", unless advised otherwise by HR**

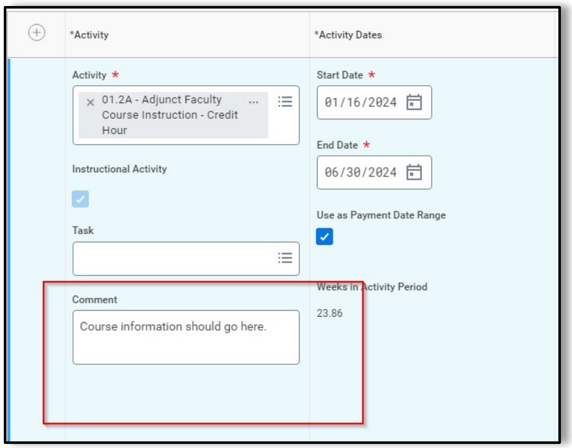


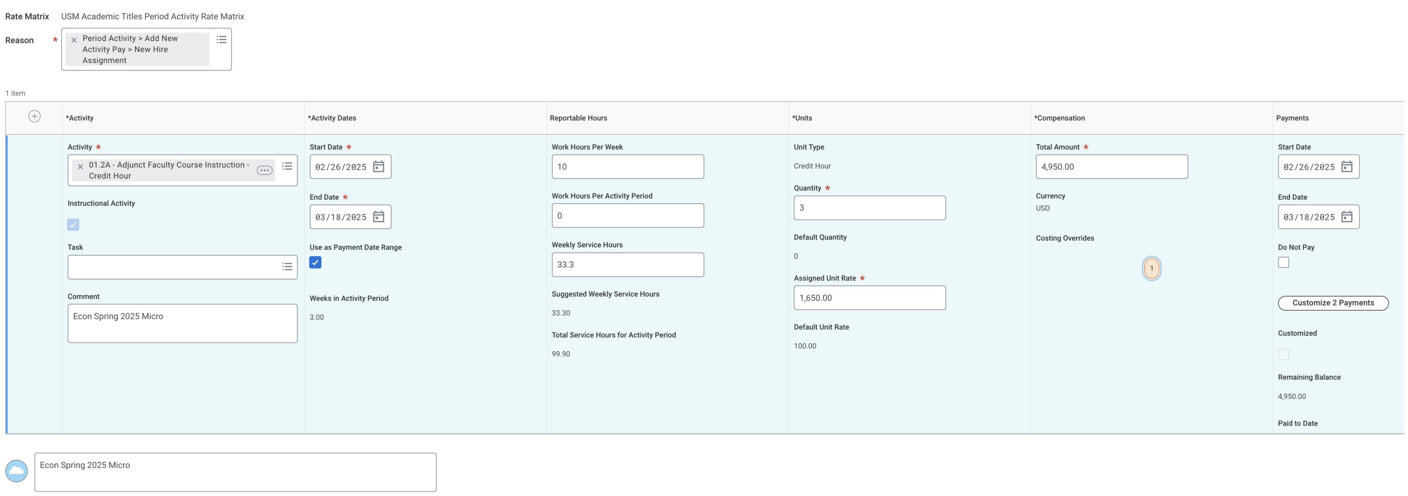
34. Click Submit
35. The next page of the Add Period Activity Pay page will pop-up
    a. Select the "Reason" as "Period Activity > Add New Activity Pay
        1. From here, select "Period Activity > Add New Activity Pay > New Hire Assignment



b. Under "Activity", select the applicable activity pay type by clicking "All Activities".

1. **The usual selections should be "01.2A – Adjunct Faculty Course Instruction – Credit Hour"**
2. **ALWAYS leave a comment IN BOTH COMMENT BOXES noting the semester, course, and department that the Period Activity Pay applies to.**





c. For Activity Dates, the start and end dates should ALWAYS match the contract start and end dates for the position.

