

ACADEMIC

(ANNUAL OR SHORTER)
...A HIRE JOURNEY

INSIDE OF WORKDAY
OUTSIDE OF WORKDAY

BEGIN



PERFECT
CANDIDATE

MOST OF THE TIME, THE UNIT HIRING THE FELLOW, LECTURER, UNPAID ACADEMIC, OR OTHER SHORT-TERM ACADEMIC PERSONNEL WILL FIND THEIR CANDIDATE BEFORE THEY BEGIN DOING ANYTHING IN WORKDAY.

DETERMINE

DOES THE JM ACADEMIC SUPERVISORY ORGANIZATION YOU NEED TO PUT THIS PERSON IN ALREADY EXIST?



HCM INITIATE 2
OR ACADEMIC PARTNER

REQUEST

SUBMIT A TICKET USING THE FORM BELOW TO CREATE YOUR SUPERVISORY ORGANIZATION.



HR PARTNER
OR ACADEMIC PARTNER

HIRE STARTS HERE

SEARCH

USE THE HIRE WIZARD TO DETERMINE IF THE APPOINTEE IS ALREADY IN WORKDAY.



USER GUIDE
CLICK HERE

APPOINTEE IS ALREADY IN WORKDAY. GO STRAIGHT TO WORKDAY!

HCM INITIATE 2
OR ACADEMIC PARTNER

APPOINTEE IS NOT IN WORKDAY YET, BUT HAS A PREVIOUS AFFILIATION WITH UW.

APPOINTEE IS NOT IN WORKDAY YET, AND HAS NO PREVIOUS AFFILIATION WITH UW. GO STRAIGHT TO WORKDAY!

SEND (ONLY PRESS ONCE!)

USE THE HIRE WIZARD TO SEND THE CANDIDATE'S INFORMATION TO WORKDAY BY SELECTING THE "SUBMIT TO WORKDAY" BUTTON.



DETERMINE

DETERMINE THE APPROPRIATE ACTION BELOW.



CREATE PRE-HIRE

CREATE A PRE-HIRE RECORD FOR THE APPOINTEE IN WORKDAY.

APPOINTEE LEFT JOB AT UW, THERE WAS A BREAK IN SERVICE, IS NOW RETURNING.

APPOINTEE WILL BE MOVING TO A NEW JOB AT UW. NO BREAK IN SERVICE.

APPOINTEE WILL BE WORKING TWO OR MORE JOBS AT UW.

APPOINTEE IS NOT EMPLOYED AT UW CURRENTLY.

RE-HIRE

INITIATE A HIRE IN WORKDAY. ACADEMIC APPOINTMENT IS ADDED DURING THIS PROCESS.

USER GUIDE
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CHANGE JOB

INITIATE A CHANGE JOB: LATERAL (WITHIN UNIT) OR TRANSFER (FROM ANOTHER UNIT). ACADEMIC APPOINTMENT IS ADDED DURING THIS PROCESS.

USER GUIDE
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ADD JOB

INITIATE AN ADD JOB IN WORKDAY. ACADEMIC APPOINTMENT IS ADDED DURING THIS PROCESS.

USER GUIDE
CLICK HERE

HIRE

INITIATE HIRE IN WORKDAY. ACADEMIC APPOINTMENT IS ADDED DURING THIS PROCESS.

USER GUIDE
CLICK HERE

ADD ACADEMIC APPOINTMENT USER GUIDE BELOW:

USER GUIDE
CLICK HERE

APPROVE

APPROVALS FOR THE HIRE WILL NEED TO GO THROUGH THE FOLLOWING ROLES:

1. ACADEMIC PARTNER
2. ACADEMIC HR
3. THE ISC



APPROVERS



END

IF THEY ARE NEW OR GETTING REHIRED, THE EMPLOYEE WILL COMPLETE ONBOARDING TO-DO IN INBOX IF THEY HAVE NEW INFO TO INPUT.

EMPLOYEE