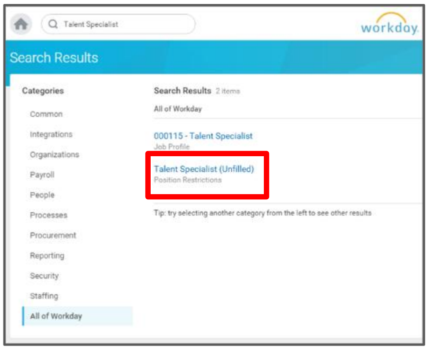
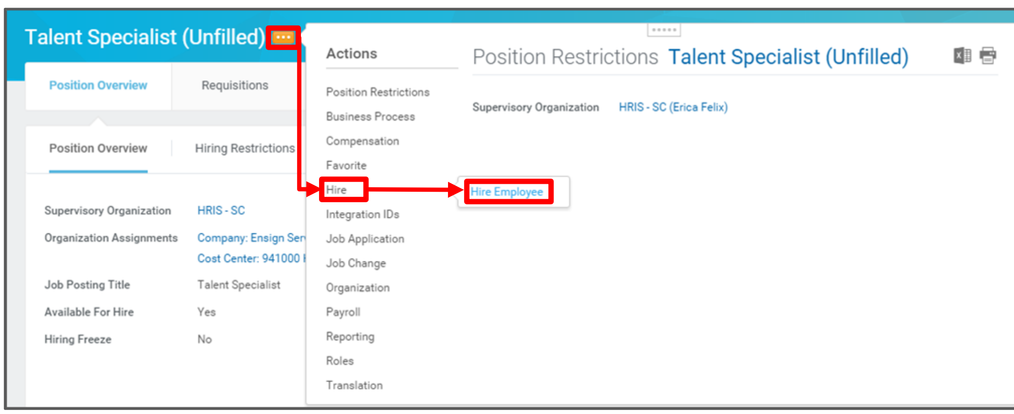
Quick Reference Guide: Hire an Employee

Once you've created a position in Workday, you can hire an employee into that position. This Quick Reference Guide is an overview of the Hire process; for a more in-depth view of the process, see the HR User Guide.

1 Use the Search Box to find the position you've created, or an open position, then click the link.

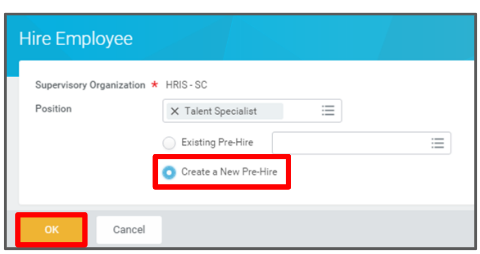


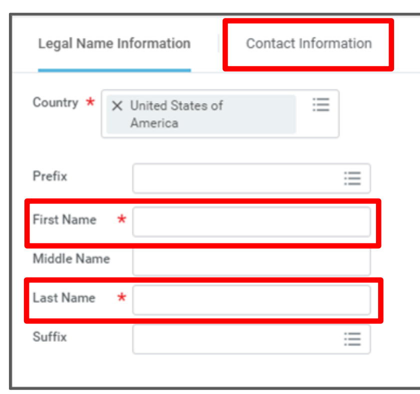
2 Click the **Related Actions** icon next to the position name, hover over **Hire**, and click **Hire Employee.**

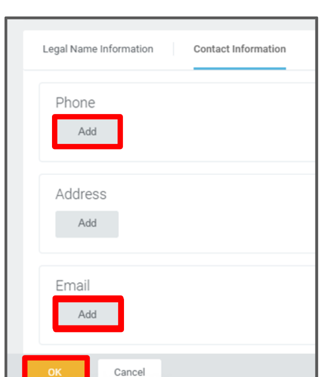


3 Click **Create a New Pre-Hire**, then click **OK**. Enter at least the **First Name** and **Last Name** on the **Legal Name Information** tab, then click the **Contact Information** tab. You must enter at least one phone number or email address for the new hire.

Click **OK**.







Click the **Add** button to add information. Remember that a red asterisk (*) indicates a required field.

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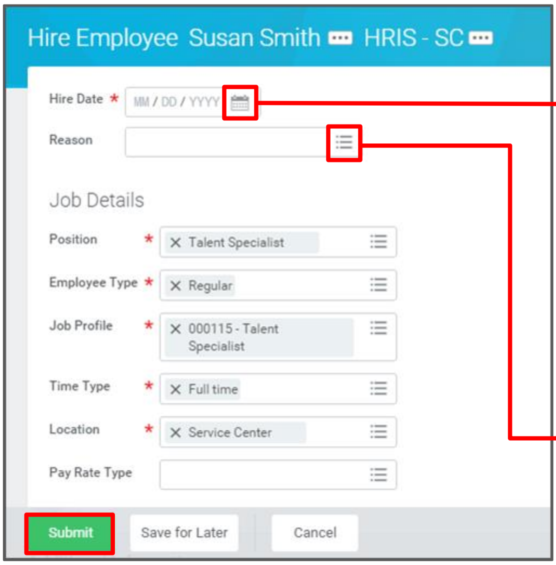
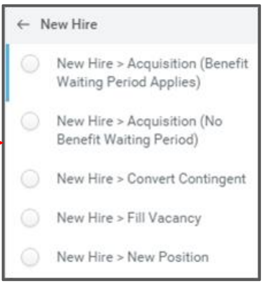
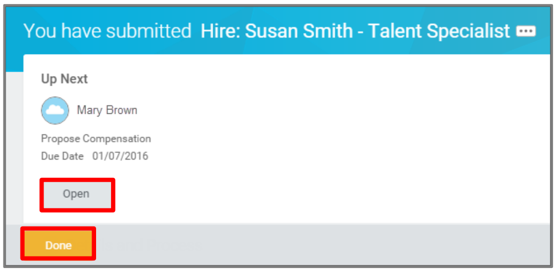
4 Click the **Calendar** icon to select the **Hire Date**, then click the **Prompt** icon to select a hire **Reason**. Confirm the information in the Job Details section, then click **Submit** when all information is correct.





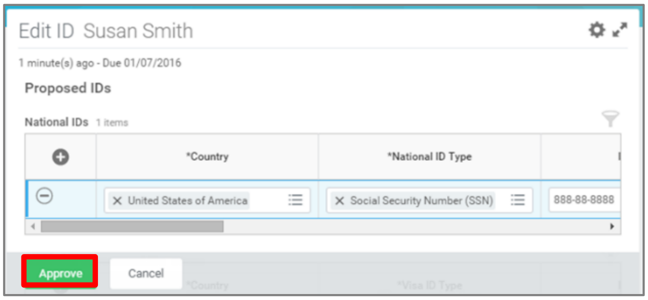
5 On the confirmation screen, the next step in the hire process will appear. Click **Open** to start the **Propose Compensation** step, or click **Done** to save the rest of the hire process for later (you will be able to access any open tasks in your Inbox).

Continue through the Hire process, entering data where required by a red asterisk (*). Your final task will be to approve the employee-entered Government ID. When you click **Approve** on the **Edit ID** step, the Hire process is complete.



Remaining Steps in the Hire Process:

- Propose Compensation
- Assign Organizations
- Edit Service Dates
- Other Onboarding Procedures
- Assign Workday Password
- Edit Personal Information
- Edit ID



Note: For a detailed explanation of all steps in the Hire Process, see the HR User Guide.