1. **Start Date ALWAYS falls on the start of a Pay Period**
2. **End Date ALWAYS needs to be the end of a Pay Period**

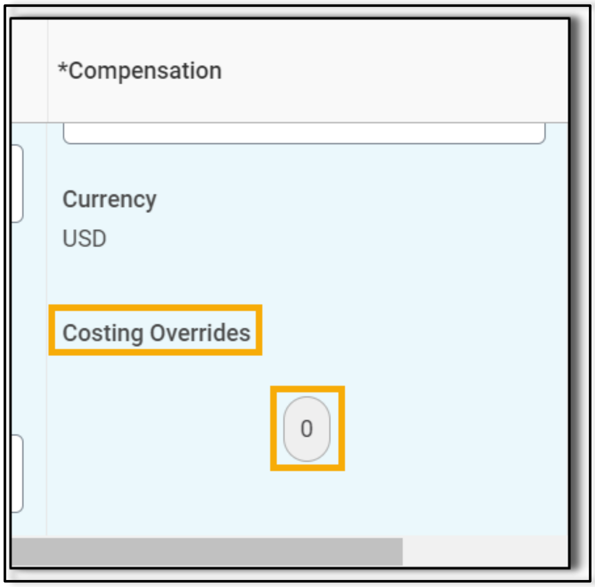
d. Fill in the Reportable Hours based on the weekly hours submitted earlier in the process

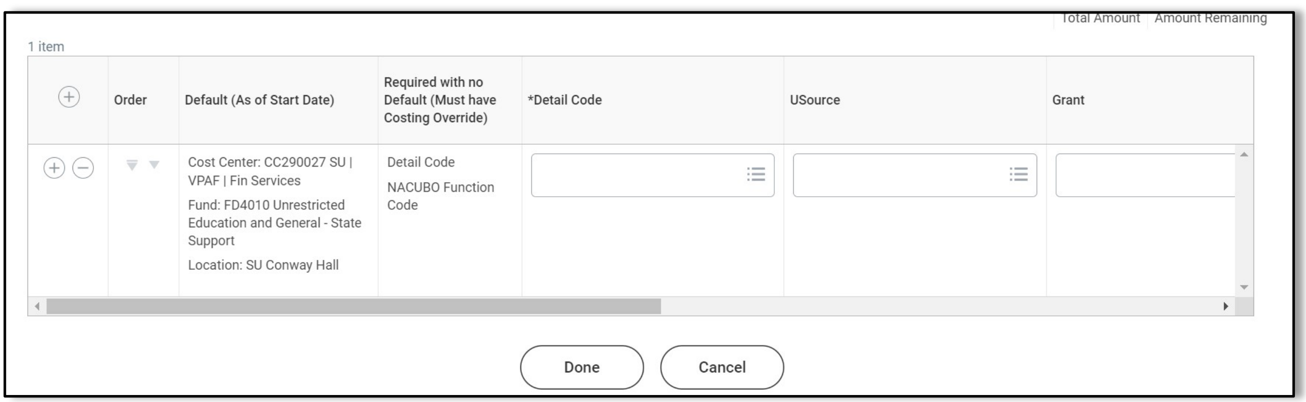
e. For "Units" the "Quantity" should be the number of credit hours being taught tied to the specific Period Activity Pay

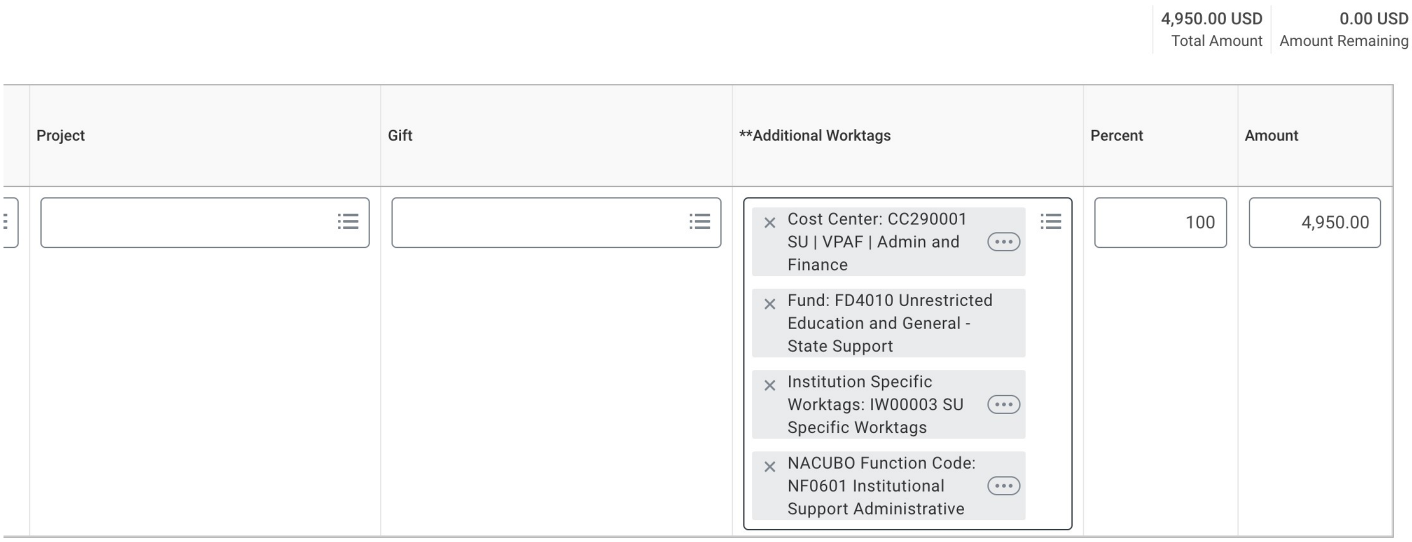
1. **The "Assigned Unit Rate" will auto-calculate once Quantity and the "Compensation" "Total Amount" is filled out**

