

Helpful Hints

- **Degree Verification** – save time by handling the degree verification outside Workday. Provide the degree verification form (page 3 - <https://agrififeas.tamu.edu/documents/ag-473.pdf/>) to the candidate when you move them to the background check stage. If you have a completion certificate for the degree verification or a transcript, answer “No” to the question on the *Hiring Process Compliance Checklist* so the degree verification step will not be triggered to the candidate.

Is education and/or certification/licensure verification required? (Required)

Yes

No

None of the above
  
- **I-9 -- To Do step** “Complete Form I-9 in Guardian” will be triggered to the I-9 Processor during the Hire Business process. I-9 Processors will receive this *To Do* after the UIN Partner has submitted the Edit Employee ID task. Upon receiving this *To Do*, an I-9 form must be created and completed by an I-9 Processor in Guardian. The *To Do* step reads as follows: *This is a prompt that a Form I-9 and employment authorization through E-Verify must be completed on the above newly hired employee through the Guardian I-9 application. Follow your System Member procedures for completing the Form I-9 as needed. You must submit this To Do step to complete the task.*

Once an I-9 has been completed in Guardian, return to Workday and submit the “Complete Form I-9 in Guardian” *To Do* task. I-9s will be reviewed by payroll at the time of the Assign Pay Group step. All supporting I-9 documentation should be submitted by this time. The pay group will be assigned only after a valid I-9 has been completed and a copy of the Social Security Card received.
  
- **Worker Type**

  - *Staff/Faculty* - If the employee will be working **50% or more and for a term of 4.5 months or greater**, worker subtype must be **Staff** or **Faculty** to support benefits eligibility.
  - *Temp/Casual* - If the worker subtype is **Temporary/Casual Staff** (Fixed Term), the position will NOT be benefit eligible and must have **disbursement plan/annual work period of less than 4 ½ mo OR scheduled weekly hours 19.6 or less if the disbursement plan/annual work period is 4 ½ months or more.**
  
- **Prevent Duplicate Pre-Hire Records**

  - *Hiring Students* – When hiring a student, please ask them if they are currently working or have worked for the Texas A&M University System so you can search for them in Workday prior to initiating the Hire Process. You can go to the Global Search Bar at the top left corner of the Workday screen and search for the student, either by the first 3 letters of first and last name and/or UIN (if known). Initiating the Hire Process and using the Existing Pre-Hire to search for a student will not find a student who is actively employed, which will result in the dreaded duplicate hire issue.
  - *If Workday Recruiting NOT Used* –
    - Change Search Preferences to “All of Workday” by selecting “My Account” and then entering “All of Workday” as the Preferred Search Category.
    - Search by UIN if you have it. If not, search on a portion of the name to ensure you get all close matches.
    - If the individual is a current or former employee in Workday, they will have a pre-hire record and that’s the record you will select.
  
- **Background check** - completion certificate is required only for candidates hired outside of Workday recruiting.

