

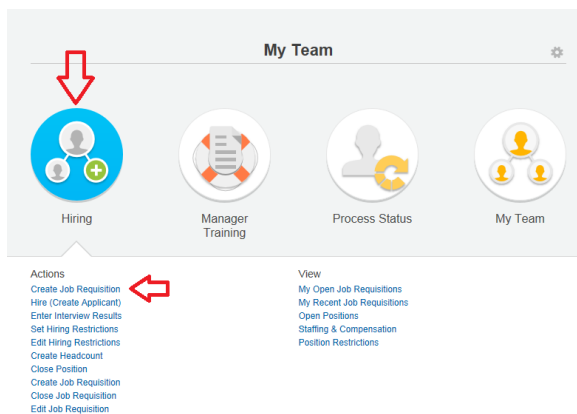
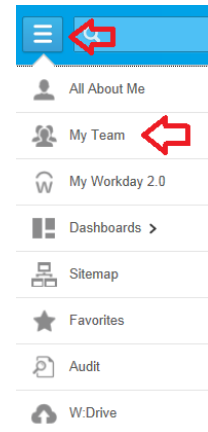


## Workday Requisition and Hiring Process

### 1. Create a Job Requisition.

Upon logging into Workday you will need click on the blue box with three lines, just to the right of search bar in upper left hand corner, then select "My Team".

Select the Hiring Icon, then Create Job Requisition.  
*No approvals are needed to create a requisition.*



### First Screen –

#### Create Job Requisition

Please make sure that the Job Posting Title matches the Job Profile Title. If you are hiring a Student, please also add their department to the end of their Title.

**I.E. Student Position Title = Student Employee Level 1 (Human Resources)**


If you are creating a requisition for a contingent worker, use the "Contingent Worker" Job Profile.

#### LIST OF EMPLOYEE TYPE DEFINITIONS

Staff – Regular – PT or FT staff (eligible for benefits)  
Staff – Temporary – PT or FT staff expected to work less than 8 months (not eligible for benefits)  
Staff – Limited – PT or FT staff with a specific end date greater than 8 months (eligible for benefits)  
Faculty – Instructional – PT or FT Faculty whose primary responsibility is teaching (eligible for benefits)  
Faculty – Non-Instructional – PT or FT Faculty whose primary responsibility is administrative duties (eligible for benefits)  
Faculty – Librarian – PT or FT Faculty whose primary responsibility is as a librarian (eligible for benefits)  
Faculty – Temporary – PT or FT faculty expected to work less than 8 months (not eligible for benefits)  
Faculty – Limited – PT or FT faculty with a specific end date greater than 8 months (eligible for benefits) typically called Instructors  
Adjunct – Part time faculty teaching less than a full load (currently not eligible for benefits – may change with new regs)  
Student Employees – non-work study undergraduate students (not eligible for benefits)  
Work Study Employees – Students awarded work study funds (not eligible for benefits)  
Graduate Student Employees – non-work study graduate students (not eligible for benefits)

YOU CANNOT HIRE AN EMPLOYEE BEFORE THEIR TARGET HIRE DATE, CHOOSE SO ACCORDINGLY.

Please make sure to **Create New Position** for every Job Requisition.

Supervisory Organization \*   **Your Supervisory Organization will default in here.**

☒ Create New Position  
☐ For Existing Position  

Worker Type \*  

Information will automatically populate. Please verify three places below.

The Supervisory Organization is your supervisory organization.

You will always create a new position.

Worker type should read Employee.

## Second Screen - Top

### Create Job Requisition

Department Name (Your Name)

Employee

Please make sure that the Job Posting Title matches the Job Profile Title. If you are hiring a Student, please also add their department to the end of their Title.

**I.E. Student Position Title = Student Employee Level 1 (Human Resources)**

If you are creating a requisition for a contingent worker, use the "Contingent Worker" Job Profile.

#### LIST OF EMPLOYEE TYPE DEFINITIONS

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YOU CANNOT HIRE AN EMPLOYEE BEFORE THEIR TARGET HIRE DATE, CHOOSE SO ACCORDINGLY.

Please make sure to **Create New Position** for every Job Requisition.

