



Initiate Hire outside of Recruitment

A manager may use Workday to initiate a hire outside of the recruitment process when a person is hired directly into the manager's Supervisory Organization. The process of initiating a hire outside of recruitment is intended for direct hires, such as faculty and executive leadership. The recruitment process is used for all staff hires.

Follow the steps below to hire an employee directly in Workday.

Hire Flowchart & Table of Contents



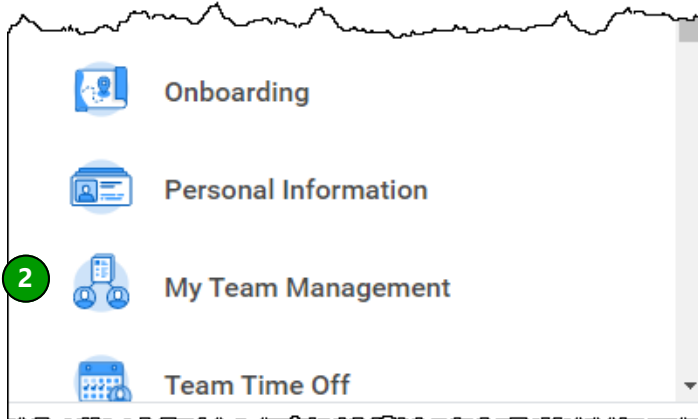
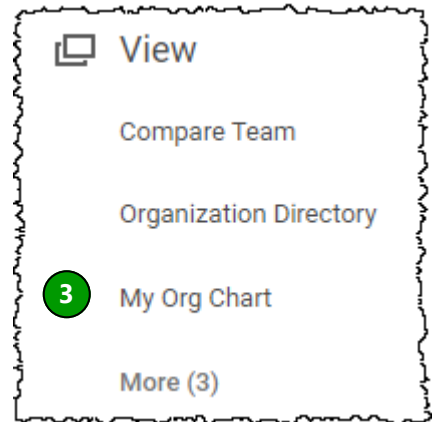
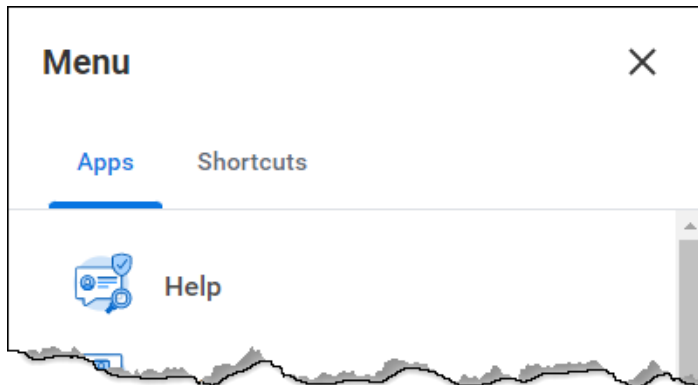
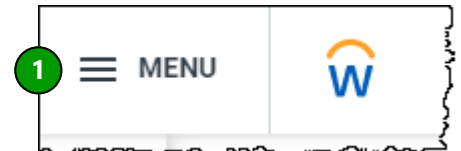


Initiate Hire outside of Recruitment - Navigate to Position - page 2

In this example, we will start from the Supervisory Organization Chart. Follow the steps below to hire an employee directly in Workday.

NAVIGATE TO OPEN POSITION

1. From the Home page, open **Menu**.
2. Select **My Team Management**.
3. Select **My Org Chart**.





Initiate Hire outside of Recruitment - Navigate to Position - page 3

NAVIGATE TO OPEN POSITION, cont.

4. Select the **Unfilled position tile**.

My Org Chart

Carrie Oakey (0110056)
Dept Chairperson Professor
2525 WEST END AVE (LO...)

Shanda Lear (00674)
Professor
2525 WEST END AVE (LO...)

Dinah Mite (0187195)
Assoc Professor
2525 WEST END AVE (LO...)

P00021537 Asst Professc



Initiate Hire outside of Recruitment - Navigate to Position - page 4

Hire into Open Position, cont.