f. Under "Compensation", enter following:

1. **"Total Amount" that is owed to the employee for this specific position based on the agreed amount in the pre-signed offer/contract letter and what is noted on the on-boarding sheet**
2. **ALWAYS CLICK ON THE GRAY OVAL UNDER "COSTING OVERRIDES" TO REFILL THE COSTING ALLOCATION INFORMATION**
   - **These are the worktags as listed on the on-boarding sheet**
   - **The "Detail Code" is ALWAYS "DC00001 Contractual Pay", unless otherwise noted by HR**
   - **Once the USource is entered the rest of the worktags will auto-populate**
   - **ALWAYS allocate the percent of the total compensation that will be paid from these worktags**

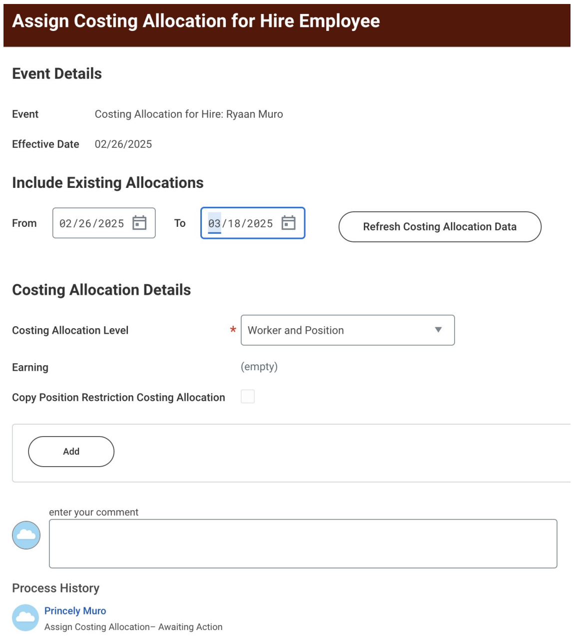






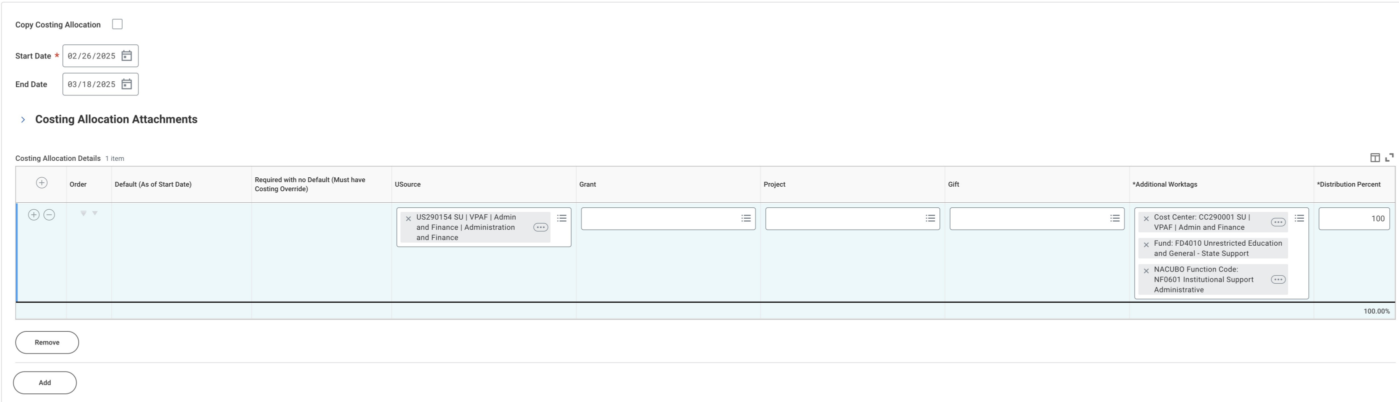
g. For "Payments" the Start Date and End Date should be the same as the Activity Dates and the Contract Dates. This will auto populate based on the data entered in the "Activity Dates" entered

