Direct hire for academic personnel

This job aid helps users complete a direct hire for academic personnel in Workday. Only use this process when you know your intended hire — this process does not go through recruitment. The offer is attached during the Hire business process and a background check is initiated.

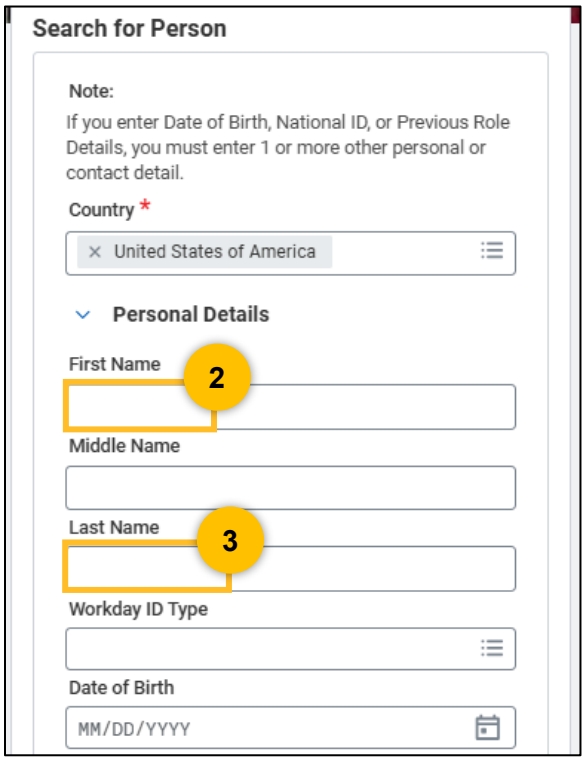
Initiators: Academic HR Analyst, Academic HR Partner, Dean/VP

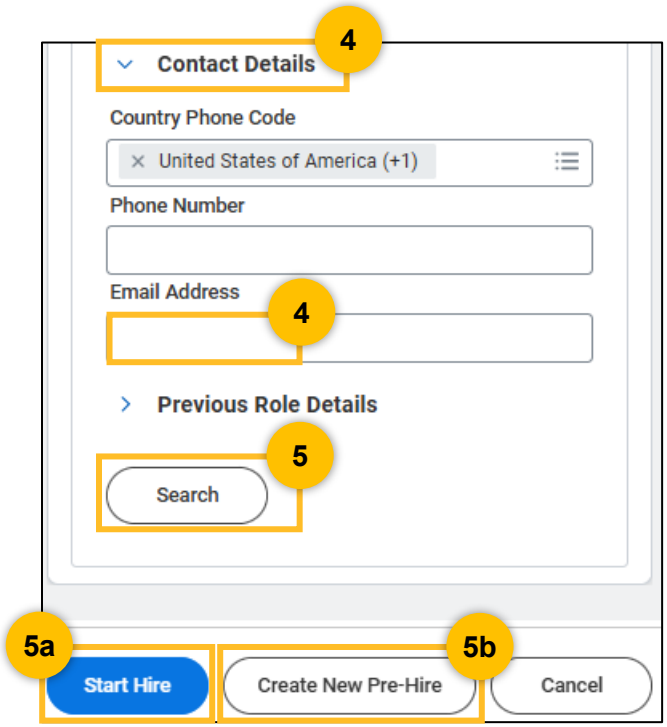
Approvers: Academic HR Partner, Cost Center Manager, Dean/VP, Provost/EVP

