WINTER TEMP- HIRING INTO WORKDAY

October 2, 2020- April 15, 2021

**If your hire is a NEW employee, or if they have not worked for the DOT prior to July 2018, you will need the following:

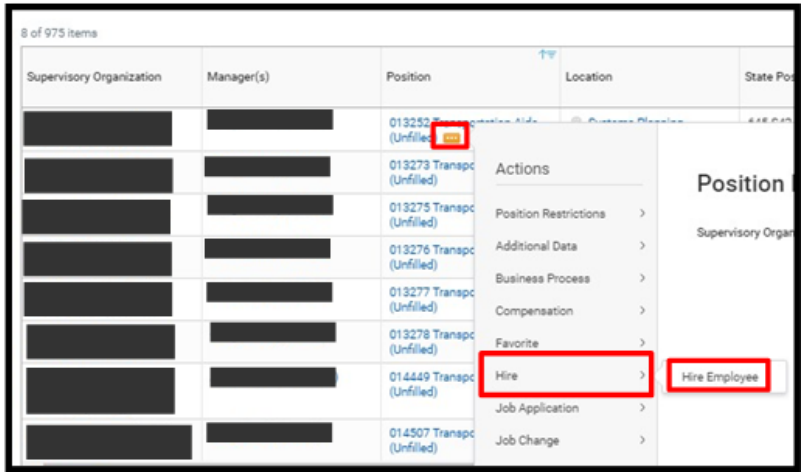
- New employees full name
- Email address of new employee
- Phone number of new employee
- Government ID number of new employee

Once you get the okay for the pre-employment drug test results from Employee Relations to hire an employee and have verified the employee can either come into the shop to complete onboarding, training, or work for a couple of hours, you can start the hire process in WorkDay.

1. From the **Search Bar:**
2. Type **View All Positions RPT802,** fill in Position Status as **Open** and date as **10/02/20**.

3. Find the **State Position #** and make sure it matches the Winter Hire spreadsheet provided.

4. After you find the job requisition, click the **Related Actions** button for the **Position** and then click **Hire > Hire Employee.**



5. On the **Hire Employee** Screen, you will need to double check the employee is not already a pre-hire in WorkDay. You can check this by entering in their legal name as **Existing Pre-Hire**.

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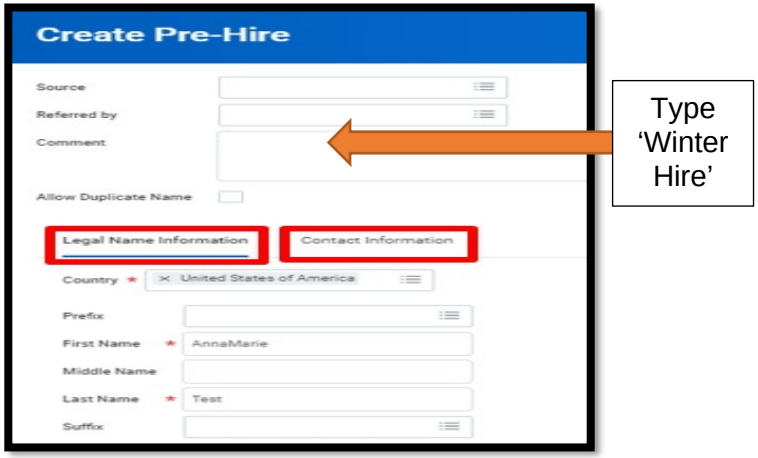
Note: If they have worked for the DOT between now and 06/29/2018, then they will show up as a pre-hire.

If they do not show up and they worked for us since 06/29/18, then please check with your HR Partner before continuing.

6. If they have not worked for the DOT before 06/29/2018, **Create New Pre-Hire.**

   *If a new pre-hire is not needed, then you can find their name under Existing Pre-Hire and move to step 10.

7. Add **Winter Hire** in comments. Include their full **First and Last Name** in **Legal Name** tab. **Contact Information** tab enter **email address** and **phone number**.

