Processing a New Hire: Staff Positions

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Complete ***Hire*** Inbox Task

When you move a candidate into the **Ready to Hire** stage (the final step in the recruiting process), you will receive a **Hire** task in your Workday inbox:

1) Set the official **Hire Date** (this should be the new employee's first day of work).

2) Review and update job details (autofilled from the requisition), if needed.

3) Click **Submit**.

For **non-recruiting hires**, you will not receive an inbox task. See the Processing Non-recruiting Hires guide instead for initial steps.

Change Organization Assignments

1) Find and open the **Change Organization Assignments** task in your inbox.

2) Review the org assignments from the requisition and make changes as appropriate.

- Note that these org changes are specific to the hiring instance, so they won't replace position defaults.
- See Concept: Organization Assignments for Jobs if you need more context.

3) Click **Submit**. This task will route to the Business Office for approval.

Propose Compensation

Once org assignments are approved, you'll receive an inbox task to **Propose Compensation Hire**.

1) Find and open the **Propose Compensation** task in your Workday inbox.

2) Default position compensation, if set, will autofill here. If so, review for accuracy, and click the **pencil icon** to edit those fields.

- Changes made here to the default values only apply to this hiring instance.

3) If no compensation information appears, click the **Add** button for either the **Salary** or **Hourly** section, based on how the position is compensated. Do not guess on this.

- You can see whether a job is salaried or hourly: run the **Job Profile** report and view the **Pay Rate Type** tab. Please connect with HR if you have further questions.

4) Under **Compensation Plan**, browse **All Compensation Plans**, then select **Hourly Plan** or **General Salary Plan** as appropriate.

5) Under **Amount**, enter the desired compensation for this position.

- This number must fall within the **Total Base Pay Range** shown.
- This compensation range is established by the **Job Profile**. Connect with HR if you have any questions.

6) If a cell phone allowance is applicable for this position, click the **Add** button in the **Allowance** section and enter the appropriate details.

- Allowance plans must be approved by Human Resources.
- See CCA's cell phone policy for additional details.

7) Click **Submit**. This task will route to Human Resources for approval.

Technology Requisition Questionnaire

As soon as you submit the **Propose Compensation** task, you'll receive the **Technology Requisition** questionnaire.

Use the form to specify the employee's hardware needs—such as phone and laptop—and the software your employee may need access to. Please leave the questions about Salesforce, Cost Centers, and Workday roles blank if no access is needed.

Click **Submit** when you have completed the questionnaire. Technology set-up typically takes a week from the time that all of the remaining hire approval steps are complete.

You must complete this questionnaire to continue processing the hire.

Approvals

You can track pending hires from the **Staffing** tab of your supervisory organization.