UA Little Rock Direct Hire Checklist

DIRECT HIRE PROCESS IN WORKDAY

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

No one should be working until all items below are complete! This will ensure your employees will be able to clock in and out (if needed) and be paid on time.

**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.

Search for Pre-hire Record

The 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.

Submit Identification Documents

New hires must submit identification documents for the I-9 Form and Personal Data. Identification documents can be uploaded via the HCM Identification Documents Portal. Initiators, please forward the link to your new hire to access the portal to submit I-9 documents.

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.

    1. Create Positions
    2. Edit Position Restrictions
    3. 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.

- 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
- **IMPORTANT: Do NOT select "create a new pre-hire."**
- Click Ok
- Workday will then walk the initiator through the process.

Employee Setup

After the **I-9 documents have been submitted and processed by HR,** the employee's UA Little Rock email address, NetID, T number, and Workday access are set up through IT Services once the syncing process begins.

The account setup process can take up to 3 days after the I-9 documents have been processed. Please remember the employee must have this process completed before starting the position.

No one should be working until I-9 documentation is processed by HR!

Please contact Human Resources for HR-related assistance at hr@ualr.edu or 501-916-3180.

Log in to University Accounts & Workday

The new employee successfully logs in to their University Accounts and Workday. Initiators, please send the new employee the UA Little Rock New Hire Checklist for instructions on how to access accounts.

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 to get sent to the appropriate team. Please click this link to submit a ticket. Please contact Human Resources for HR-related assistance at hr@ualr.edu or 501-916-3180.*