Create New Position ☒

Number of Openings

Reason  

Replacement for  

Recruiting Instruction  

Job Posting Title

Job Description

Justification

Number of Openings: Should remain at 1 unless you are hiring more than one person into exact same position.  
(example: Applied Conflict Studies Mediation Coaches)

Reason: Select on the Menu to the right of the box (picture below).  
In open Menu select "Create Job Requisition>New position"  
Then select "New Position> New Position"

Reason

\*





Job Posting Title: This should match the job profile field.

A Job Description can be copied and pasted into the Job Description box, or you may include an attachment by selecting "Attachments"

## Second Screen – Bottom

Attachments

Hiring Requirements

Qualifications

Job Details

Job Profile

Job Families for Job Profile

Worker Type

Worker Sub-Type

Time Type

Compensation Grade

Primary Location

Additional Locations

Scheduled Weekly Hours

Work Shift

Recruiting Start Date

Target Hire Date

Target End Date

enter your comment

Submit

Save for Later

Cancel

View Comments (0)

Process History

Related Links

Job Profile: Select on the Menu in the right of box. Search for the correct position title in all job profiles.

Worker Sub-Type: Select on Menu in the right of box. Select on Worker Types, and then select the correct worker type.

Time Type: Select on Menu in the right of box. Select Part Time or Full Time.

Primary Location: Select on Menu in the right of box. Select the appropriate location (should be the main office of the employee – typically the same as the supervisor’s location)

Scheduled Weekly Hours: If part time, please enter the hours the employee will be working.

Recruiting Start date: Today’s date (cannot be hired before this date)

Target Hire Date: Today’s date (cannot be hired before this date. On the hire will enter in the actually hire date.)

Click Submit.

**Do Not Hit Done.**

Open “Change Organizational Assignments” in upper left corner.

You have submitted  
 Job Requisition: Student Employee Level 2 (Office Assistant)

Up Next  
 Your Name  
 Change Organization Assignments  

Open

Details and Process

Done

Company, Cost Center, Department will default in based on supervisor. Review and change if necessary.

Change Organization Assignments  
 Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant)

Effective Date 01/21/2014

Proposed Organizations 3 Items

Organization Type	Proposed Organization
Company	<div> <div>search</div> <div>  Champlain College Incorporated               </div> </div>
Cost Center	
Department	

Additional Information

enter your comment

Submit

Save for Later

Cancel

Click Submit.

**Do Not Hit Done.**

Open “Default Compensation Change” in upper left corner.

Success! Event submitted

[Assign Organizations: Create Position: Student Employee Level 2 \(Office Assistant\)](#)

Up Next

Your Name

Request Default Compensation for Position Event

Open

Details and Process

Done

**Hourly Employee:** Pay range under Compensation will default in proposed guidelines. The hourly plan will default in under Proposed. Click on the third pencil next to the rate and add in the hourly amount.

Default Compensation Change

Student Employee Level 2 (Office Assistant) (1 Position Requested)

[Your Department \(Your Name\)](#)

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.

PLEASE DO NOT CHANGE THE RANGE or ASSIGN ANY COMPENSATION PLANS.

Please add in the budgeted and/or anticipated amount paid for this position.

Please indicate the full budget number as well as if this is a new position or replacement position in the comments.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 01/21/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	Pay Range 9.20 - 9.50 USD Hourly
Salary		+
Hourly		+
	<a href="#">Assignment Details</a>   <a href="#">Plan Name</a>   <a href="#">Effective Date</a>	<a href="#">Assignment Details</a> 0.00 USD Hourly   <a href="#">Plan Name</a> Hourly Plan   <a href="#">Effective Date</a> 01/21/2014 <div> </div>

Enter the amount, select Done.

50 USD

0.00

Compensation Plan

Hourly Plan

Total Base Pay

9.20 - 9.50 USD Hourly

Amount

9.20

X

Currency

USD

Frequency

Hourly

Additional Details

Assignment Details

0.00 USD Hourly

Done

Click Approve.

**Salary Employee:** Pay range under compensation will default in proposed guidelines. The salary plan will default in under Proposed. Click on the third pencil next to the salary and add in the annual salary amount.