5. Select **related actions** next to the open position name.
6. Select **Hire**.
7. Select **Hire Employee**.

The screenshot shows the Workday interface for a position. At the top, there is a 'MENU' button and a search bar. The main content area displays the position name 'P00021537 Asst Professor (Unfilled)' with a green circle containing the number '5' next to a three-dot menu icon. Below the position name, there are two tabs: 'Position Overview' (selected) and 'Requisitions'. Under the 'Position Overview' tab, there are sub-tabs: 'Position Overview', 'Hiring Restrictions', 'Qualifications', 'Incumbent History', and 'Business Process History'.

The screenshot shows the 'Position Restrictions' page for the position 'P00021537 Asst Professor (Unfilled)'. The page title is 'Position Restrictions' and the position name is 'P00021537 Asst Professor (Unfilled)'. Below the title, it shows the 'Supervisory Organization' as 'Health Policy Department (Carrie Oakey (0116506))'. A dropdown menu is open on the left side of the page, showing the following options: 'Actions', 'Position Restrictions', 'Compensation', 'Favorite', 'Hire', 'Job Application', 'Organization', and 'Payroll'. A green circle '6' is next to the 'Hire' option, and a green circle '7' is next to the 'Hire Employee' option, which is highlighted in a blue box.



Initiate Hire outside of Recruitment - Search for Person - page 5

Search for Person

1. Search to determine if your employee has a record in Workday. Enter employee information. Not all fields are required, but make sure to enter at least **First Name** and **Last Name**.

2. Select **Search**.

NOTE: If no results return, follow the steps on pages 6-7 to create a new Pre-Hire record. If your employee Pre-Hire record is returned, continue to page 8.

Hire Employee P100554 Learning Consultant - Revenue Cycle Training

Search for Person

Country * x United States of America

1

First Name

Middle Name

Last Name

Email Address

ID Type

Country Phone Code x United States of America (+1)

Phone Number

2 Search

Start Hire Create New Pre-Hire Cancel

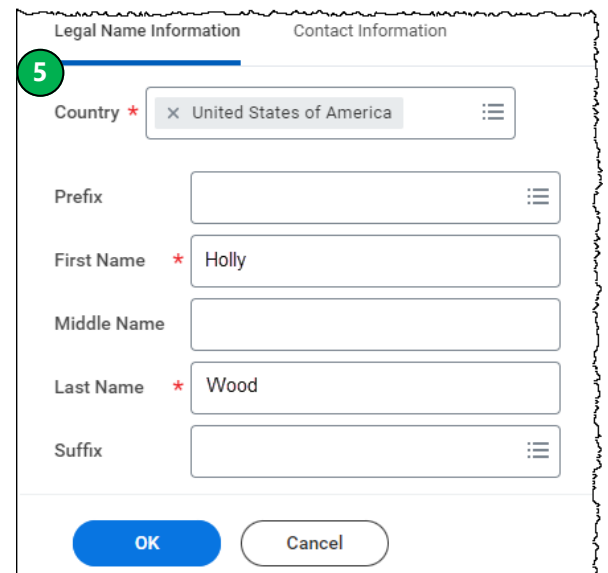
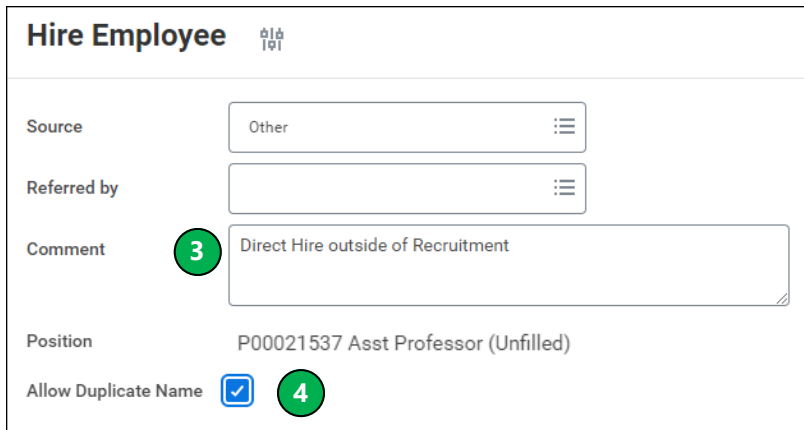
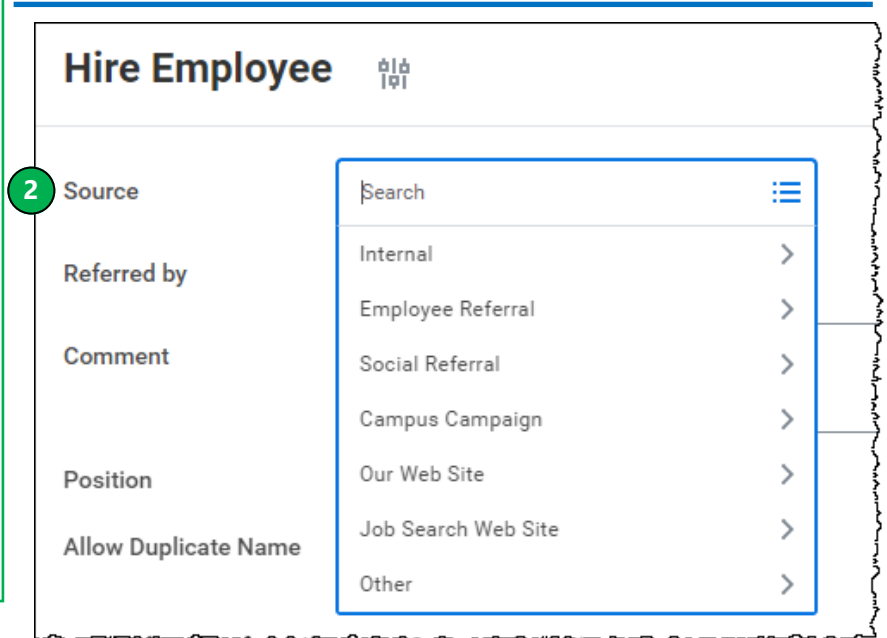


