A HIRE JOURNEY

BEGIN

1. Perfect Candidate

Determine

2. HCM Initiate 2 or Academic Partner

REQUEST

3. Select a Ticket Using the Form Below to Create Your Supervisory Organization.

Search

4. Use the Hire Wizard to Determine if the Appointee is Already in Workday.

Determine

5. Appointee is Not in Workday Yet. Has Previous Affiliation with UW. Go Straight to Workday!

Create Pre-Hire

6. Create a Pre-Hire Record for the Appointee in Workday.

RE-HIRE

7. Initiate a Hire in Workday. Academic Appointment is Added During this Process.

Change Job

8. Initiate an Academic Appointment User Below for the Appointee.

Add Job

9. Initiate an Add Job in Workday. Academic Appointment is Added During this Process.

Hire

10. Approve for the Person Who Needs to Do the Following Rules:
   1. Academic Partner
   2. The ISC

Approvers

11. Approve (Only Press Once!) Use the Hire Wizard to Send the Candidate’s Information to Workday by Selecting the “Submit to Workday” Button.

Send

12. Send (Only Press Once!) Use the Hire Wizard to Send the Candidate’s Information to Workday by Selecting the “Submit to Workday” Button.

End

13. If They Are New or Getting Rehired, the Employee Will Complete Onboarding to Do in Inbox if They Have New Info to Input.