Start

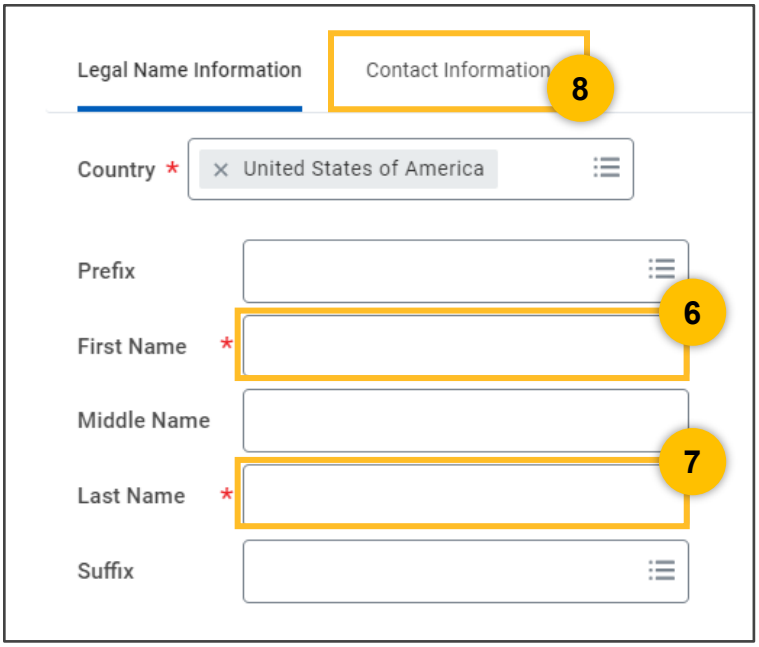
Complete these steps to begin a direct hire for an academic job profile:

1. Enter **Hire Employee** in the search bar.
2. Enter the **First Name**.
3. Enter the **Last Name.**
4. Optional: Select **Contract Details**. Then enter the **Email Address**.
5. Select **Search.**
    a. If results appear, select the correct pre-hire profile, then select **Start Hire** and continue to step 11.
    b. If no results appear, select **Create New Pre-Hire** and continue to step 6.