36. Click Submit
37. Select Open on the "Success! Event submitted" pop-up. You will be directed to the Assign Costing Allocation step
    a. On this page, ALWAYS add the End Date to reflect the end point listed on the contract, which should be the end of a pay period
    b. "Costing Allocation Level" should "ALWAYS be "Worker and Position"
    c. ALWAYS click on the "ADD" button to enter the Costing Allocation information

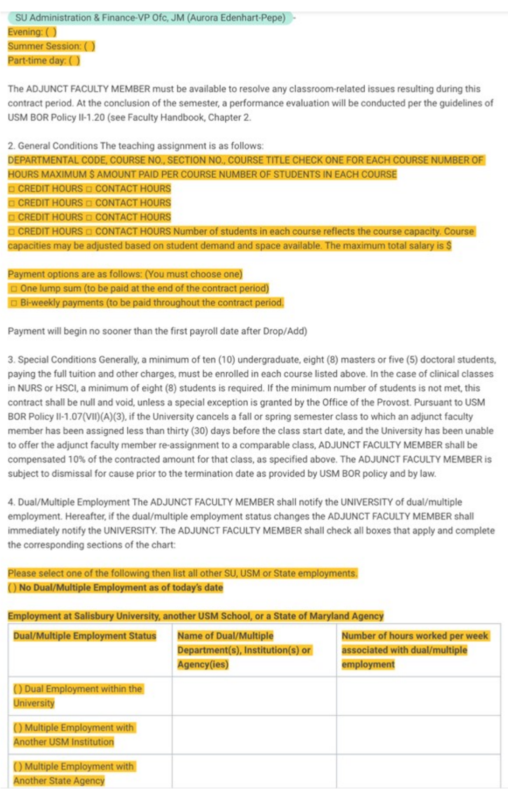


d. **Enter the End Date as noted on the contract**

e. **Enter the Usource information. This will auto-populate the remaining worktags**



38. **Click Submit**
39. **PROCESS WILL NOW ROUTE TO The USOURCE MANAGER FOR APPROVAL**
40. **ONCE APPROVED, IT WILL THEN ROUTE TO THE MANAGER FOR APPROVAL**
41. ONCE APPROVED, THE PROCESS WILL ROUTE TO ACADEMIC AFFAIRS (ACADEMIC HCM PARTNER) FOR APPROVAL
42. **ONCE APPROVED, IT WILL THEN ROUTE BACK TO THE INITIATOR AND WILL APPEAR IN THEIR "MY TASKS" IN WORKDAY AS "GENERATE DOCUMENT"**
43. Select **Review**
44. While the entire document is editable, the areas in green are pre-populated based on the information entered throughout the above process and should be reviewed for accuracy.
45. Edit the sections highlighted in orange


SU Administration & Finance-VP Ofc, JM (Aurora Edenhart-Pepe)
Evening: ( )
Summer Session: ( )
Part-time day: ( )

The ADJUNCT FACULTY MEMBER must be available to resolve any classroom-related issues resulting during this contract period. At the conclusion of the semester, a performance evaluation will be conducted per the guidelines of USM BOR Policy II-1.20 (see Faculty Handbook, Chapter 2.

2. General Conditions The teaching assignment is as follows:
DEPARTMENTAL CODE, COURSE NO., SECTION NO., COURSE TITLE CHECK ONE FOR EACH COURSE NUMBER OF HOURS MAXIMUM $ AMOUNT PAID PER COURSE NUMBER OF STUDENTS IN EACH COURSE
□ CREDIT HOURS □ CONTACT HOURS
□ CREDIT HOURS □ CONTACT HOURS
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□ CREDIT HOURS □ CONTACT HOURS Number of students in each course reflects the course capacity. Course capacities may be adjusted based on student demand and space available. The maximum total salary is $

Payment options are as follows: (You must choose one)
□ One lump sum (to be paid at the end of the contract period)
□ Bi-weekly payments (to be paid throughout the contract period.

