



Searching for Worker

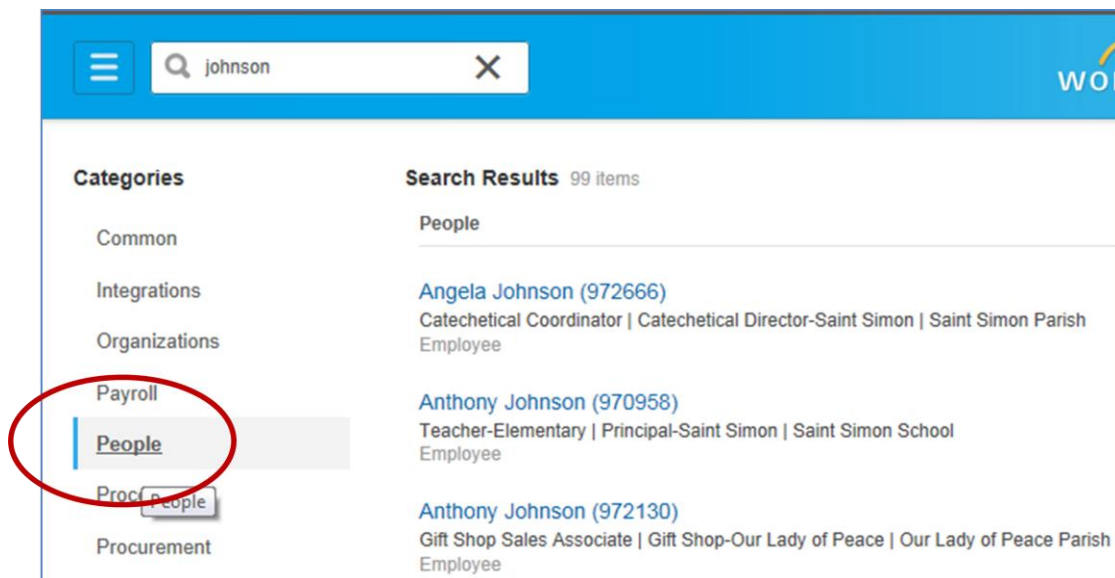
OVERVIEW:

Before entering a new employee or volunteer in to Workday, it is important to search to see if a record for them already exists. The steps below will help prevent duplicate records in our system, which can cause confusion and reduce records accuracy.

Before starting a new entry into Workday, do the following:

1. **Ask** the applicant if they have volunteered or worked previously within the Diocese under their present or any previous names.
2. **Search Workday using the “People” search feature** to see if a pre-hire record exists in Workday. Enter the worker name in the Search box. If the pre-hire record is displayed, see instructions below. (The search results are a sub-set of all the records.)

If the pre-hire record is not in the Search results displayed, **select People from the Categories menu** to view all results.



If entering a **Volunteer position**, contact the primary location and request that the Volunteer Coordinator add your Volunteer Matrix Organization to the worker record.

If entering an **Employee position**, follow the Hire process, but use **Existing Pre-Hire**. (Contact Human Resources for assistance.)

Hire Employee

Please click the arrow to expand the "Additional Information" section and ensure you have a

See below for general Diocese of San Jose policy definitions of each:

- **Full-Time** employees = **20 or more scheduled hours**
- **Part-Time** employees = **less than 20 scheduled hours**

Supervisory Organization *

HR Manager-HRIS

☒ Existing Pre-Hire

Jeanne Smith

X

☐ Create a New Pre-Hire

OK

Cancel