Default Compensation Change

Position Name (1 Position Requested)

Supervisory Organization

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.

PLEASE DO NOT CHANGE THE RANGE or ASSIGN ANY COMPENSATION PLANS.

Please add in the budgeted and/or anticipated amount paid for this position.

Please indicate the full budget number as well as if this is a new position or replacement position in the comments.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 02/03/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Annual
Guidelines	Pay Range	Pay Range 40,000.00 - 70,000.00 USD Annual
Salary		+
	<a href="#">Assignment Details</a>   <a href="#">Plan Name</a>   <a href="#">Effective Date</a>	<a href="#">Assignment Details</a> 0.00 USD Annual   <a href="#">Plan Name</a> Salary Plan   <a href="#">Effective Date</a> 02/03/2014 <div> </div>
Hourly		+
Allowance		+

Enter the amount, select Done.

Compensation Plan

Salary Plan

Total Base Pay

40,000.00 - 70,000.00 USD Annual

Amount

\*

X

Currency

\*

USD

<img alt="dropdown icon" data-bbox="260 140 275 155"/>

Frequency

\*

Annual

<img alt="dropdown icon" data-bbox="260 155 275 170"/>

<img alt="collapse icon" data-bbox="125 170 140 185"/> Additional Details

Assignment Details

0.00 USD Annual

Done

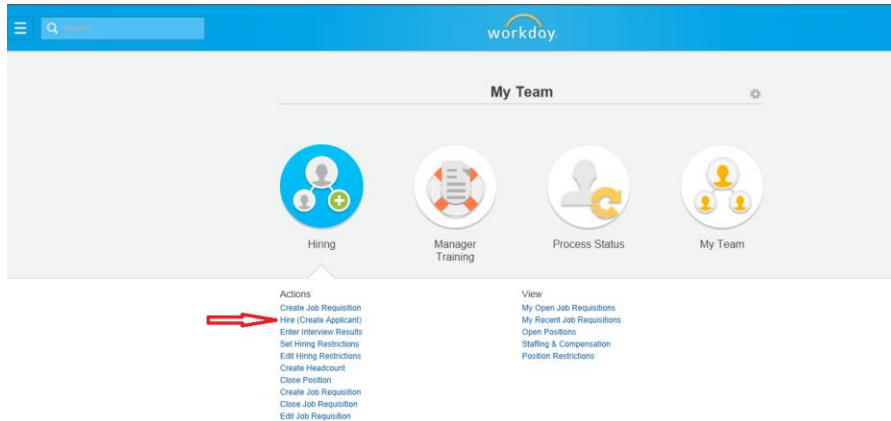
In the comments section please make sure to include any special instructions or information associated with the position. Please make sure to include the full budget number (0-00-0000-000000). Please indicate if the position is new or a replacement.

Click Submit.

## 2. Create or Enter an Applicant.

Note: If the person being hired was previously a student or employee at Champlain please contact Human Resources to see if they have already been added as an applicant. If no previous affiliation with the college then you may proceed.

Once on My Team, select Hiring icon, then “Hire (Create Applicant)”.



### First Screen

The screenshot shows the 'Hire Employee' form in Workday. The form has a blue header with a search bar. Below the header, the 'Hire Employee' title is displayed. The main content area contains instructions about the Annual Work Period and Disbursement Plan Period, and a note about Work Study Positions. Below the instructions, there are two radio buttons: 'Existing Applicant' and 'Create a New Applicant'. A red arrow points to the 'Create a New Applicant' radio button. Below the radio buttons, there are two buttons: 'OK' and 'Cancel'.

Select Create New Applicant, then Ok.

## Second Screen

### Hire Employee

Source

Referred by

Comment

Supervisory Organization

Allow Duplicate Name ☐

**Legal Name Information** **Contact Information**

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

**OK** **Cancel**

Please enter the New Hire's legal first name and last name. Do not enter a nickname and please verify that spelling is correct. Then select on the Contact Information Tab.