Payment will begin no sooner than the first payroll date after Drop/Add)

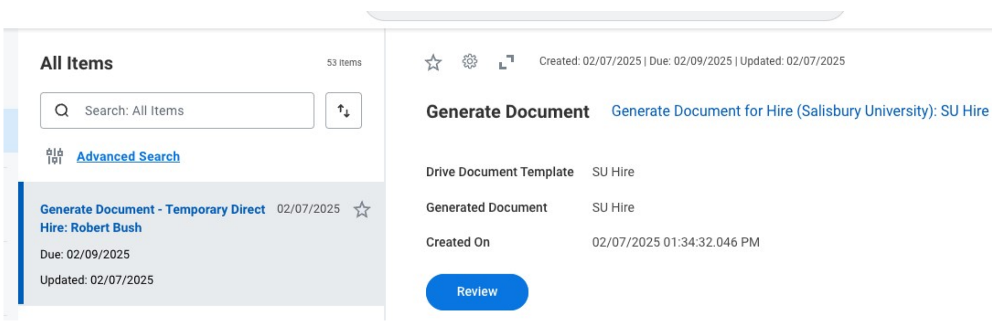
3. Special Conditions Generally, a minimum of ten (10) undergraduate, eight (8) masters or five (5) doctoral students, paying the full tuition and other charges, must be enrolled in each course listed above. In the case of clinical classes in NURS or HSCI, a minimum of eight (8) students is required. If the minimum number of students is not met, this contract shall be null and void, unless a special exception is granted by the Office of the Provost. Pursuant to USM BOR Policy II-1.07(VII)(A)(3), if the University cancels a fall or spring semester class to which an adjunct faculty member has been assigned less than thirty (30) days before the class start date, and the University has been unable to offer the adjunct faculty member re-assignment to a comparable class, ADJUNCT FACULTY MEMBER shall be compensated 10% of the contracted amount for that class, as specified above. The ADJUNCT FACULTY MEMBER is subject to dismissal for cause prior to the termination date as provided by USM BOR policy and by law.

4. Dual/Multiple Employment The ADJUNCT FACULTY MEMBER shall notify the UNIVERSITY of dual/multiple employment. Hereafter, if the dual/multiple employment status changes the ADJUNCT FACULTY MEMBER shall immediately notify the UNIVERSITY. The ADJUNCT FACULTY MEMBER shall check all boxes that apply and complete the corresponding sections of the chart:

Please select one of the following then list all other SU, USM or State employments.
( ) No Dual/Multiple Employment as of today's date

Employment at Salisbury University, another USM School, or a State of Maryland Agency

Dual/Multiple Employment Status	**Name of Dual/Multiple Department(s), Institution(s) or Agency(ies)**	**Number of hours worked per week associated with dual/multiple employment**
( ) Dual Employment within the University		
( ) Multiple Employment with Another USM Institution		
( ) Multiple Employment with Another State Agency		

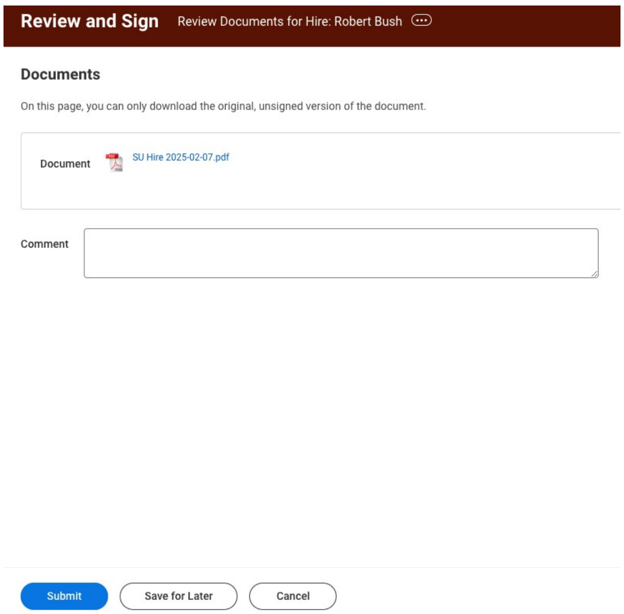


46. Click Submit
47. PROCESS WILL NOW ROUTE TO THE MANAGER FOR REVIEW AND APPROVAL
48. PROCESS WILL NOW ROUTE TO THE PACS PARTNER (HR) FOR REVIEW AND APPROVAL
49. **ONCE APPROVED, THE CONTRACT WILL NOW ROUTE TO THE EMPLOYEE FOR THEIR SIGNATURE**

