



## How to Hire a Temporary Employee

The following describes the process of hiring a temporary employee. All requests should be initiated at least two weeks prior to the intended start date. A unit that seeks to hire a temporary employee must have adequate funding within the unit's cost center, gift, or grant for the salary and all applicable fringe benefits. Temporary assignments are impermanent by definition and may only be used where the need for the position is strictly limited for a specifically defined project or relatively short period of time.

**Important:** Under **no** circumstances should a new hire start working for Montclair State University (MSU) until they complete an I-9 Employment Verification form (I-9) with MSU's Human Resources. If your new hire completed an I-9 with MSU's Human Resources within the last three (3) years, they may be eligible to use the I-9 that is currently on file. To confirm your new hire needs to complete a new I-9, please contact [hr@montclair.edu](mailto:hr@montclair.edu).

- No new hire can be entered in Workday without completing an I-9.
- All rehires that previously worked for MSU and completed their most recent I-9 three (3) or more years prior to their rehire date must complete a new I-9 and cannot be entered in Workday without completing a new I-9.
- If a rehire completed their most recent I-9 less than three (3) years prior to their rehire date, they may not have to complete a new I-9. Please contact [hr@montclair.edu](mailto:hr@montclair.edu) to confirm if your rehire needs to complete a new I-9.

All I-9's are processed in Human Resources. Please refer employees to the HR website for I-9 information and for how to schedule an appointment to complete an I-9.

I-9 completion **does not** send any information to Workday. Once the I-9 is completed, the new hire or rehire and Department will receive a confirmation email from [hr@montclair.edu](mailto:hr@montclair.edu). This email indicates the department may enter the new hire or rehire in Workday.

### WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

### **\*DO NOT USE THIS PROCESS for the following:**

- An Adjunct, Temporary, or Student employee who is currently active in Workday. Please use the Add Job process instead.
- An employee classified as a Regular employee. Regular employees consist of Managerial, AFT Professional Staff, Faculty, Instructional or Clinical Specialist, and Civil Service. A Regular employee type may also be referred to as Full-time or Permanent.

- In order for a Regular employee to receive payment for an additional assignment the [Supplemental Payment for Additional Assignments Form](#) must filled out and submitted.
- Managerial employees and Instructional or Clinical Specialists are not eligible to fill out this form.

**ONLY USE THIS PROCESS for the following:**

- To hire a new employee as a Temporary employee. The term **new employee** means someone that has never worked for MSU.
- To rehire an employee as a Temporary employee. A rehire means the person worked for MSU in the past but is currently in a terminated status.

**WHAT INFORMATION DO YOU NEED to initiate this process?**

- I-9 confirmation email from HR or confirmation from HR that a new I-9 does not need to be completed
- Legal first and last name
- Home address
- Personal email address
- Home phone number
- Social security number
- Date of birth
- Cost center
- Grant, gift, or project information (if applicable)
- Start and end date of assignment
- Job description
- Hours the employee will work per week
- Hourly rate and justification for assigned rate
- Total expected cost of the assignment

If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

## **Approval Workflow in Workday**

- 1) Initiation of process by Administrative Assistant or Manager
- 2) Approval by Human Resources
- 3) Approval by Benefits
- 4) Approval by Grants Accounting (if grant funded)
- 5) Approval by Manager (this step is skipped if the process was initiated by the Manager)
- 6) Approval by Unit Head
- 7) Approval by Vice President

You can use the [How to View Status of Business Process](#) job aid to check on the business process as it goes through approvals.

You can use the [How to Configure the My Staffing Actions Worklet](#) job aid to add the My Staffing Actions worklet to your Workday homepage.

If you need this process sent back to you after submitting you should send an email to [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu) with the name of the employee.

## Instructions

### Part 1: New Hire or Rehire

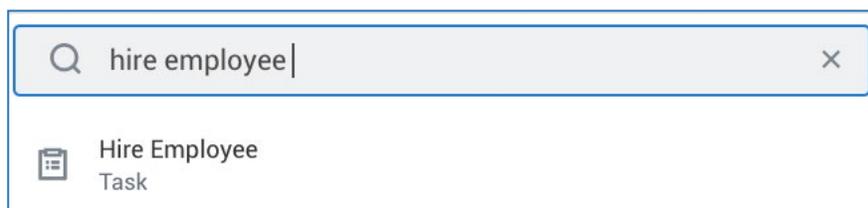
Determine if your hire is a new hire or a rehire.

