

# Student Employment Hiring

January 2019

# Training Agenda

---

- Workday Concepts
  - Security Roles
  - Supervisory Organizations
  - Delegation
- Options
- Business Processes and Demonstrations
- Q&A

# Workday Concepts

## • Security Roles

	Manager	Business Officer	Posting Manager	Primary Recruiter
<b>Timesheets</b>	For own supervisory organization(s)			
<b>Initiate Requisitions</b>	For own supervisory organization(s)	For supported supervisory organization(s)	For supported supervisory organization(s)	
<b>Manage Requisitions</b>	For own supervisory organization(s)		For supported supervisory organization(s)	For requisitions where assigned
<b>Initiate Staffing Actions</b>	For own supervisory organization(s)	For supported supervisory organization(s)		

# Workday Concepts

---

## Supervisory Organizations

- Position Management vs Job Management
- Routing

## Delegation

- Delegate inbox tasks, including task initiation
- Peers, Superiors, Subordinates

# Test your Understanding

---

**Do you have a (JM) Supervisory Organization?**

**Who holds these positions in your organization?**

- Manager
- Posting Manager
- Business Officer

**Can you perform the following?**

- Staffing actions or timesheets for your own organization
- Staffing actions or timesheets for other organizations
- Initiate Requisitions

# Options

---

## Who is the Manager?

- Day to Day Manager (e.g. faculty/staff who is directing work)
- Program Assistant

## Delegation?

# Workday Concepts

---

## Business Processes:

1. Job Requisition (permission to post/fill)
2. Job Application (recruitment process)
3. Staffing Action
  - Hire (not a current employee, even if they worked for USF before)
  - Change Job
    - Transfer from one job to another
    - Update job profile (promotion/Federal Work Study)
    - Compensation may be changed as well
  - Add Additional Job (current employee with new assignment)
  - Request Compensation Change (change pay rate only)
  - Request One-Time Payment (single payment when person is currently employed)
  - Termination / End Additional Job

# Student Hiring Options

	Add Job	Requisition/ Job Application	Requisition/ Job Application	Requisition/ Job Application
<b>Candidate's current employment</b>	Current Employee	Current Employee	Not a Current Employee	None - Using USFWorks to recruit
<b>Supervisory Organization where employee will be hired</b>	Supported by you (Manager, Business Officer)	Not supported by you	Always	Always
<b>Job Application</b>	No application required	Applicant needs to apply to job (internal or external)	Applicant needs to apply to job (external)	Applicant needs to apply to job (internal or external)
<b>Managing Job Application Process</b>	N/A	Move directly to Offer	Move directly to Offer	Use desired items (interviews, reference checks, offer)



# Test your Understanding

---

**Try to find a candidate's name in USFWorks using the search field.**

[Hint: use 3 letters of first and last name “joh smi”]

**If you are the Manager hiring into your own organization, what should you do with an external employee?**

- Create Requisition
- Add Additional Job

**If the student is terminated in USFWorks, how should they apply to a posted requisition?**

- External website
- Internally using Find Jobs report

# Demonstrations

---

## Job Requisition

- If you are hiring multiple students into a similar job (e.g. 3 front-desk assistants), you can create one requisition with multiple openings
- Posting instructions –Internal and External
- Use today's date as the Recruiting Start Date and Target Hire Date as best practice
- Target End Date should be the end of the current academic year

# Demonstrations

---

## Job Requisition (cont'd)

- Job Posting Title will be the Position name – use something to make it distinctive, especially for students with more than one job
- Job Profile – consider navigating through the Job Family
  - Student Hourly I (JC7000) is the most common
  - “FWS” profiles are for positions wanting Federal Work Study students only
  - “Day/Night” profiles are for positions who have a differential for night hours worked

# Demonstrations

---

## Job Requisition (cont'd)

- Job Summary and Job Description – enter minimum details required for your posting
- Worker Sub-type – Student (Fixed-Term)
- Time Type – Part Time
- Primary location – Campus (e.g. USF Hilltop)
- Scheduled weekly hours – part time hours anticipated per week
- Legacy FOP – easiest if you put in the first two sets of numbers (e.g. 110000-123456) and press enter
- Assign Roles – click Add and select Primary Recruiter as the role and enter a person who will assist with managing the requisition and job application process

# Demonstrations

---

## Job Requisition (cont'd)

- Add any comments needed, especially for Student Employment
- Review and click Submit
- Open the Requisition Compensation Task
- Go to the Hourly section and update the rate to the desired hourly rate (*about 2/3 way down on the page*)
- Click Submit
- It will now go through routing
- Go to the staffing tab of the supervisory organization to see the status of requisitions

# Demonstrations

---

## Job Application

- Once students apply, you can perform actions such as screen, interview, or offer
- Before moving a candidate to the offer stage, search to see if the candidate is a current employee
- Except for the review step, please follow the tasks in your inbox rather than using the grid. This is especially important to avoid duplicate records

# Demonstrations

---

## Hire

- Typically, this business process will be done by the Student Employment Office
- This is where the USFWorks account is set up and an email goes to the candidate to prompt them to start onboarding

## Onboarding

- Student completes tasks such as filling in the I-9 form and W-4, and providing direct deposit details
- At the end of onboarding the candidate's myUSF account is set up

# Demonstrations

---

## Add Additional Job

- Find the current employee for whom you want to add a job
- From the related actions button, go to Job Change, and then Add Additional Job
- Fields are similar to Job Requisition – Differences
  - You don't need a job requisition, but you may use one if you want to
  - Enter hire date (anticipated first day of work)
  - Open the Additional Details
    - Update the Job Title
    - Don't update Default Hours – only Scheduled Hours above
    - Worker's Compensation Override – enter "8810"
    - Add End Date for the end of the current academic year
- Review and click Submit



# Demonstrations

---

## **Add Additional Job (cont'd)**

- Open the Propose Compensation Hire task
- Enter the rate and click Submit
- Open the Change Organization Assignments task
- Enter the FOP and click Submit
- It will now go through routing

# Demonstrations

---

## Termination

- Find the current employee you want to terminate
- From the related actions button, go to Job Change, and then Termination (or End Additional Job)
- Enter the reason and the date and click Submit
- *[If you are trying to end the primary job and get an error, contact Student Employment who will help switch the primary job so you can end the additional job]*
- It will now go through routing