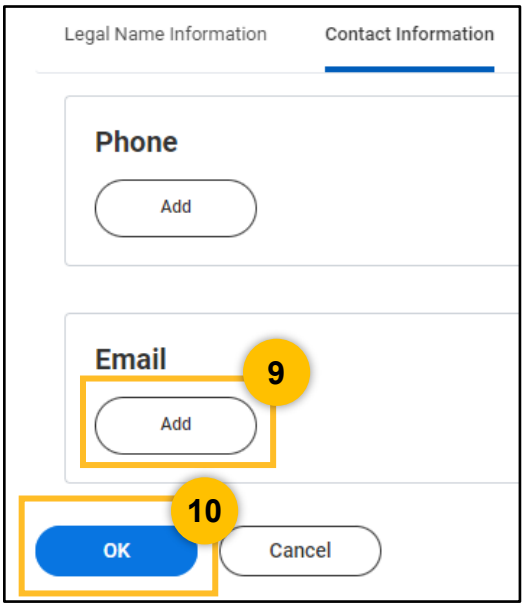




6. Enter the **First Name**.
7. Enter the **Last Name.**
8. Select **Contact Information.**



9. Under **Email**, select **Add** and enter the **Email Address** and **Type**.
10. Select **OK.**



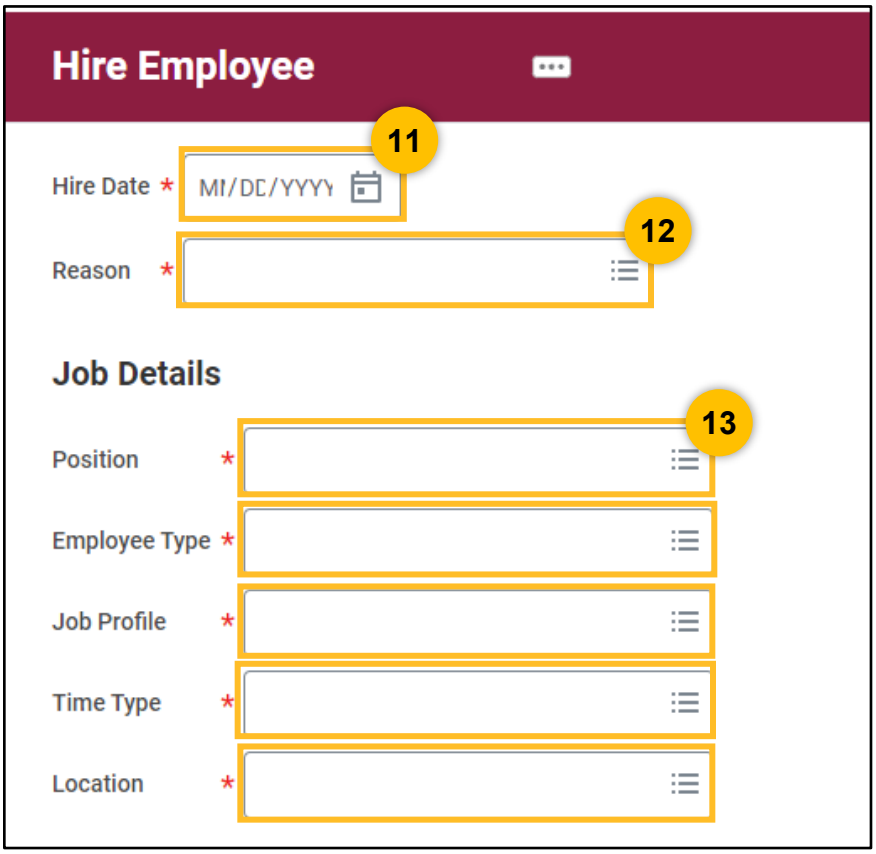
11. Enter the **Hire Date.**

12. Select the **Reason.**

Note: If this employee is a rehire, confirm the Hire Reason aligns with their latest termination date.

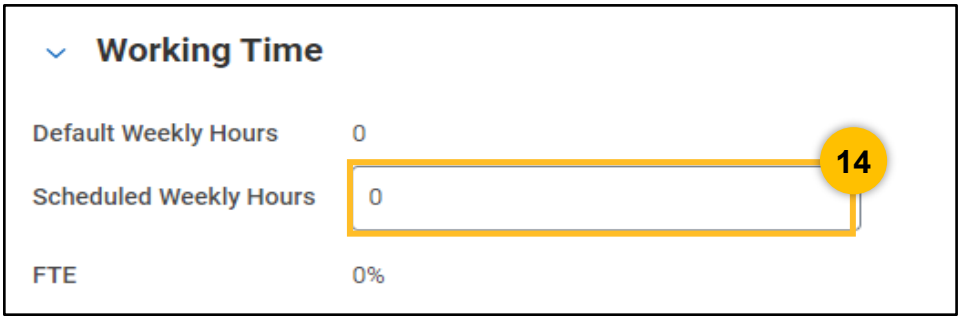
13. Select the **Position.**

Note: The **Employee Type**, **Job Profile**, **Time Type** and **Location** populate from the position. You manually enter all **Job Details** if you use a Job Management supervisory organization.



14. Enter **Scheduled Working Hours**.

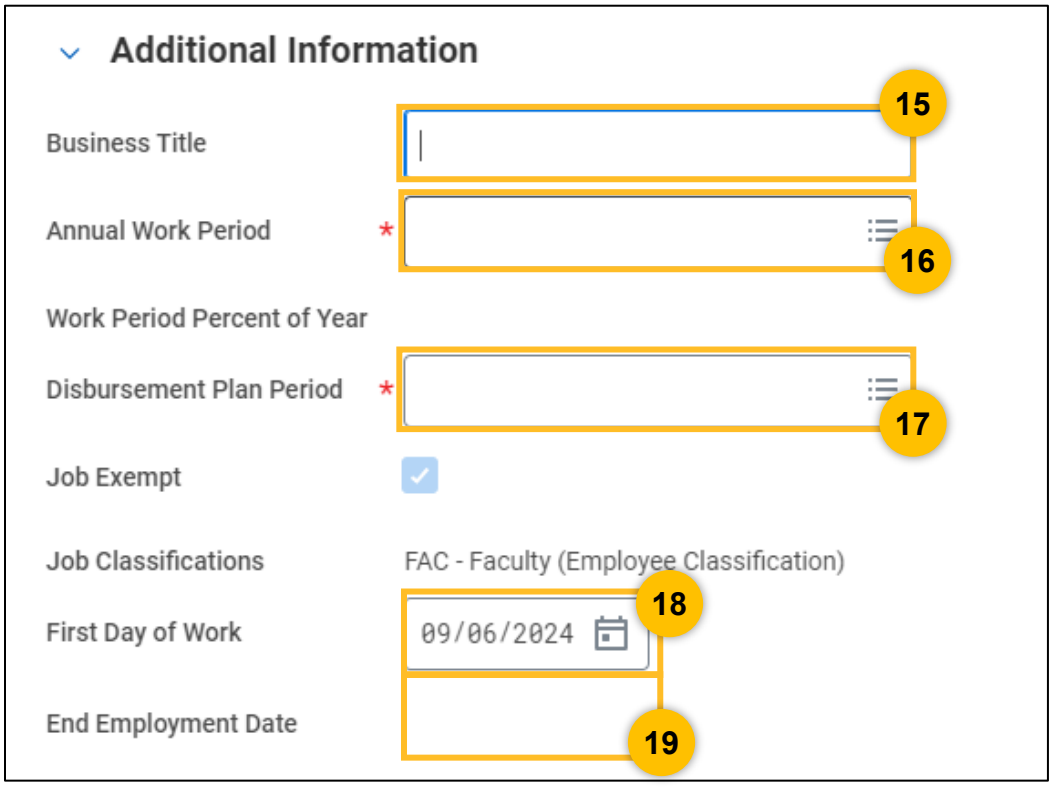
Note: This auto-populates when using a Position Management supervisory organization.