- 1) In the Workday search bar type the employee's name and hit enter.
- 2) In the search options on the left of the page select **People**.
- 3) Look for your employee's name in the results.
  - If you do not find the employee in the search results, they are likely a **new hire**.
  - If you find the employee's name in the search results but **(Terminated)** is next to their name, they are a **rehire**.
  - If you find the employee's name in the search results but **(Terminated)** is not next to their name, you will need to process an **Add Additional Job** instead of a hire.

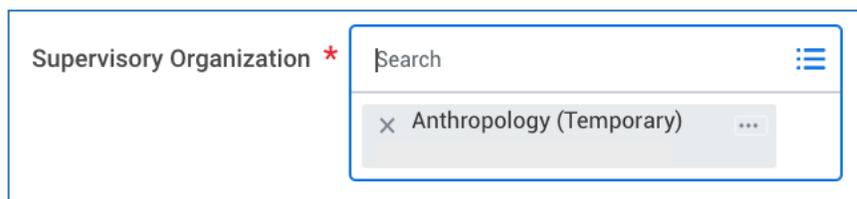
**NOTE:** On the initial step of the hire, please search for your hire's name in the **Existing Pre-hire** drop down menu. This is to ensure the person does not already have an existing Workday profile.

### Part 2: Initiate the Hire Process

- 1) Type **Hire Employee** in the Workday search bar and select the task that appears.



- 2) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word **Temporary** in the title.



- 3) If you determine the employee is a **rehire**, search for them in the **Existing Pre-Hire** drop down menu.

If you determine the employee is a **new hire**, please complete a secondary search in the **Existing Pre-Hire** section of the initiation step. Type the employee's last name and hit enter. If they do not appear, they are a new hire and require the selection of **Create a New Pre-Hire**. If they do appear, then they are a rehire.

4) Click **OK** at the bottom of the page.

### Part 3: Name and Contact Information

(This section will only appear for new hires.)

1) Enter the legal first and last name. Do **not** use preferred names. The employee can enter their preferred name during their onboarding.

2) Click on the **Contact Information** tab.

3) You are required to enter the employee's

- HOME address
- PERSONAL email address (do not use any existing MSU email accounts)
- PERSONAL cell phone or home phone

This information will be needed for the employee to claim their NetID.

**Do not mark any of this information as Work contact information.**

4) Click the **Add** button under **Phone**. Enter the personal phone number for the employee, select the Phone Device, and select **HOME** as the **Type**.

### Phone

Country Phone Code \*

Phone Number \*

Phone Extension

Phone Device \*

Type \*

- 5) Click the **Add** button under **Address**. Enter the employee's home address and select **HOME** as the **Type**. *Do not enter Montclair State University's address as the home address.*

### Address

Effective Date \*

Country \*

Address Line 1 \*

Address Line 2

City \*

State \*

Postal Code \*

County

### Usage

Type \*

- 6) Click the **Add** button under **Email**. Enter the employee's personal email address and select **HOME** as the **Type**.

**Email**

Email Address \*

Type \*

7) Click **OK** at the bottom of the page.

## Part 4: Assignment Information

1) Fill in the fields with the following information.

- **Hire Date** = Enter the first day the employee will work
- **Reason** = Select New Hire or Rehire
- **Employee Type** = Fixed Term – Temporary (Fixed Term)
- **Job Profile** = Temporary Professional Staff
- **Time Type** = Part time (*never select Full Time*)
- **Location** = Select Main Campus, 855 Valley Road, 1515 Broad Street, or 150 Clove Road
- **Work Space** = Search for the office location by room number. If the employee does not have their own office space then search for and select the building they work in.
- **Pay Rate Type** = Do not change this field. It will automatically populate.

Hire Date \*

Reason

**Job Details**

Employee Type \*

Job Profile \*

Time Type \*

Location \*

Work Space

Pay Rate Type

2) Open the next section by clicking on **Additional Details**.



3) Fill in the following information. Do not fill in any other fields.

**\*NOTE: Ignore the orange alert message about the FTE equaling zero. The FTE should always be 0 for temporary employees.**

- **Job Title** = Enter a Job Title that is related to the work being completed. Do not leave the Job Title as the default. We suggest not using the semester or year in the title.
- **Business Title** = This will automatically change to be the same as the Job Title so do not change it.
- **Default Weekly Hours** = The average weekly hours the employee will be working.
- **Scheduled Weekly Hours** = Change this number to 0.
- **End Employment Date** = Enter the actual assignment end date. Do not use the end of the fiscal year just to keep an employee active longer.

