

Steps in the Hiring and Rehiring Process for PIs or Managers

The only step in the **Create Job Requisition** for the Rehire process is to choose **Recruitment > Rehire** in the Create Job **Recruiting Details** section.

1. **Create Position** – Follow **How to Create a Position in Workday** job aid.
 - A.) Create Position (Includes details such as Job Title, Hire Date, Job Description, Location, Time/Worker Type, and Scheduled Hours)
 - B.) Change Organization Assignments (Cost Center, Grant, Salary Expense Code, and Fringe)
 - C.) Compensation (Hourly/Salary Rate, End Date, and Compensation Package)

The position request is sent to HR Partner to Assign Pay Group and Review

2. **Create Job Requisition** – Follow **Create Job Requisition Workday**.
 - 1A.) Recruiting Details - In the **Recruiting Details** section, for **Rehire**, choose Recruitment > Rehire.
 - 2A.) Job Details
 - 3A.) Organizations. In this step, the field labeled **Region** is where fringe category is selected.
 - 4A.) Attachments
 - 5A.) Compensation
 - 6A.) Assign Roles
 - 7A.) Summary/Review
- 1B.) PI Completes Questionnaire

Task sent to Recruiting Analyst

Task sent to HR Partner

Task sent to Grants

If the position is created with recruiting, task will be sent to the Recruiting Analyst after Grants to post the position to the external site. If the position is created without recruiting, the requisition process will be completed after approval from Grants.

If the position is created without recruitment, a prospect will need to be created. The next step (create prospect) only applies if the position is being created without recruitment.

3. Create Prospect – Follow How to Create Prospect Job Aid.

- A.) Prospect Details (Include Employee's Details, Experience, Email, Phone Number etc.)
- B.) Job Application/Create Job Application

4. PI Generates Offer Letter

- 1A.) Details
- 2A.) Compensation
- 3A.) Summary

1B.) PI Creates Offer Letter

1C.) PI Extends Verbal Offer

Employee Completes Documents on External Workday Site

5. PI Initiates Hire

- 1.) PI Reviews Applicant Information
- 2.) PI Moves Candidate to Ready for Hire
- 3.) PI Completes Questionnaire (CUNY or Tax Levy Payroll)

Task sent to HR Partner to run the CUNY Classification Questionnaire Responses report

Task sent to Grants to complete budget report

Task sent to HR Partner to input Union information (only if union campus) if not, this task does not appear, and it goes from Grants to the PI next step

6. PI Completes Wage Letter and Employee's Schedule

- 1A.) PI Completes Wage Letter
- 2A.) PI E-Signs Wage Letter
- 3A.) PI Completes Employee's Schedule

HR Partner sends Employee Onboarding Documents.