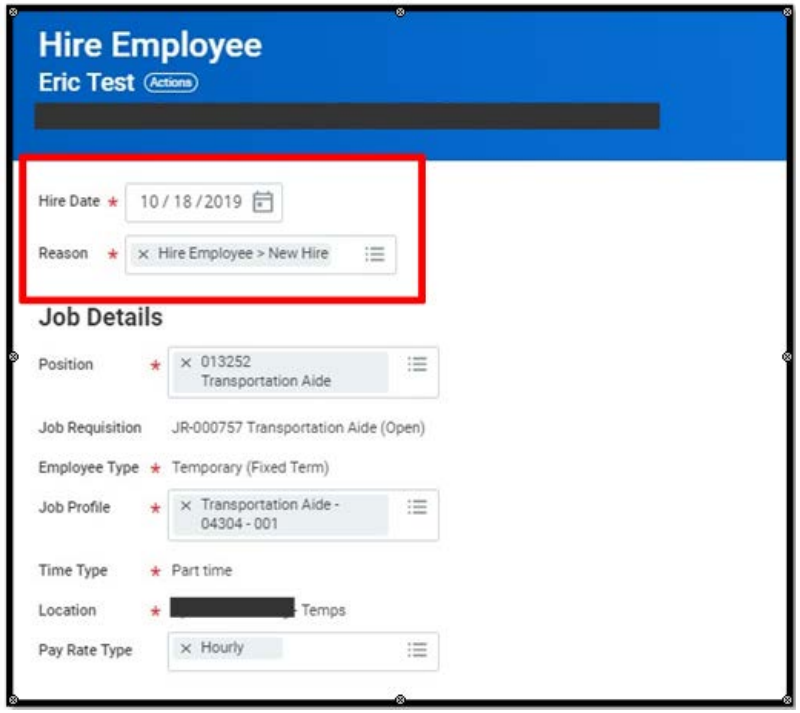


8. After you entered information in for the Pre-hire, click **OK**.

9. You will see a summary of the **Pre-Hire** information just entered on the previous screen. Click **OK** again.

10. Enter the actual **Hire Date** and click on in the **Reason** field, then select **Hire Employee** and choose hire type from list.

    MUST HAVE WORKED HOURS ON THEIR FIRST DAY



11. Next click the arrow next to **Additional Information.**

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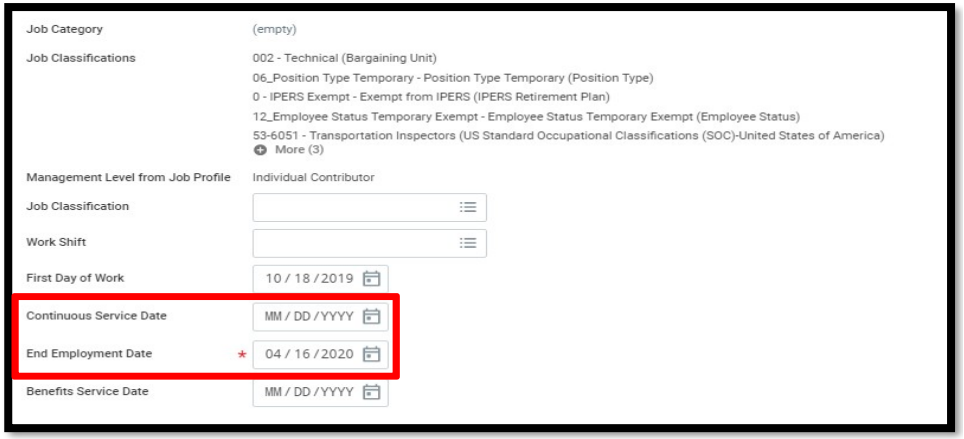
12. Scroll down to the **End Employment Date** and make sure it says **04/15/2021.** Clear out **Continuous Service date.**



13. **Attach** Offer Letter as a PDF document.

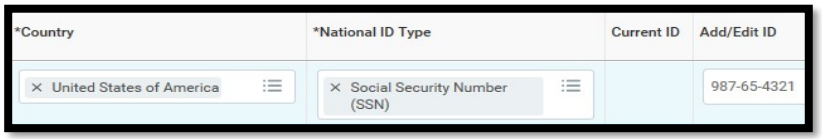
14. Manager or OESS needs to add the following in the comment section: **Winter Hire.** Click **SUBMIT**