Initiate Hire outside of Recruitment - Create Pre-Hire - page 6

Create a Pre-Hire

Follow these steps if no results were returned when searching for a person. If your employee's name was returned when searching, continue to page 8, skipping 6-7.

1. Select **Create New Pre-Hire** to begin.
2. Select appropriate **Source** (i.e. how the employee was recruited).
3. Add optional **Comment**.
4. Check the box to **Allow Duplicate Name**.
5. Add the required employee's legal **First Name** and **Last Name**.





Initiate Hire outside of Recruitment - Create Pre-Hire - page 7

Create a Pre-Hire, cont.

5. Add the employee's personal **Contact Information**.

6. Add **Phone**.

7. Add **Address**.

8. Add **Email**. Under **Type**, select **Home**.

Note: If **Home** is not selected under the email address, the hire will not be able to proceed.

9. Select **OK**.

10. Select **OK** once more.



Initiate Hire outside of Recruitment - Select Pre-Hire - page 8

Select Pre-Hire

1. If Search Results return the name of the employee you are hiring, select box next to employee's name.
Note: You may expand details below a person's name.
2. Select **Start Hire**.
3. Verify that your **Supervisory Organization** and **Position** are correct.
4. Select **OK**.

1 Search Result

1 Holly Wood

Details

Pre-Hire

Profile

Pre-Hire ID A0163032

2 **Start Hire**

Create New Pre-Hire

Cancel

Hire Employee

Holly Wood

Details

Pre-Hire

Profile

Pre-Hire ID A0163032

3 **Supervisory Organization** * VUMC Business Education Department (Shirley Knott (0154687))

Position

P100554 Learning
Consultant - Revenue Cycle
Training

4 **OK**

Cancel



Initiate Hire outside of Recruitment - Hire Employee - page 9

Hire Employee

1. Choose the **Hire Date**, which is also the employee's start date.
2. Choose **Reason**: Hire Employee or Rehire, as appropriate (optional).

Hire Employee Holly Wood ...

