Student Hiring Process

Workday Hire Business Process Overview

The Student Hiring Process is composed of a 3 step process, with sub-processes in each. All 3 of the categories **must** be met for compliance purposes.

1. **Recruitment** – Completed outside of Workday through *Hirealion*. These are separate systems and they do not communicate with each other. You will create a job posting in Hirealion and ensure a position is available to fill in Workday.

2. **Hire Business Process** – New student hires are initiated by **Human Resources** and is composed of the following steps before onboarding can trigger.

   a. Initiate hire   **Human Resources**
   b. Propose Compensation   **Human Resources**
   c. Change Organizations   **Human Resources**
   d. Verification Checklist (4 tasks)   **Human Resources**
   e. Consolidated Approval – Department   **Dept. Manager**
   f. Consolidated Approval – HR   **Human Resources**
      i. If GA will go to Grad School   **Graduate School**
   g. Confirm Employee   **Human Resources**
   h. Assign UIN   **Human Resources**
   i. Assign costing allocation – add account number   **Human Resources**
   j. Cost Center Approval – account approval   **Dept. Cost Center**
   k. Assign Pay group   **Payroll**
   l. Record verification entries (background check & selective service)   **Human Resources**

   ** NOTE: Add jobs and transfers will be initiated by the departments; therefore the process will vary accordingly.

3. **Onboarding –** This is a 5 step sub-process to be completed by the **Employee, Department HR Contact, Human Resources.**

   a. The **Employee** will receive 2 initial onboarding tasks to enter personal and contact information.

   b. Once completed it will route to the **Department HR Contact** one last time to trigger the rest of the onboarding. The task will be titled:

      i. **"To Do:** Trigger Benefits Onboarding Questions, Direct Deposit, Privacy Flag, and State Veteran's Preference for employee"

   c. Once this task is completed approximately 12 additional tasks will trigger to the **Employee**. The **Employee** must complete all of these tasks and most importantly the federally required **Section 1 of the Form I-9 on or before their designated start date**.

   d. Once Section 1 has been completed, an I-9 Partner in HR will send a notification to the Employee and prompt them to visit HR. The notice will provide specific instructions for completion **Section 2 of the Form I-9 and the final hiring packet**.

   e. Once onboarding has been completed, an HR Partner will send an **HR Hire/Onboarding Completion Notice** to the Direct Supervisor and Departmental Admin (HR Contact) with status of employee (eligible or not eligible to being working).