

Hire Process

as of 10/7/14

The Hire process should be initiated in Workday 2 weeks prior to the start date. This will allow time to manage the steps up to the "Employee as Self" steps. These steps should be ready for the employee on their start date.

Prior to the Hire process, location would:

- 1 - contact HR to begin recruiting for your opening, if needed
- 2 - verify that a position exists that meets the hiring need - or -
- 3 - contact HR to open a new position, if needed

If the hire is Clergy:

Contact Clarissa Barela in the Vicar for Clergy office. All Clergy hires are managed by Vicar for Clergy.

Step	Person	Comments:
Hire	HR Partner By Location	Hire should be initiated in WD 2 wks prior to start date where possible
Edit Government IDs	HR Partner By Location	
To Do: Notify HR if Employee is a Member of a Religious Order	HR Partner By Location	
Personal Information Change	HR Partner By Location	Critical to include address and personal email address
To Do: Send New Hire for TB Clearance	HR Partner By Location	
To Do: Collect Transcripts and Credit Transactions	HR Partner By Location	
To Do: Send New Hire for Fingerprint Clearance	HR Partner By Location	
To Do: Collect Employee Verification Form	HR Partner By Location	
Propose Compensation	HR Partner By Location	
Approval by Manager	Manager	
Review Employee Hire	HR Partner-DSJ	
Change Organization Assignments for Worker	Payroll Partner By Location	
Assign Matrix Organizations	HR Administrator-DSJ	
To Do: Enter New Hire Fingerprint and TB Results	HR Partner-DSJ	
Assign Pay Group	HR Administrator-DSJ	
To Do: Enter New Hire Work Email	IT Support	

Step	Person	Comments:
To Do: Create/Enable Workday Account	Security Administrator	DSJ Account notification: Regular - email sent from IT to Manager with Login information Temp/Seasonal/Sub - email sent from HR to the employee's personal email address
Assign Site-Issued Assets	HR Partner By Location	
Edit Other IDs	Benefits Partner	
Approval by HR Partner (Non-Clergy)	HR Partner-DSJ	
Employee Contract	HR Partner-DSJ	
Service Dates Change	HR Partner-DSJ	
To Do: Add Payment Elections	Employee As Self	Hire process should be to this step day by the start date
Complete Federal Withholding Elections	Employee As Self	
Complete Form I-9	Employee As Self	Must be completed by employee and site by 3rd day of hire
Complete State Tax Withholding Form	Employee As Self	
Enter Contact Information	Employee As Self	
Enter Personal Information	Employee As Self	
The email notification of the DSJ/Workday Login information is sent:		
Regular Employee	from IT	to the employee's Manager. The manager provides the information to the employee and shows them how to log on.
Temporary/Seasonal/Substitute	from HR	to employee's personal email address. These employees have a separate URL that they must use to log in, included in the email. They will not be able to log in through the standard my.dsj.org URL.