Academic Pay Periods for Annual Work Period and Disbursement Plan Period						
Academic Pay Period	FY Start Month	Start Date	End Date	Months in Period	% of Year	
1 Month (September 1 - September 30)	01	September 1	September 30	1	8.33%	
2 Month (September 1 - October 31)	01	September 1	October 31	2	16.67%	
3 Month (September 1 - November 30)	01	September 1	November 30	3	25%	
3.5 Month (September 1 - December 15)	01	September 1	December 15	3.5	29.17%	
4 Month (September 1 - December 31)	01	September 1	December 31	4	33.33%	
4.5 Month (September 1 - January 15)	01	September 1	January 15	4.5	37.50%	
5 Month (September 1 - January 31)	01	September 1	January 31	5	41.67%	
6 Month (September 1 - February 28)	01	September 1	February 28	6	50%	
7 Month (September 1 - March 31)	01	September 1	March 31	7	58.33%	
8 Month (September 1 - April 30)	01	September 1	April 30	8	66.67%	
8.5 Month (September 1 - May 15)	01	September 1	May 15	8.5	70.83%	
9 Month (September 1 - May 31)	01	September 1	May 31	9	75%	
9.5 Month (September 1 - June 15)	01	September 1	June 15	9.5	79.17%	
10 Month (September 1 - June 30)	01	September 1	June 30	10	83.33%	
10.5 Month (September 1 - July 15)	01	September 1	July 15	10.5	87.50%	
11 Month (September 1 - July 31)	01	September 1	July 31	11	91.67%	
11.5 Month (September 1 - August 15)	01	September 1	August 15	11.5	95.83%	
12 Month (September 1 - August 31)	01	September 1	August 31	12	100%	
1 Month starting October (October 1 - October 31)	02	October 1	October 31	1	8.33%	
1 Month starting November (November 1 - November 30)	03	November 1	November 30	1	8.33%	
2 Month starting November (November 1 - December 31)	03	November 1	December 31	2	16.67%	
1 Month starting December (December 1 - December 31)	04	December 1	December 31	1	8.33%	
2 Month starting December 1 (December 1 - January 31)	04	December 1	January 31	2	16.67%	
1 Month starting January (January 1 - January 31)	05	January 1	January 31	1	8.33%	
3 Month starting January (January 1 - March 31)	05	January 1	March 31	3	25%	
4 Month starting January (January 1 - April 30)	05	January 1	April 30	4	33.33%	
4.5 Month starting January (January 1 - May 15)	05	January 1	May 15	4.5	37.50%	
4.5 Month starting January 16 (January 16 - May 31)	05	January 16	May 31	4.5	37.50%	
5 Month starting January (January 1 - May 31)	05	January 1	May 31	5	41.67%	
6 Month starting January (January 1 - June 30)	05	January 1	June 30	6	50%	
7 Month starting January (January 1 - July 31)	05	January 1	July 31	7	66.67%	
8 Month starting January (January 1 - August 31)	05	January 1	August 31	8	66.67%	
1 Month starting February (February 1 - February 28)	06	February 1	February 28	1	8.33%	
1 Month starting March (March 1 - March 31)	07	March 1	March 31	1	8.33%	
3 Month starting March (March 1 - May 31)	07	March 1	May 31	3	25%	
1 Month starting April (April 1 - April 30)	08	April 1	April 30	1	8.33%	
1 Month starting May (May 1 - May 31)	09	May 1	May 31	1	8.33%	
3 Month starting May 16 (May 16 - August 15)	09	May 16	August 15	3	25%	
1 Month starting June (June 1 - June 30)	10	June 1	June 30	1	8.33%	
1.5 Month starting June (June 1 - July 15)	10	June 1	July 15	1.5	12.50%	
2 Month starting June (June 1 - July 31)	10	June 1	July 31	2	16.67%	
2.5 Month starting June (June 1 - August 15)	10	June 1	August 15	2.5	20.83%	
2.5 Month starting June 16 (June 16 - August 31)	10	June 16	August 31	2.5	20.83%	
3 Month starting June (June 1 - August 31)	10	June 1	August 31	3	25%	
1 Month starting July (July 1 - July 31)	11	July 1	July 31	1	8.33%	
1.5 Month starting July (July 1 - August 15)	11	July 1	August 15	1.5	12.50%	
1.5 Month starting July 16 (July 16 - August 31)	11	July 16	August 31	1.5	12.50%	
2 Month starting July (July 1 - August 31)	11	July 1	August 31	2	16.67%	
11 Month starting July (July 1 - May 31)	11	July 1	May 31	11	91.67%	
1 Month starting August (August 1 - August 31)	12	August 1	August 31	1	8.33%	
9 Month starting August 16 (August 16 - May 15)	12	August 16	May 15	9	75%	
10 Month starting August (August 1 - May 31)	12	August 1	May 31	10	83.33%	
11 Month starting August (August 1 - June 30)	12	August 1	June 30	11	91.67%	