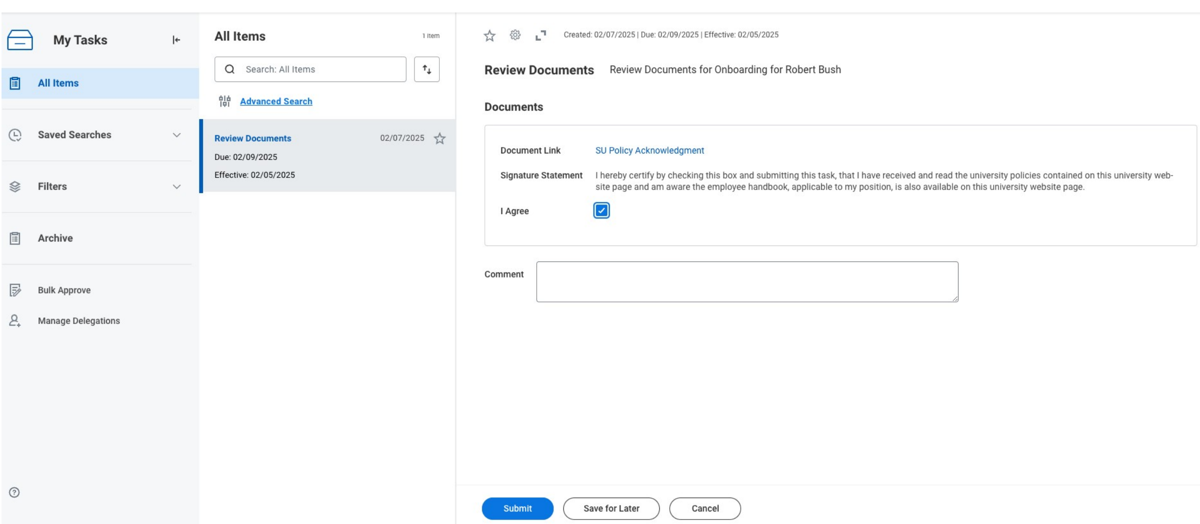
    Notes:

    a. PLEASE FOLLOW UP WITH THE EMPLOYEE TO REVIEW AND SIGN THE CONTRACT AS SOON AS POSSIBLE FOR THE PROCESS TO CONTINUE. *THE PROCESS IS NOT COMPLETE AT THIS POINT!*

    b. Once signed, the EMPLOYEE will automatically be directed to the **"Review and Sign"** page. MAKE SURE THEY HIT **SUBMIT** AT THE BOTTOM OF THE PAGE



    c. Once submitted, the employee will have the "Review Documents" step in their MY TASKS" of Workday. MAKE SURE THEY CHECK "I AGREE" IN THAT TASK AND SELECT SUBMIT AT THE BOTTOM OF THE PAGE



50. **ONCE AKNOWLEDGED, THE ONBOARDING TASKS WILL NOW BE AVAILABLE TO THE EMPLOYEE FOR THEIR COMPLETION**

    Note: HAVE THE EMPLOYEE COMPLETE ALL OF THESE TASKS INCLUDING COMING TO THE HR OFFICE TO COMPLETE THEIR I-9!

51. AT THE SAME TIME, THE "ADD ACADEMIC APPOINTMENT" TASK WILL APPEAR IN THE INITIATOR'S "MY TASKS" IN WORKDAY
    a. The Start Date will auto populate based on the start date utilized in the hire process
    b. Under "Academic Unit" select the applicable SU unit the employee will be working in. If it is not listed, default to "Salisbury University"
    c. Under "Track Type" select "Type" and then select the corresponding type of the hire. This will almost ALWAYS be Adjunct, unless otherwise noted by Academic Affairs/HR
    d. For "Reason" select "Add Academic Appointment > Add Academic Appointment > Hire"
    e. For 'Title" Put in the Title as noted throughout the hire
    f. Enter the End Date as noted throughout the hire process
    g. For "Identifier" almost ALWAYS select "Primary – Primary" unless otherwise noted by HR
52. Click Submit

PROCESS IS COMPLETE!!!