Additional Information

Job Title	Temporary Office Assistant
Business Title	Temporary Office Assistant
Location Weekly Hours	35
Default Weekly Hours	15
Scheduled Weekly Hours	0
FTE	0%
	<b>Alert:</b> The FTE is zero. The FTE value can affect FTE reporting, benefits, and payroll for the worker. Ensure that the Default Weekly Hours and Scheduled Weekly Hours are correct.
Job Category	Hourly - Temporary
Job Classifications	55005 - Part Time Employees (Ledger Account)
Additional Job Classifications	<input type="text"/>
First Day of Work	06/22/2022
Continuous Service Date	06/22/2022
End Employment Date	* 08/31/2022

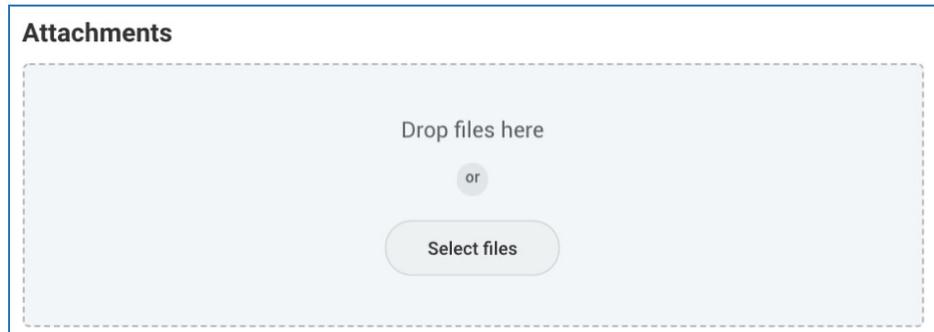
4) In the comment box at the bottom of the page you are required to provide:

- Assignment description
- Total expected cost of the assignment
- Average hours to be worked per week
- Hourly rate and justification for assigned rate

***If any of the above information is missing, the process will be sent back to you.***

A comment box with a blue border. On the left side, there is a circular icon containing a white cloud. To the right of the icon is a text input field with the placeholder text "enter your comment".

5) Add any applicable attachments.

An "Attachments" section with a blue border. At the top left, the word "Attachments" is written in bold. Below it is a large dashed rectangular area. In the center of this area, the text "Drop files here" is displayed. Below that text is a small circle containing the word "or". At the bottom of the dashed area is a rounded rectangular button with the text "Select files".

6) Click **Submit** at the bottom of the page.

## Part 5: Employee Hire Checklist

1) Click the **To Do** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



2) The **Temporary and Student Employee Hire Checklist** step is required. By clicking **Submit** at the bottom of the page, you are attesting that you agree with the statement.

Complete To Do Temporary and Student Employee Hire Checklist ⋮

Please review employment policies for [Student Employees](#) and [Temporary Employees](#).

For

Overall Process Hire:

Overall Status In Progress

Due Date 06/06/2021

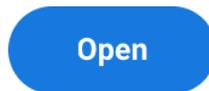
Instructions **I attest that I have received the following documents :**

- I-9 verification completion receipt

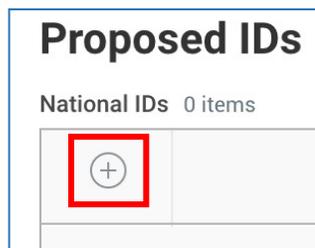
## Part 6: Government ID and Personal Information

(If this is a rehire, you will confirm the accuracy of the existing information in Workday.)

- 1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 2) Click the plus sign under **Proposed IDs: National IDs**.



- 3) Enter the following information.

- **Country** = United States of America
- **National ID Type** = Social Security Number (SSN)
- **Add/Edit ID** = The employee's Social Security Number. **Never enter a fake number as the SSN.**
- **Do not enter any other information on this page.**

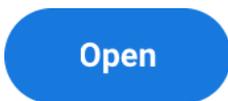
**Important:** If you receive an error message about a duplicate government ID, **DO NOT CONTINUE**. Click the **Cancel** button at the bottom of the page and contact the Workday Customer Care for assistance (973-655-5000, option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

### Proposed IDs

National IDs 1 item

+	*Country	*National ID Type	Current ID	Add/Edit ID
-	<div style="border: 1px solid gray; padding: 2px;"> <span style="color: gray;">×</span> United States of America           </div>	<div style="border: 1px solid gray; padding: 2px;"> <span style="color: gray;">×</span> Social Security Number (SSN)           </div>		<div style="border: 1px solid gray; padding: 2px;">             _-_-_-           </div>

- 4) Click **Approve** at the bottom of the page.
- 5) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 6) Click on the edit icon and enter the employee's date of birth.

