Job Requisitions are **not** applicable to **Contingent**, **student** and **Casuals**.

Process Overview

1. Human Resources creates and posts Part-Time faculty jobs. These postings are called **Evergreen requisitions**.
2. To hire eligible candidates, Hiring Manager(s) or DIs initiates job requisitions.
3. Human Resources coordinates with Hiring Managers and DIs regarding follow-up actions.

Creating the Job Requisition

1. On the **Home** page, click on the **My Team** worklet. Select the **Create Job Requisition** action item under *Actions.*

You can also type **Create Job Requisition** in the search box and press **Enter.** Click **Create Job Requisition** from the search results.

2. Verify Supervisory Organization name. To change the default, click the **prompt** icon and select the appropriate Supervisory organization.
3. Select **Create New Position**.
4. Click the **Worker Type** drop down and select **Employee** if not defaulted.

Click **Next** to continue.

5. From the Recruiting Information screen:
   a. Click the **Edit** icon to access to complete the required *Recruiting Details* below.

Item	*Description or Considerations*
Number of Openings	You can hire for multiples openings, but only for one job profile at a time per job requisition. The recommendation is to create multiple openings for the base part-time instructor job profile, **300520**.
Reason	***Create New**, select:* • ***Regular Position*** ***Fill a Vacancy**, select:* • ***Regular Position***
Recruiting Start Date	*[Date]*
Target Hire Date	*[Date]*
Target End Date	*[Date]*

Click **Next** to continue.

6. On the **Job** screen, click the **Edit** icon to access and complete required **Job Details** fields below.

Item	*Description or Considerations*
Job Posting Title	*Enter **posting title***
Job Profile	*All new PT faculty hires start at the base job profile level, **300520**. Job profile selection for rehires may be different. Please consult with your HR Partner if you have any questions.*
Worker Sub-Type	*Faculty*
Worker Time Type	*Part time*
Primary Location	

Click **Next** to continue.

7. Click **Next** to skip the **Qualifications** and **Attachments** screens.

Click **Next** to continue.

8. On the Summary page validate information entered from previous screens.
   a. Click the **Edit** icon or **Guide Me** next to that section to make additional changes.
   b. Scroll to bottom of page. Click **Submit**, **Save for Later** (to keep this in your Workday Inbox), or **Cancel**.

Viewing Job Requisition status

To view **Job Requisitions**, click the **Home** page > **My Open Job Requisitions** worklet. Click on the link for more details.

OR

Go to **Home** page.

- Click on **My Team** worklet.
- Click **Organization** under the **View** section.
- Verify Supervisory Org. To change default, click the **Prompt** icon and select the appropriate supervisory organization name.
- Click **OK** to display the sup org.
- Click **Staffing** tab
  - Job requisitions are listed in the "**Available to Fill**" table.

OR

Click the **Recruiting Dashboard** on **Home** page to view *approved* Job Requisitions.

To view both the **Job Requisitions** and **Evergreen requisitions**, click the **Home** page > **My Recruiting Jobs** worklet. Click on the link for more details.

Hiring the Candidate

1. Submit your candidate(s) of choice to Human Resources.
2. Human Resources will conduct a **Background Check** on candidate(s).
3. Human Resources will share the results of the **Background Check**.

Proceed with steps below if HR determines candidate(s) eligible for hire based on successful background check(s).

4. Log in to Workday to **hire** candidate once Human Resources deems candidate is eligible.
5. On the search results page, select ***All of Workday*** in the left category.
6. Key in candidate's name.
7. Did you find the candidate?
   a. If **yes**, they likely have a position at the college. **STOP** and reference job aid "Add Job and Maintain Employee Additional Jobs."
   b. If **yes**, but candidate is a *pre-hire* and not an employee, follow steps in **Hiring Steps** below.

c. If **yes**, but the candidate is a *contingent worker* [C] – **STOP**. Request that Human Resources convert the worker to employee. Call 608-246-6900.

d. If **no**, search the HR Document, Former Madison College Employees.xlsx to ensure the employee was not a rehire. If you do not have this document saved, key **Hire Employee** in Workday**,** and click on the **Former Madison College Employees.xlsx** link in help text.

e. If candidate **NOT** found in Former Madison College Employees.xlsx, follow steps in **Hiring Steps** below.

f. Employee found in Former Madison College Employees.xlsx but not in Workday, follow steps in **Hiring Steps** below.
   i. Note in the ***comment*** field, the employee's old Employee ID & Termination date. Contact Shalako Thomas in Human Resources before the next integration run (2:00 AM, 9:00 AM, 12:00 PM, 3:00 PM) to avoid duplicate email creation.

