

Workday Hiring Request Quick Reference Guide

When creating a Job Requisition in Workday, the Initiator of the requisition will receive a task to capture the data and justification that was previously captured in our offline UADA Hiring Request. As opposed to being routed by email, this new Hiring Request framework will route to the appropriate approver's Workday inbox for review and approval.

- 1) The initiator should indicate whether the job is a Single Position Search or Multiple Position Search.
- 2) The initiator should indicate whether the position contains hard funds or not. Based on the answer, the Hiring Request will route appropriately. *(Ex: If there are no hard funds, the request will not route for additional approvals.)*
- 3) The initiator should provide the detailed funding source and percentages.

The screenshot displays the 'Complete Questionnaire' section of a Workday Hiring Request form. The form is titled 'Hiring Request Form - V3' for Job Requisition: R0006832 Program Associate. It includes a search bar at the top right and a navigation menu at the top left. The main content area contains the following sections:

- Hiring Request Form - V3**
This process provides approval to begin advertising and filling a position. It does not approve an individual.
- Will this job requisition be used to fill multiple positions? (Required)**
 - Single Position Search
 - Multiple Position Search
- Is any portion of the funding going to be hard funded? (Required)**
 - Yes - Contains Hard Funds
 - No - Does not Contain Hard Funds
- Source(s) of funding and percentage of total (Required)**
 - PG000570 AES 75%
 - PG000255 CES 25%

- 4) If the position has hard funding, the initiator should complete the following three questions regarding position justification. Answers should adequately justify the need to fill the position, how it will contribute to the mission of the organization, and how these functions will be met if not filled. Note: If there is no hard funding, please enter N/A, as these fields require text.

The image shows a screenshot of a web form with three sections, each containing a question and a text input field. The first section asks 'Why must this position be filled at this time?' with a note to enter N/A if no hard funds. The input field contains the text 'This position replaces John Doe who vacated his position on Jan. 1.'. The second section asks 'How does this position contribute to the mission of the university?' with a similar note. The input field contains 'This position provides research support.'. The third section asks 'How will these functions be met if this position is not filled?' with a similar note. The input field contains 'Other employees will have to perform these duties.'.

Why must this position be filled at this time?
Note: Enter N/A if the position does NOT contain hard funds. (Required)

This position replaces John Doe who vacated his position on Jan. 1.

How does this position contribute to the mission of the university?
Note: Enter N/A if the position does NOT contain hard funds. (Required)

This position provides research support.

How will these functions be met if this position is not filled?
Note: Enter N/A if the position does NOT contain hard funds. (Required)

Other employees will have to perform these duties.

- 5) The initiator should indicate in the Create Position process **and** in the Hiring Request form if the position is a joint appointment. (See graphic on following page)
- 6) If Joint Appointment is selected in the Hiring Request, the initiator must complete the text field explaining the joint appointment relationship.
- 7) Comments from the initiator are optional at the bottom of the Hiring Request form.

Does this position include a joint appointment? If yes, explain the joint appointment relationship. (Required)

Yes Joint Appointment
 No Joint Appointment

Explain the relationship of the joint appointment. (Required)

AES 75%
 CES 25%

Comments

Add comments here |

Physical Demands | What are the physical requirements of this position?

Physical Demands | What are the visual acuity requirements including color, depth perception, and field vision for this position? (Select all that apply)

Physical Demands | What are the working condition the incumbent will be subject to in this position?

Joint appointment relationship can be selected during Create Position here

If this position is approved for a special rate of pay, which of the listed differentials are pre-approved?

UADA - Is this position a joint appointment position?

Physical Demands | What are the physical requirements of this position?

Physical Demands | What are the visual acuity requirements including color, depth perception, and field vision for this position? (Select all that apply)

Physical Demands | What are the working condition the incumbent will be subject to in this position?

Search

- AES & CES
- AES, CES & UAM
- AES, CES, & UAF
- AES & UAF
- AES & ASU
- No Joint Appointment

visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, general laborer, lab personnel, etc.) or to make general observations of facilities or structures (i.e., security guard)

x The employee is subject to inside environmental conditions. Protection from weather conditions but not necessarily from temperature changes.

- 8) The initiator should click the orange **Submit** button at the bottom of the job requisition. The request then routes to the Position Budget Specialist for Review.
- 9) The Position Budget Specialist and all approvers following will receive a task in their Workday inbox as indicated below.

The Hiring Request task will look like this

Once you click on the task, Hiring Request justification & additional details will be listed at the **bottom** of the job requisition

The screenshot shows a Workday interface. On the left, a notification card titled "Here's What's Happening" with the sub-header "Awaiting Your Action" displays a task: "UADA Hiring Request Approval: UADA | AES | FDSC | Food Science (S0003123)". The task is marked as "Inbox - 1 minute(s) ago" and has a due date of "DUE 02/14/2022". A red arrow points from this notification to the right-hand screenshot.

The right-hand screenshot shows the details of the hiring request form. At the top, it identifies the form as "Hiring Request Form - V3" and the respondent as "Jamie Bentley", with a submission date of "02/09/2022". Below this is a table with 9 items, containing questions and their corresponding answers. A red arrow points from the text above to the bottom of this table.

Question	Answers
Will this job requisition be used to fill multiple positions?	Single Position Search
Is any portion of the funding going to be hard funded?	Yes - Contains Hard Funds
Source(s) of funding and percentage of total	P0000570 AES 75% P0000255 CES 25%
Why must this position be filled at this time? <small>Note: Enter N/A if the position does NOT contain hard funds.</small>	This position replaces John Doe who vacated his position on Jan. 1.
How does this position contribute to the mission of the university? <small>Note: Enter N/A if the position does NOT contain hard funds.</small>	This position provides research support.
How will these functions be met if this position is not filled? <small>Note: Enter N/A if the position does NOT contain hard funds.</small>	Other employees will have to perform these duties.
Does this position include a joint appointment? If yes, explain the joint appointment relationship.	Yes Joint Appointment
Explain the relationship of the joint appointment.	AES 75% CES 25%
Comments	Add comments here.

- 10) The approver should scroll to the bottom of the job requisition to see justification, position details, joint appointment info (if applicable), and any comments that the initiator made. *(Look below the Workday comments section but above the process history).*
- 11) Approvers can make additional comments in the Workday comments field above the Hiring Request table. Those comments will be visible to the next approver(s) in the business process history.
- 12) Once all approvers have moved forward, the job requisition will route back to initiator to complete the requisition process.