Under **Additional Information**, complete the following:

15. Enter or Update the **Business Title.**
16. Select the **Annual Work Period.**

    Note: This does **not** apply to Faculty Associate job profiles.
17. Select the **Disbursement Plan Period.** This does **not** apply to Faculty Associate job profiles.
18. Confirm the **First Day of Work**. This populates based on the **Hire Date**, and the two dates should match.
19. Optional: Enter the **End Employment Date** for Fixed-Term employees only.



20. Click **Select Files** to add an attachment. An **offer letter** must be uploaded for Academic Direct Hire.

    Select **Offers** for the document category.
21. Select **Submit.**

22. Select **Change Organization Assignments** in **My Tasks.**

    Note: These default based on the supervisory organization. They may be updated based on the selected candidate.

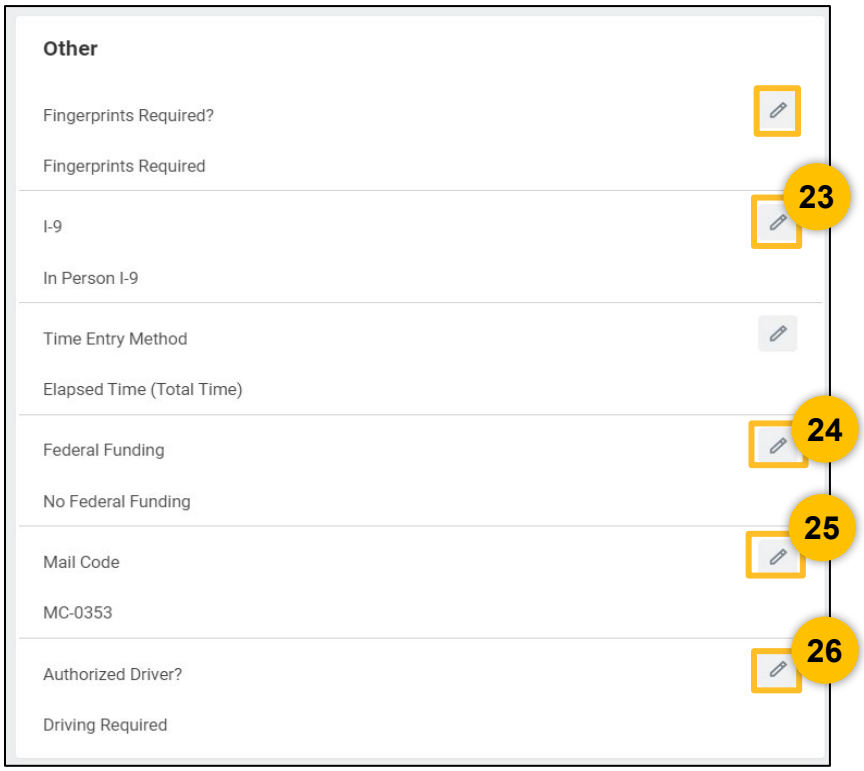
    Note: If **Fingerprints Required?** is selected, it does not trigger a fingerprint check. If a fingerprint check is required, it will be initiated ad hoc after the hire.

23. Confirm the **I-9** is to be completed in person or remotely. Only select Remote if the employee does not report to an ASU site and has a “[State Abbreviation] - Remote” work location.

