

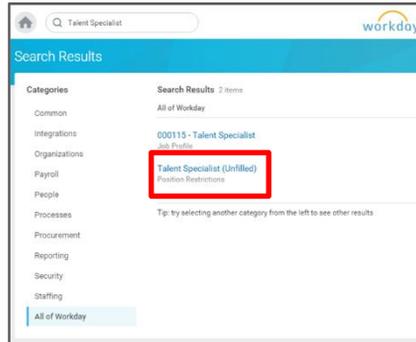


# Quick Reference Guide: Hire an Employee

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.

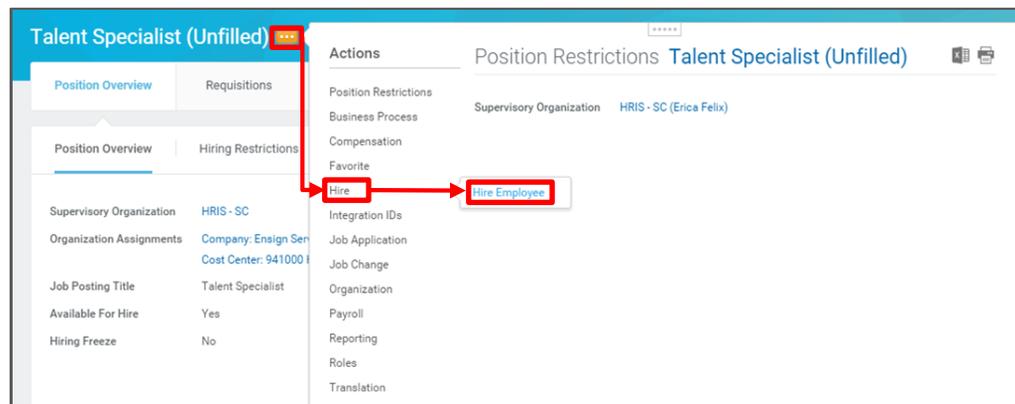
1

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



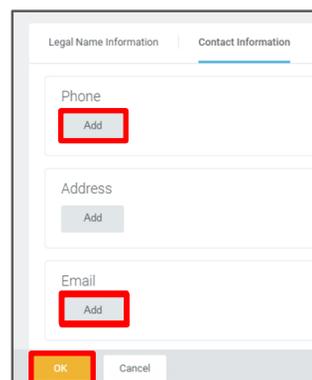
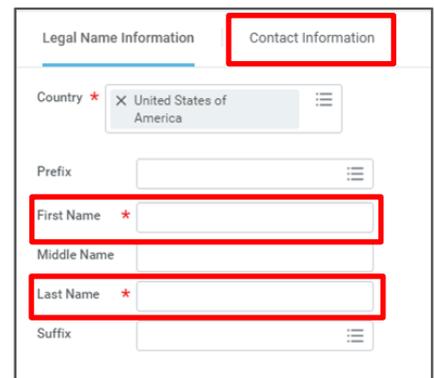
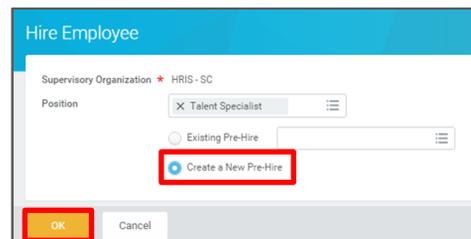
2

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



3

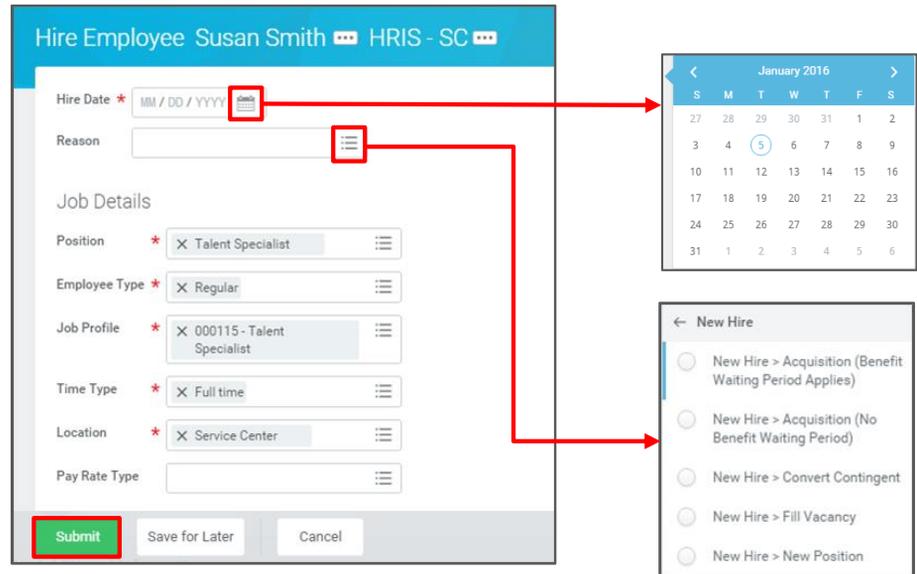
Click **Create a New Pre-Hire**, then click **OK**. Enter at least the **First Name** and **Last Name** on the **Legal Name Information** tab, then click the **Contact Information** tab. You must enter at least one phone number or email address for the new hire.



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

Click **OK**.

**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.



The screenshot shows the 'Hire Employee' form for Susan Smith. The 'Hire Date' field is highlighted with a red box, and a calendar is shown to its right. The 'Reason' field is also highlighted with a red box, and a dropdown menu is shown below it. The 'Job Details' section includes fields for Position (Talent Specialist), Employee Type (Regular), Job Profile (000115 - Talent Specialist), Time Type (Full time), Location (Service Center), and Pay Rate Type. The 'Submit' button is highlighted with a red box.

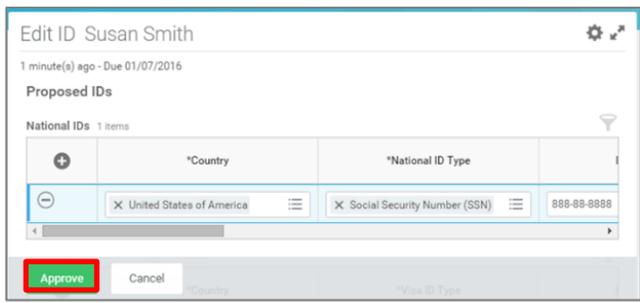
**5** On the confirmation screen, the next step in the hire process will appear. Click **Open** to start the **Propose Compensation** step, or click **Done** to save the rest of the hire process for later (you will be able to access any open tasks in your Inbox).



The screenshot shows the confirmation screen for 'Hire: Susan Smith - Talent Specialist'. It displays 'Up Next' with a task for Mary Brown to 'Propose Compensation' due on 01/07/2016. The 'Open' button is highlighted with a red box.

- Remaining Steps in the Hire Process:
- Propose Compensation
  - Assign Organizations
  - Edit Service Dates
  - Other Onboarding Procedures
  - Assign Workday Password
  - Edit Personal Information
  - Edit ID

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.



The screenshot shows the 'Edit ID' screen for Susan Smith. It displays 'Proposed IDs' with a table for National IDs. The table has columns for Country (United States of America) and National ID Type (Social Security Number (SSN)). The 'Approve' button is highlighted with a red box.

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