DIRECT HIRE PROCESS IN WORKDAY

No one should be working until all items below are complete and access to Workday is successful!

Definition: A direct hire process is used for positions that have not been posted, such as, extra help, graduate assistants, and adjunct lecturers.

The direct hire process is not used for positions that have been posted.

START THE DIRECT HIRE PROCESS

To make a person an employee in Workday, there must be a pre-hire record and a position number.

☐ Create Pre-hire Record

- Initiator should search the new hire's name using the "all of Workday" search category.
- If the new hire is not in Workday, a pre-hire request form should be submitted to the Department of Human Resources.
- HR will create the pre-hire record in Workday. Departments should not create any pre-hire records as doing so may cause duplicate records and errors.
- The pre-hire request form

☐ Submit I-9 Documents

- New hires must submit identification documents for the I-9 Form and Personal Data at least **3 days before** their first day of work.
- During the COVID-19 pandemic, identification documents can be uploaded via the HCM Identification Documents Portal.
- Initiators: Please forward the link below to your new hire to access the portal.

https://docs.google.com/forms/d/e/1FAIpQLScZeoO1bqbGPckb3IFfx-XjzOvdqxPnP5M_bs2euhdnEfWVgw/viewform.

☐ Create/Change Position in Workday

To create or change a position in Workday, please follow the steps from the applicable Quick Reference Guide (QRG) links below.

- **Create Positions**

- **Edit Position Restrictions**

- **Helpful Tips for Creating Positions in Workday**

☐ Ready to Hire

- Go to Workday
- Type the position number in the search box
- Click on the orange Actions icon to the right of the position number.

P10003723 LR Baseball Umpire-1 (Unfilled) Position Restrictions

- Scroll down and hover over the Hire link

- Click on Hire Employee
- Enter the name of the new hire in the Existing Pre-hire box
    - o **IMPORTANT: Do NOT select "create a new pre-hire"**
- Click Ok
- Workday will walk the initiator through the rest of the hire process.

Employee Setup

After the **I-9 documents have been submitted and processed in HR, t**he employee's UA Little Rock email address, NetID, T number, and Workday access are setup through IT Services.

Log in to Workday

The new employee successfully logs into Workday via workday.ualr.edu.

Congrats!

The new hire is officially considered an employee and may begin working.

Problems?

Please submit a ticket through IT Services if the new employee encounters any login or payment issues. Please click this link to submit a ticket.