24. Confirm **Federal Funding**. Update if the position is **Grant Funded.**

25. Confirm or enter the **Mail Code.**

26. If the position requires driving but is not indicated in the job classifications for the job profile, select **Driving Required** in the **Authorized Driver?** field.



27. Select **Submit.**

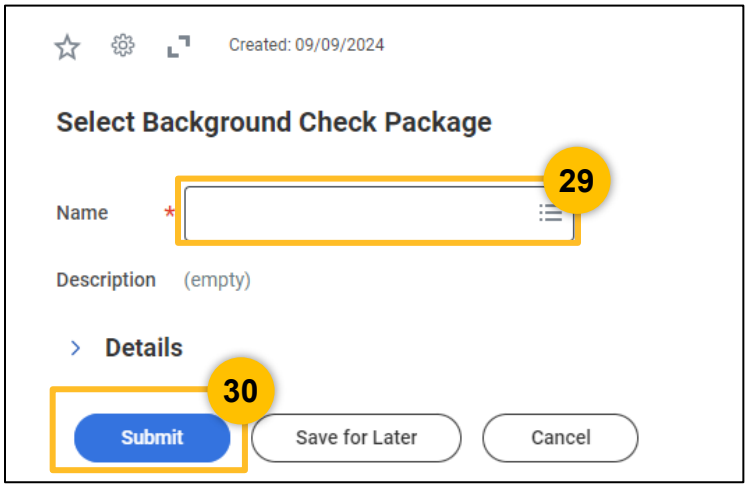
28. Select the **Background Check for Hire** task in **My Tasks.**

29. Select the **Name** of the Background Check Package.

Note: Most academic job profiles use the **Staff/Faculty/Student & Volunteers** background check package. A fingerprint package should not be selected. If one is required, initiate it ad hoc after completing the hire.

30. Select **Submit.**

Note: If completing a direct hire into a Job Management supervisory organization, a To-Do step appears in the Primary Recruiter's inbox once the candidate is moved to the Background Check stage. It will prompt the Primary Recruiter to add a position to the Pre-Hire profile before the background check integration is run. This allows the candidate's SSN and DOB to return to Workday. See the last page of this job aid to see more details.



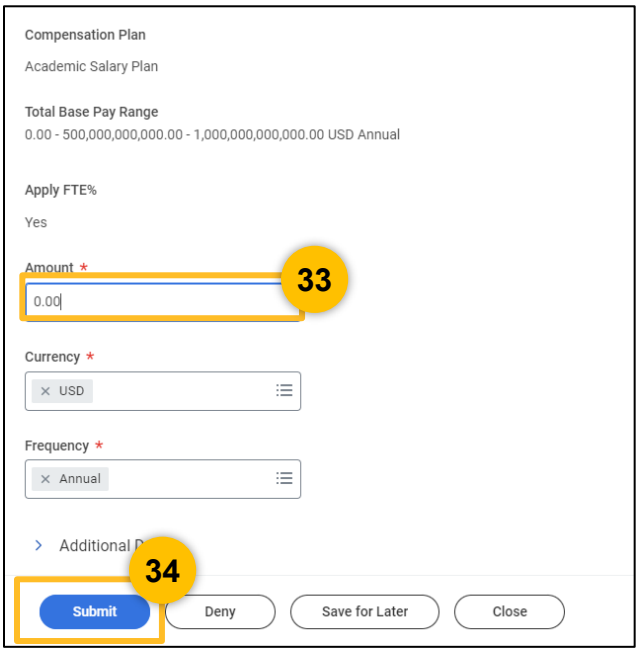
31. Select the **Propose Compensation Hire** task in **My Tasks.**

Note: If the job family is session faculty, the **Add Period Activity Pay** task is prompted. See the **Period Activity Pay** job aid for more information.