### Change Personal Information

#### Date of Birth

Date of Birth

- 7) Click **Submit** at the bottom of the page.

## Part 7: Propose Compensation

- 1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 2) To add the hourly rate, click the edit pencil in the subsection labelled **Hourly**. The hourly rate must be at least the minimum wage, which may be subject to change after the publication of this document.

**Hourly**

Assignment Details

- 13.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 07/01/2022 added

~~Add~~

**Compensation Plan**

Hourly Plan

**Total Base Pay Range**  
13.00 - 410.00 USD Hourly

**Amount \***

**\*NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.**

The image shows a screenshot of a 'Guidelines' form, which is crossed out with a large red 'X'. The form contains the following sections:

- Guidelines**
- Total Base Pay Range**
  - 13.00 - 410.00 USD Hourly added
- Compensation Package**
  - Temporary - Hourly added
- Grade**
  - Temporary Hourly - Schedule H added
- Grade Profile**

(empty)
- Step**

(empty)
- Progression Start Date**

(empty)

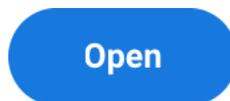
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**Salary**

3) Click **Submit** at the bottom of the page.

## Part 8: Organization Assignment

1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 2) Enter the Cost Center that will be used to pay the employee. The other Worktags will automatically populate based on the Cost Center that was entered.

### Organizations

#### Company

Company \*  
Montclair State University



#### Cost Center

Cost Center \*  
CC10096 Anthropology Department



#### Costing

Program  
N10 Instruction

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Fund  
F10 Unrestricted Operating Fund



#### Other

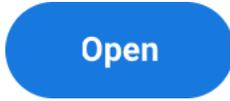
Division  
D22 College of Humanities and Social Sciences



- 3) Click **Submit** at the bottom of the page.

## Part 9: Costing Allocation

- 1) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



- 2) Under Costing Allocation Level select **Worker and Position**.

A screenshot of a web interface for "Include Existing Allocations". It features a "From" date field with "07/01/2022" and a "To" date field with "MM/DD/YYYY". A "Refresh Costing Allocation Data" button is on the right. Below is the "Costing Allocation Details" section, which includes a dropdown menu for "Costing Allocation Level" with "Worker and Position" selected and highlighted with a red box. An "Add" button is located at the bottom left of this section.

- 3) If the position **is not** grant, gift or project funded and it is not split funded (funded by more than one cost center) you can click **Submit** at the bottom of the page. You only need to select the costing allocation level.

If the position **is** grant, gift, project or split funded continue to the next step to enter the **Costing Allocation Details**.

- 4) To add the Costing Allocation Details, scroll down and click the **Add** button.

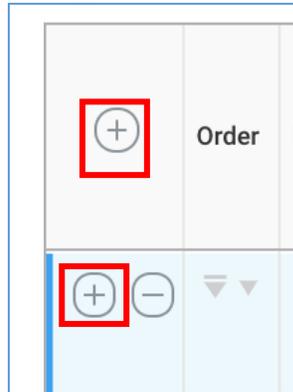


Enter the **start date and end date** of the costing allocation details. End date should match the end of the assignment.

Add your worktags. We suggest you enter the grant or gift worktag first (if applicable) because it will automatically pull in the related worktags.

*Cost Center	*Division	*Additional Worktags
<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

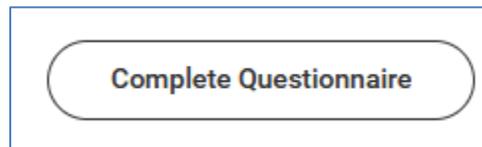
If the job/position is split funded you can click the plus sign button to the left to add another line. Add your worktags and make sure the percentages equal 100%.



5) Click **Submit** at the bottom of the page.

## Part 10: Complete Questionnaire

1) Click the **Complete Questionnaire** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



2) Choose whether the new hire will be grant funded.

Will the employee be working on a grant? (Required)

Yes

No

3) Select a reason for hiring a temporary employee based on the temporary employment policy.

Please select one of the approved reasons within the policy listed below why your Department is in need of hiring a Temporary Employee: (Required)

- To substitute a position that has become vacant until a permanent replacement can be appointed and where the need to keep the position filled is critical.
- To fill a seasonal position, that is, one that is only needed, for example, in the summer months or some other specific period of relatively short duration.
- To work on a specifically defined project, grant, or non-credit program instruction.
- To provide additional effort to address a short-term, unusually heavy workload in a unit as consistent with the policy.

4) Click **Submit** at the bottom of the page.