Hiring steps

From the **Search** box/field:

1. Enter *hire emp*, click the **Hire Employee** task.

2. Verify Supervisory Org. To change default, click the **Prompt** icon and select the appropriate sup org. **NOTE**: Do not select the _***CasualStudent*** org.

3. Select **Existing Pre-Hire**. **NOTE**: if you did not find an existing pre-hire while validating the employee is new, please create a pre-hire. Key **Create Pre-Hire** in search bar.

4. In the **Existing Pre-Hire** field, enter Pre-Hire name and press Enter to search for Pre-Hire.

5. Click **OK**.

6. Enter **hire date** (the hire date means the first day of work for pay). This may be the first day of class OR the day of orientation activities. THIS DATE IS IMPORTANT FOR I-9 COMPLIANCE PURPOSES.

7. Enter **Reason**.

8. In **Position** field, click Prompt and select the Part-Time instructor position

9. In the **Employee Type** field, click the Prompt icon and select *Faculty.*

10. In the **Job Profile** field, click the Prompt icon and select the appropriate job profile. This should match the job profile from the Job Requisition.

11. In the **Time Type** field, click the Prompt icon and select *Part-Time* Click **OK.**

12. In the **Location** field, click the Prompt icon and select the primary location for instruction.

13. Under the *Additional Information* section, complete the **Job Title** field.

14. Update **Business Title** from default to conform to standards: *[Discipline] Instructor, Part-Time*.

15. Click **Submit** to proceed.

16. Go to your Workday inbox to complete 2 additional tasks:

    a. **Add Pre-hire Date of Birth:**
       i. Follow instructions for task.
       ii. Click **Submit.**

    b. **Add Education Credentials:**
       i. Follow instructions for task.
       ii. Click **Submit**

Frequently Asked Questions - *Hiring and Onboarding*

How long do I have to wait to get an Employee ID once I've entered the employee into Workday?

A: *The ID occurs after a specific point in the process after a HR team member approves the hire in Workday. The integration process runs at 3:00am, 9:00am, 12:00pm and 3:00pm; after this integration runs a message will be triggered to your Workday Notification Box, indicating the Employee's ID# and that the Employee's Onboarding tasks have kicked off.*

What is the HIRE DATE and how does it compare with the START DATE?

A: *They are one and the same! The hire date is the First Day of Work for Pay.*

When does the hiring office have to complete Section 2 of the I-9 form?

A: *The newly hired employee must complete Section 1 of the Form I-9 and show their identification documentation(s) on or before their first day of work. The Department Initiator (DI) needs to complete Section 2 by the End of the Day of the Employee's First Day of Work for Pay.*

Who is responsible for completing Section 1 and Section 2 of the Form I-9?

A: The hiring office staff is responsible for ensuring completion of the Form I-9 for their Student, Casual and PT Faculty employees. Please contact your HR Business Partner immediately if there are any compliance issues. Rehires may need to resubmit an I-9. Please contact your HR Business Partner to confirm.

Can I put someone in the system just in case I need them to work?

A: *No. If you think a substitute, backup, or "just in case" coverage is needed, it is suggested that you work that out with an existing employee. Please contact your HR Business Partner for additional options.*

I work at the Truax Campus and I hired an employee to work at a Regional Campus, does the employee need to drive to Truax for me to view their I-9 identifications?

A: *No. If you hired an employee to work at a Regional Campus, the DI at that specific Campus is able to view the identifications and complete Section 2 of the Form I-9 for that employee.*