Wage Positions (Workday term is *Temp/Casual Worker type*), Student Workers, Graduate Assistants

- A position must be created in Workday for all positions, including wage, students and graduate assistants before an individual can be hired. Units may continue the current practice of choosing whether to post these types of positions. If a job requisition is posted the candidate data will already exist in Workday when the Hire process begins. If the position is not posted in Workday (by creating a job requisition) additional information must be entered during the Hire BP to create a "pre-hire". Always search before creating a new pre-hire to ensure the individual is not a current employee.

- Non-benefit eligible positions (less than 4 ½ months or less than 50%): When creating the position, use Worker Sub-Type "Temporary/Casual Staff (Fixed Term)". When hiring, if the term is 4 ½ months or more, enter 19.6 or less as the Scheduled Weekly Hours so the FTE percentage is calculated at less than 50% effort, otherwise the position will be benefit eligible.

Compensation vs. Payroll – Compensation is what an employee is eligible for. Payroll is what they're actually paid.

Default Weekly Hours should ALWAYS be 40. Scheduled weekly hours is the hours expected to be worked. FTE percentage will be calculated by Workday (Scheduled hours / Default Weekly Hours). Hourly paid employees will be paid for hours worked, even if greater than the number of scheduled weekly hours.

Delegation - Employees with Department Head security role have an approval step in the following BPs and may choose to delegate the BP or task:

- Propose Employee Merit Award
- Request Compensation Change
- Create Job Requisition
- Create Position
- End Additional Job

- Termination
- Add Additional Job
- Change Job
- Request One-Time Payment

Extra payments, such as cell phone allowances, will be paid on the employee's regular pay cycle rather than as a separate payment.

Extending employment: A costing allocation change with date changes to the fund sources will NOT extend an individual's employment. To extend the term of employment for a position, use the Change Job BP to do a Data Change and enter a new Annual Work Period and Disbursement Plan Period. This BP will also trigger the costing allocation BP at which time the dates can be extended for the funding sources as well.

Graduate Assistants: Scheduled Weekly Hours should be 20 (50% effort). The salary entered should be the FTE amount (what the employee would make if they worked 100% effort.)

I-9:
- Required for each company. If employee holds position at more than one company, the additional jobs will require paper I-9s.
- Please make sure to review section 1 before signing section 2 to ensure it is completed correctly. A social security number is required for E-verify. If the employee is a U.S. citizen, please send it back and have the employee enter the SSN. If the employee is a foreign national without a SSN at this time, submit and corrections will be made when they obtain a SSN.

Location: Location is the geographic city where the job is excepted to be performed. Location is used in recruiting to post jobs, used in Safety Incident tracking buildings, employee payroll tax eligibility and finance information. Due to its use in multiple functionality, Location city is associated with the System Member Part, not the Workstation.

Location on Converted Vacant Positions: During conversion, vacant positions could not be identified with the actual geographic city that would be Location in Workday. This means that in Workday, the open position reflects as being the main office site of the System Member, i.e. College Station, except the position if advertised or filled would be working in Abilene. If the position would actually work in a different city locale than the System Member main office, use Edit Position Restrictions to correct the location before Creating a Job Requisition.

Onboarding
- New Hires living in Texas will "skip" the step during onboarding that asks them to complete state and local withholdings and elections.

Reclassification - Select "Promotion-reclassification" so action routes properly to Executive Approver. Reclassification/Promotion requires 2 business processes be initiated:
- Edit Position Restrictions (if position vacant this is only step required)
- Change Job

Recruiting File documents that do not exist in Workday should be stored in Laserfiche.

Request One-time Payment - Paid off salary source accounts unless worktag entered for separate account.

Social Security Card will still be required for payroll purposes. Continue to submit in Laserfiche when the UIN is obtained.

Transfers: Receiving unit should initiate the transfer (Change Job BP) so that the offboarding tasks route to the appropriate HR Contact.

Terminations: Terminations should be initiated by the HR Contact rather than the manager to ensure offboarding tasks trigger to the correct roles. When you start a separation (termination) business process in Workday, you must enter the employee's termination date differently than the EPA process. With the EPA process, you entered the day after the employees last day worked as their termination date. In Workday, the Termination Date and Pay Through Date fields should be the actual termination / retirement date. The Last Day of Work may be the same or different.

UIN - UIN Managers will continue to obtain the UIN and will then enter the UIN in a comment field during the Hire process.

Worker Types: Faculty, Staff, Student Worker, Graduate Assistant, Temporary/Casual

- Create a pre-hire without searching to see if they're a current employee.
- Close a position. Only in rare circumstances do you want to close a position.
- Edit service dates for anything other than Time Off Service Date, which is required entry when hiring as it determines whether new employee is eligible to use vacation immediately or after 6 months.
- Upload documents, especially those containing medical or security sensitive information. Workday 'is not a document management system and documents should be uploaded only in rare circumstances.
- Add confidential medical information in comments section on leave requests.