### Hire Employee

Source

Referred by

Comment

Supervisory Organization

Allow Duplicate Name ☐

**Legal Name Information** **Contact Information**

**Phone**

**Add**

**Address**

**Add**

**Email**

**Add**

**Instant Messenger**

**Add**

**Web Address**

**Add**

**OK** **Cancel**

You will need to enter at least an email as this is what will be used to send the new employee onboarding.

### Third Screen

#### Hire Employee

Student Name  
Supervisory Organization

Annual Work Period and Disbursement Plan Period should only be completed for **Adjunct**. If you want to view more information on the requisition - click the blue i button and then click the magnifying glass icon.

**For Work Study Positions** you must select the Additional Information arrow, scroll to the standard work-study job descriptions numbers that are provided to you on the K-Drive.

Hire Date \*

Reason

**Job Details**

Position \*

Employee Type \*

Job Profile \*

Time Type \*

Location \*

Work Space

Pay Rate Type

**Additional Information**

**Reason Dropdown:**

- Hire Employee > New Hire
- Hire Employee > Rehire

- Hire Date:** Enter the date you would like the student to begin working. Note: student can't begin working until all of onboarding is completed.
- Reason:** Open the Menu button to the left of the box, select if the person is a New Hire or Rehire for your position.
- Position:** Open the Menu button to the left of the box, select on the position for which you are hiring.
- Employee Type, Job Profile, Time Type, Location and Pay Rate Type will all populate based upon position. You do not need to enter a Work Space.

Review and complete any additional information (must click Additional Information tab). Annual Work Period and Disbursement Plan Period should only be completed for Adjuncts, Faculty Overload, Staff Overload, Student Resident Assistant, or Student Graduate Assistant.

Pay Rate Type ☒ Hourly

**Additional Information**

Job Title

Business Title

Location Weekly Hours

Default Weekly Hours

Scheduled Weekly Hours

FTE

**Annual Work Period**

Work Period Percent of Year

**Disbursement Plan Period**

Job Classifications

Job Classification

Company Insider Types

Workers' Compensation Code from Job Profile

Work Shift

First Day of Work

Time of Hire

Continuous Service Date

Probation Start Date

Probation End Date

Benefits Service Date

Click Submit.

**Do Not Hit Done.**



Open “Change Organizational Assignments” in upper left corner.

You have submitted  
Job Requisition: Student Employee Level 2 (Office Assistant) ...

Up Next  
Your Name  
Change Organization Assignments  
Open

Details and Process

Done

Company, Cost Center, Department will default in based on supervisor. Review and change if necessary.

#### Change Organization Assignments

Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant)

Effective Date 01/21/2014

Proposed Organizations 3 Items

Organization Type	Proposed Organization
Company	<input type="text" value="search"/> X Champlain College Incorporated
Cost Center	<input type="text"/>
Department	<input type="text"/>

Additional Information

enter your comment

Submit Save for Later Cancel

Click Submit.

Do Not Hit Done.

Open “Default Compensation Change” in upper left corner.

Success! Event submitted  
Assign Organizations: Create Position: Student Employee Level 2 (Office Assistant) ...

Up Next  
Your Name  
Request Default Compensation for Position Event  
Open

Details and Process

Done

Pay range under Compensation will default in the hourly rate entered on requisition. Verify the amount is correct, if not open pencil to edit.

Default Compensation Change  
Student Employee Level 2 (Office Assistant) (1 Position Requested)  
Your Department (Your Name)

Below you will see the associated range for this position. If this is not what you discussed prior with HR, please reach out to Human Resources.  
PLEASE DO NOT CHANGE THE RANGE or ASSIGN ANY COMPENSATION PLANS.  
Please add in the budgeted and/or anticipated amount paid for this position.  
Please indicate the full budget number as well as if this is a new position or replacement position in the comments.

Compensation	Current	Proposed
Effective Date & Reason	Effective Date 01/21/2014	
Total Base Pay	Total Base Pay	Total Base Pay 0.00 USD Hourly
Guidelines	Pay Range	Pay Range 9.20 - 9.50 USD Hourly
Salary		
Hourly		

Assignment Details | Plan Name | Effective Date

Assignment Details 0.00 USD Hourly | Plan Name Hourly Plan | Effective Date 01/21/2014

Click Submit.

