

Manager- Hire Employee

INTRODUCTION

Once you have completed the interview process and narrowed down your candidates, this job aid will assist you in hiring a new employee to your team and kicking off Onboarding to welcome them to Marathon County.

1. In the Search bar enter "Hire Employee". Select the task.

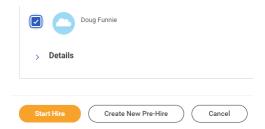
Hire Employee

Task

A new screen will appear. You can search for a "pre-hire" here. You should enter a first and last name to narrow done the search. Hit Search.



3. Your search will bring up pre-hires on the same screen. Select the pre-hire you wish to hire and click **Start Hire**.



4. This will start taking you through the Hire Employee screens. The Supervisory Organization will prefill with all your information.



Note: Create Pre-Hire is an option but before doing that, please check with your HR Partner for your department.

5. Next screen will have the Hire Date, Reason and Job Details. Any fields with a red asterisk * are required. Make sure all the information is correct.



USER GUIDE

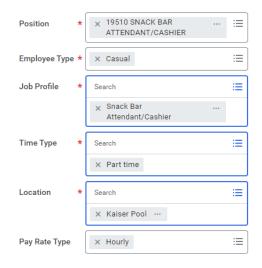
6. When selecting the Job Details- the open position can be under **Without or With Job Requisition**.

Job Details



7. Once you select the position, the information should prefill. Make sure this is still correct. Then click **Submit**. Click here to see the Employee Assignment Types.

*Do not select Intern or Non-Regular. These are not Marathon County Employee Types.



8. Working Time- Open this field up by clicking >

<u>Default Weekly Hours</u> field calculates the employee FTE %. <u>ALL</u> positions will stay 40 hours, except: <u>Corrections</u> and <u>Communications Staff-click here for instructions</u>.

<u>Scheduled Weekly Hours</u> is where you would enter in their hours if they will be less or more than 40.

Verify that the FTE percentage is correct before hitting submit.

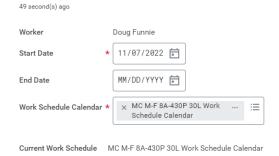
Location Weekly Hours	0
Default Weekly Hours	40
Scheduled Weekly Hours	24
FTE	60%



Manager- Hire Employee

- This will then go to the HR Partner to approve the Proposed Compensation and verify the Organization Assignments. Once completed, it will go back to the Manager to complete.
- 10. Now tasks go back to the Manager to complete. You will receive a task in your inbox to Assign the Work Schedule. Once done, click Submit.

Assign Work Schedule

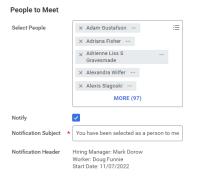


11. The next task is to do the Onboarding setup. This page is customizable and what the new hire sees when they log in to Workday.

Onboarding Message- From the manager. This is prefilled and you just need to change the information in red so that it is specific to your new hire. Below is the message:

Dear (EMPLOYEE NAME), Welcome to (DEPARTMENT NAME)! We are excited to have you join us in the (UNIT NAME), where we (LIST WHAT THE UNIT DOES/SERVICES IT PROVIDES). If you have any questions during your transition into your new position, please do not hesitate to reach out to me. Again, welcome to the (UNIT NAME)!

People to Meet- select the people from your department that the new hire will be working with. The people listed will receive a notification in Workday of a new hire.



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Helpful Contacts- are members from the HR Partner team. You can leave this as is and it notifies all of HR that there is a new hire.



- Once you are done with the Onboarding setup, click Submit.
- 13. This will send the new hire their first tasks to complete in Workday. This includes Edit Government IDs, Review Name and Contact Information and Change Personal Information. Along with those tasks will be a job aid to help complete their Onboarding tasks.



Note: There will still be Bi-Weekly Orientation, but the new hire should have all or most of their tasks completed prior. They will be able to ask questions at orientation.

Marathon County Employee Assignment Types:

- Regular (Full Time, Part Time, Not Benefit Eligible)
- LTE (Benefit Eligible Based on FTE%)
- Elected (Board Members)
- Elected Department Heads
- Seasonal
- Casual



<u>Corrections Staff</u> who work 12 hours/day should be 42 and if they work 8 hours/day should remain 40.

<u>Communications Staff</u> who work 11.25/day should be 39.38 hours.