

WORKDAY: HIRE PROCESS



TIMELINE FOR NEW OR RETURNING EMPLOYEES

COMPLETE OFFER LETTER

Complete the appropriate offer letter for your employee (OPS and Student Employees must complete the OPS Conditions of Employment Form)

Offer Letter is required to be uploaded into Workday when completing the HIRE

BACKGROUND APPROVED

Contact applicant to confirm their start date (hire date)

Appropriate start dates (hire dates) are usually two weeks from when the background check is approved

Line employees must begin work on a Monday

HIRE FINALIZED IN WORKDAY

Recruitment Services receives a notification from Workday that the HIRE has been completed and sends a welcome email to the new employee (this is not the onboarding email)

START DATE CONFIRMED

Initiate the HIRE process in Workday as soon as the hire date is confirmed

Continue to monitor the process to ensure the HIRE is completed by the Wednesday deadline

HIREs not completed by the Wednesday deadline may delay the start date (hire date) for the employee

FIRST DAY OF WORK

Employee submits original unexpired I-9 documents to Human Resources and arrives for Orientation (if applicable)

ONBOARDING

As soon as the HIRE is completed, Workday generates an email to the new employee with instructions on how to log in to their newly created account

Employee must complete onboarding prior to or no later than the agreed upon start date (hire date) entered in the hire