1 Hire Date * MM/DD/YYYY

Hire Employee Holly Wood ... VU

Hire Date * 10/10/2022

2 Reason

- Search
- Hire Employee >
- Rehire >

Job Deta



Initiate Hire outside of Recruitment - Hire Employee - page 10

Job Details

3. Verify **Job Details** and **Working Time** look correct as you scroll down the screen.

4. Select **Additional Information** to continue to review the hire record.

Note: **Default Hours** should always be **40** to calculate the correct FTE.

Hire Employee

Holly Wood

Health Policy Department

Hire Date * 10/10/2022

Reason

3 Job Details

Position * X P00021537 Asst Professor

Employee Type * X Regular

Job Profile * X 2035 - Asst Professor

Time Type * X Full time

Location * X 2525 WEST END AVE (LOC00248)

Pay Rate Type * X Salary

Working Time

Location Weekly Hours 40

Default Weekly Hours 40

Scheduled Weekly Hours 40

FTE 100%

4 > Additional Information



Initiate Hire outside of Recruitment - Hire Employee - page 11

Additional Information

5. Verify **Additional Information** is correct, making edits as needed. These fields are optional.

6. **Upload Attachments** if desired (optional).

7. Select **Submit** after completing and verifying the employee's information.

5 Additional Information

Job Title	<input type="text" value="Asst Professor"/>
Business Title	<input type="text" value="Asst Professor"/>
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input checked="" type="checkbox"/>
Job Category	Faculty
Management Level from Job Profile	Professional
First Day of Work	<input type="text" value="10/10/2022"/>
Continuous Service Date	<input type="text" value="10/10/2022"/>
End Employment Date	
Benefits Service Date	<input type="text" value="MM/DD/YYYY"/>
Company Service Date	<input type="text" value="MM/DD/YYYY"/>



enter your comment

6 Attachments

Drop files here

or

7

Submit

Save for Later

Cancel



Initiate Hire outside of Recruitment - Hire Employee - page 12

Change Organization Assignments

1. Select **Open** in the **Success!** box to begin the Change Organization Assignments.
2. Review **Start** section and scroll down to Organizations.
3. **Company** will default to the organization associated with the position.
4. The **Cost Center** will default based on the position and Supervisory Organization.
5. Additional worktags will default based on the Cost Center.

Success! Event submitted

Up Next: Carrie Oakey | Change Organization Assignments | Due Date 12/15/2022

[View Details](#)

1 **Open**

2 Start

Details

Effective Date *

10/10/2022

Position

P00021537 Asst Professor (Unfilled)

Supervisory Organization

Health Policy Department (Carrie Oakey (0116506))

Organizations

Company

3 Company *

Vanderbilt University Medical Center

Cost Center

4 Cost Center *

CC01143 Dept of Health Policy - AE Acad Grants Gifts

5 Costing

Fund

FD004 Sponsored Program Fund

Other

Operating Entity

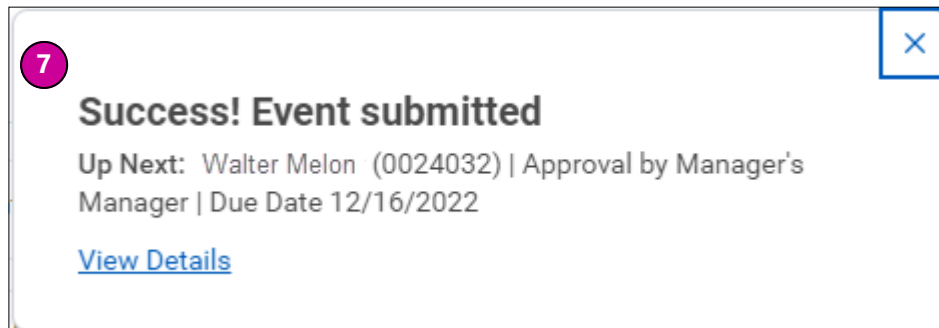
OEAcad_GG Academic Grants and Gifts



Initiate Hire outside of Recruitment - Complete Hire - page 13

Complete Hire and Monitor Notifications

6. Select **Submit**.
7. A **Success! Event Submitted** message will appear. Your manager will then be required to approve the hire.
8. Monitor Workday **Notifications** and **Inbox** for Onboarding steps after your employee hire is completed.



QUESTIONS?

Please email BusinessEducation@vumc.org.