

CONTINGENT WORKERS ...A HIRE JOURNEY

INSIDE OF WORKDAY
OUTSIDE OF WORKDAY

BEGIN



PERFECT CANDIDATE

THE UNIT CONTRACTING THE CONSULTANT, CONTRACTOR, VENDOR, OR OTHER NON-ACADEMIC AFFILIATE WILL FIND THEIR CANDIDATE BEFORE THEY BEGIN DOING ANYTHING IN WORKDAY. THEN, DETERMINE IF THE CANDIDATE NEEDS TO BE ADDED TO WORKDAY USING THE DECISION TREE BELOW.

DETERMINE

IS THIS CONTINGENT WORKER GOING TO BE A MANAGER?

HIRING MANAGER

"SHOULD THE CONTINGENT WORKER BE ADDED TO WORKDAY?"
DECISION TREE
CLICK HERE

DETERMINE

DOES THE POSITION THAT THE CONTINGENT WORKER IS GOING TO FILL ALREADY EXIST?



HCM INITIATE 2 OR HR PARTNER

DETERMINE

DOES THE JM CONTINGENT WORKER SUPERVISORY ORGANIZATION YOU NEED TO PUT THIS PERSON IN ALREADY EXIST?



HCM INITIATE 2 OR HR PARTNER

CREATE POSITION

GATHER THE DETAILS AND CREATE THE POSITION IN THE CORRECT SUP ORG WITH THE CONTINGENT WORKER REASON CODE IN WORKDAY:

- JOB TITLE?
- JOB PROFILE?
- WORKER TYPE/SUB-TYPE?
- BASE LOCATION?

WORKER TYPE DECISION TREE
CLICK HERE

USER GUIDE
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REQUEST

SUBMIT A TICKET USING THE FORM BELOW TO CREATE YOUR SUPERVISORY ORGANIZATION.



APPROVE



APPROVALS FOR THE NEW POSITION WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

1. HR OR ACADEMIC PARTNER
2. RECRUITING OFFICE PARTNER
3. THE ISC
4. COSTING ALLOCATIONS COORDINATOR (AS NEEDED)

APPROVERS

SEARCH

USE THE HIRE WIZARD TO:

1. CHECK THAT THE WORKER IS ELIGIBLE FOR HIRE.
2. DETERMINE IF THE WORKER IS ALREADY IN WORKDAY.



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HCM INITIATE 2 OR ACADEMIC PARTNER

WORKER IS NOT IN WORKDAY YET, AND HAS NO PREVIOUS AFFILIATION WITH UW

CREATE PRE-HIRE

CREATE A PRE-HIRE RECORD FOR THE WORKER IN WORKDAY.

SEND (ONLY PRESS ONCE!)

USE THE HIRE WIZARD TO SEND THE CANDIDATE'S INFORMATION TO WORKDAY BY SELECTING THE "SUBMIT TO WORKDAY" BUTTON.



WORKER LEFT CONTRACT AT UW, AND IS NOW RETURNING.

WORKER IS NOT EMPLOYED AT UW CURRENTLY.

RE-CONTRACT

INITIATE A HIRE IN WORKDAY. ACADEMIC APPOINTMENT WILL BE ADDED DURING THIS STEP.

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CONTRACT

INITIATE CONTRACT IN WORKDAY WITH PRE-HIRE CREATED BY HIRE WIZARD.

USER GUIDE
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END

EMPLOYEE WILL COMPLETE ONBOARDING TO-DO IN INBOX IF THEY HAVE NEW INFO TO INPUT.

EMPLOYEE