15. Click **Open** to be taken to your next step **– Edit Government IDs.**

16. Please read instructions in **red/orange** on the **Edit Government IDs** screen.

17. When you are ready click ⊕ under **National IDs** and complete the Country, National ID, Add/Edit ID fields.

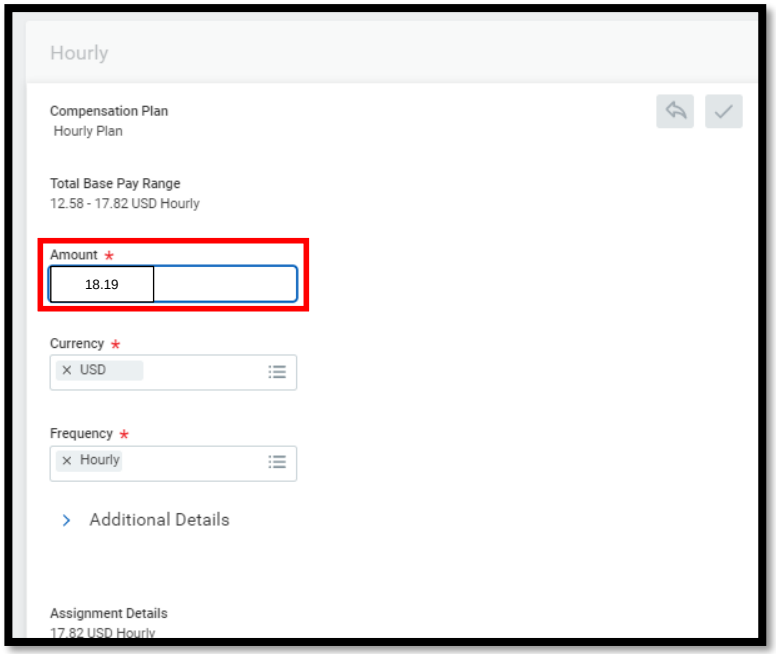
NOTE: if the has worked for us since 06/28/2018, this field should auto-populate with their information. Call your HRA if it does not.



18. Click **Approve**.

19. Click **Open** to be taken to your next step **– Propose Compensation Hire**.

20. Scroll towards the bottom of the page and click **Add** under **Hourly** wage for employee. Enter in the Hourly wage of **$18.19 an hour**.



21. Click **Submit.**

This will now process through DAS- please be prepared for an Inbox item in Workday.

Go to step 22 once this item appears.

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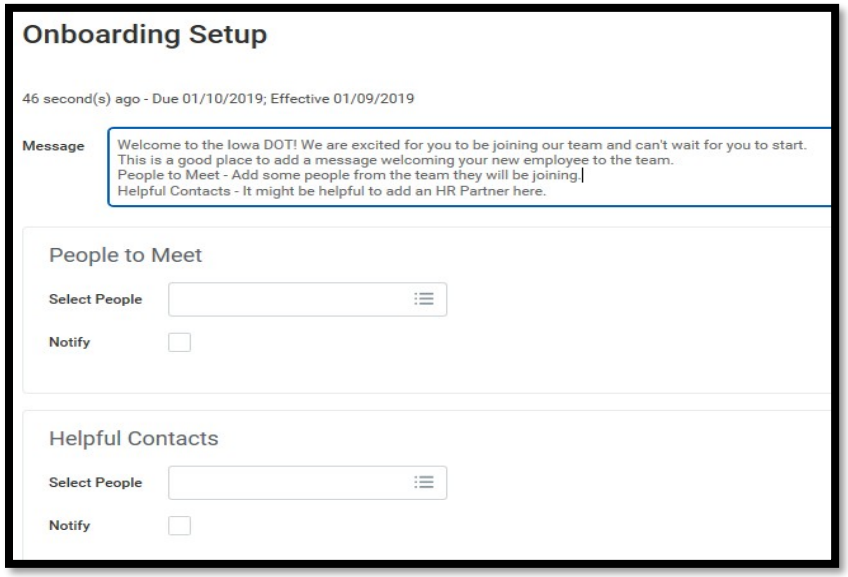
22. When routed back to manager from DAS– **Onboarding Setup for Hire** will appear in your Workday Inbox.

    a. Optional- add a welcome message in the **Message** box. You can identify **People to Meet** and list the HR Partner in the **Helpful Contacts** box. Click **Submit** once complete.



This will now route to HR and IT.

Upon completion of those steps, your employee will receive Onboarding notifications to the email provided. Please remind them to complete this prior to their first day.

I-9's should be done by paper on the employees first day.