

Manager- Hire Employee

USER GUIDE

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

2. 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**.

Search for Person


Country

First Name Email Address

Middle Name Country Phone Code

Last Name Phone Number

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

 Doug Funnie

[Details](#)

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.


Hire Date * 


Reason

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


Job Details


Position * 


Employee Type * 





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.


Position * 


Employee Type * 


Job Profile * 




Time Type * 



Location * 



Pay Rate Type 

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

Default Weekly Hours field calculates the employee FTE %. **ALL** positions will stay 40 hours, except: *Corrections and Communications Staff*- [click here for instructions](#).

Scheduled Weekly Hours 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

Scheduled Weekly Hours

FTE 60%

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- 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.
- 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

49 second(s) ago

Worker **Doug Funnie**

Start Date *

End Date

Work Schedule Calendar *

Current Work Schedule MC M-F 8A-430P 30L Work Schedule Calendar

- 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.

People to Meet

Select People

- Adam Gustafson
- Adriana Fisher
- Adrienne Liss S Gravesmade
- Alexandra Wilfer
- Alexis Slogoski

MORE (97)

Notify

Notification Subject * You have been selected as a person to me

Notification Header Hiring Manager: Mark Dorow
Worker: Doug Funnie
Start Date: 11/07/2022

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.

Helpful Contacts

Select People

- Boly Vang
- Doreen St Onge
- Kim Zouski
- Molly Adzic
- Sharon Hernandez

MORE (3)

Notify

Notification Subject * You have been selected as a helpful conta

Notification Header Hiring Manager: Mark Dorow
Worker: Doug Funnie
Start Date: 11/07/2022

- Once you are done with the Onboarding setup, click **Submit**.
- 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



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

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