32. Under Salary, select **Edit** to enter the salary amount.

33. Enter the **Amount** and select **Save**.

34. Select **Submit.**



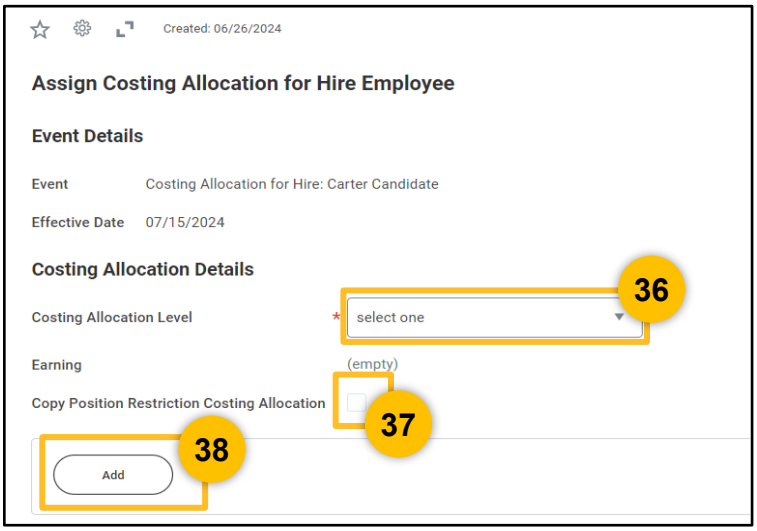
35. Select **Assign Costing Allocation** in **My Tasks.**

36. Select the **Costing Allocation Level**.

37. Optional: Select **Copy Position Restriction Costing Allocation** to assign the costing allocations from the position.

38. Optional: Select **Add** to assign a new **Cost Center** and **Program**.

Note: The Costing Allocation must be added for grant-funded positions and Job Management supervisory organizations. See **Assign Costing Allocation** job aid for more instructions.



Next steps

An Employee ID, ASURITE and Campus ID are created for the new hire. The manager and initiator of the Hire will receive a notification once this is complete.

Next, you must complete the Onboarding Setup. See **Setup New Hire Onboarding** job aid for instructions. Complete the new hire onboarding setup promptly; otherwise, the employee cannot begin onboarding tasks. If you do not submit the task within three days, it is automatically submitted for you.

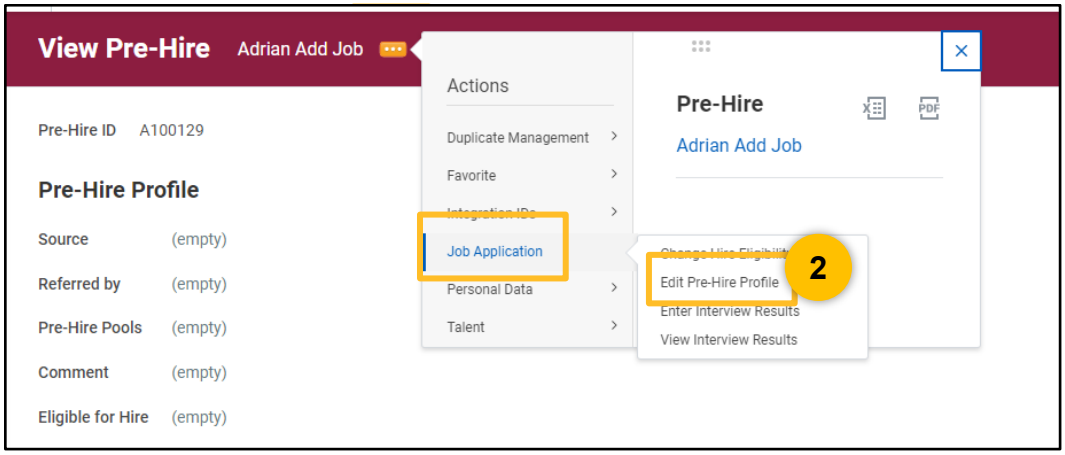
The initiator may also receive other tasks like:

- **Add Academic Appointment** task.
- **Add Flexible Work Arrangement** task.
- **Manage Period Activity Pay** if the job family is session faculty.
- **Request a One-Time Payment** task.

Edit Pre-Hire

Once the Candidate is moved to the Background Check stage, a To-Do appears in the Primary Recruiter's inbox to add a position to the Pre-Hire profile before running the background check integration. This allows the Candidate's SSN and DOB to return to Workday.

1. Enter the Candidate's name and find their Pre-Hire profile.
2. Select **Related Actions**, hover over **Job Application** and select **Edit Pre-Hire Profile**.



3. Select Add Row (+).
4. Enter **Considered For Position for Background Check** position under ***Considered for.**

5. Select **OK.**

Next steps

The background check will start. No further steps are required.