E-news
ADMINISTRATIVE SERVICES
Texas A&M AgriLife

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TO: Texas A&M AgriLife- On & Off Unit Contacts
SUBJECT: Costing Allocations Quick Reference Guide, Locating Worker/Candidate Process History, Avoiding Duplicate Pre-Hires

Avoiding Duplicate Pre-Hires

Direct Hire (not using Workday Recruiting)

Search for Pre-Hire record before beginning Hire Business Process.

- Search on all or a portion of the Name with category "All of Workday".
- If the candidate has a UIN, then search their UIN in Workday. (Candidate may know their UIN or you may find it using UIN Manager if they had one previously but do not remember it.)

If a Pre-Hire record exists, verify that the "Existing Pre-Hire" you select is the same person.

If no Pre-hire record exists, select "Create Pre-Hire". When creating the pre-hire record please enter all the information you have. The email entered can be a personal email.

Workday Recruiting

An Active employee who applies externally will need to be dispositioned and reapply internally, so it is critical that Recruiting Coordinators take these steps to ensure that a finalist who has applied externally is not a current employee.

After the Interview step and before References are checked:

- Search on all or a portion of the name with category "All of Workday".
- Ask if the candidate has a UIN and search on UIN.
- Review application information/resume for work history indicating current employment within TAMUS.
- Review the candidate's "Questionnaire Results" tab and view the answer to the last question "Are you currently employed by the Texas A&M University System, including any of its campuses or agencies?"

If you find the candidate is a current employee, disposition with reason "Internal Candidate – Needs to Reapply through Workday". The candidate will receive an email telling them to reapply internally.

***NEW* Costing Allocations Quick Reference Guide**

WD Help Home Page > Use Workday > All Job Aids

The guide discusses the various tasks and To Dos associated with the Assign Costing Allocation business process that is a sub process of **Hire**, **Change Job**, and **Termination** and more. The primary focus of this guide is to give a basic overview of the terminology and comprehensive look at the similarities and differences in the actions that should be taken and implications of incorrect actions.

Worker History for EMPLOYEES

1. Enter name of the person in the Global Search Bar (top left corner of the screen).
2. Click on the Employee's name.
3. Click Actions capsule under Employee's name.
4. Scroll down until you see Worker History → View Worker History by Category.

Process History for CANDIDATES in the Recruiting Process

1. Enter the name of the person in the Global Search Bar.
2. Click on the candidate name.
3. Click the Actions capsule → Business Process → Business Process Event History.
4. Select the appropriate job application you wish to view. Click OK.
5. Click Process tab.
6. Scroll to see Process History and Awaiting Action Items.
7. Click Remaining Processes button for what is next.

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