Student Employment Hiring Process

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Training Chapters

• Workday Concepts
  ▪ Security Roles
  ▪ Supervisory Organizations
  ▪ Delegation

• Options

• Business Processes

• Details & Best Practices
## Workday Concepts

### Security Roles

<table>
<thead>
<tr>
<th></th>
<th>Manager</th>
<th>Business Officer</th>
<th>Posting Manager</th>
<th>Primary Recruiter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheets</td>
<td>For own supervisory organization(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate Requisitions</td>
<td>For own supervisory organization(s)</td>
<td>For supported supervisory organization(s)</td>
<td>For supported supervisory organization(s)</td>
<td>For requisitions where assigned</td>
</tr>
<tr>
<td>Manage Requisitions</td>
<td>For own supervisory organization(s)</td>
<td></td>
<td>For supported supervisory organization(s)</td>
<td></td>
</tr>
<tr>
<td>Initiate Staffing Actions</td>
<td>For own supervisory organization(s)</td>
<td>For supported supervisory organization(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Workday Concepts

Supervisory Organizations

- Position Management: An organization that is staffed by creating, defining and filling a position
- Job Management: Does not track worker history so if a worker leaves, their job disappears
- Routing: tasks are automatically routed to the next person in the business process

Delegation

- Delegate inbox tasks, including task initiation
- You can delegate to Peers, Superiors and 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?

- Remember that the initiator of a process cannot be the approver
- Think about the work flow in your area before delegating
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

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

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
Details & Best Practices

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
Details & Best Practices

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
Details & Best Practices

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
Details & Best Practices

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.
Details & Best Practices

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
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
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
Details & Best Practices

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