

Note: Log into VPN if accessing off-campus.

- Once the Primary Recruiter submits the Hiring Proposal, the **Propose Compensation Offer/Employment Agreement** task appears in the dean partner’s inbox.

**Compensation:**

**Effective Date:** review for correct effective date. If a correction is needed, the effective date can be changed in Step 6 below.

**Guidelines:**

**Grade:** NoGrade

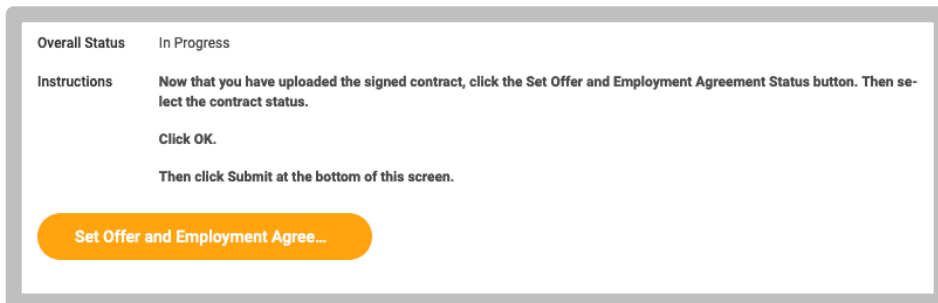
**Salary:**

**Compensation Plan:** Academic Salary Plan

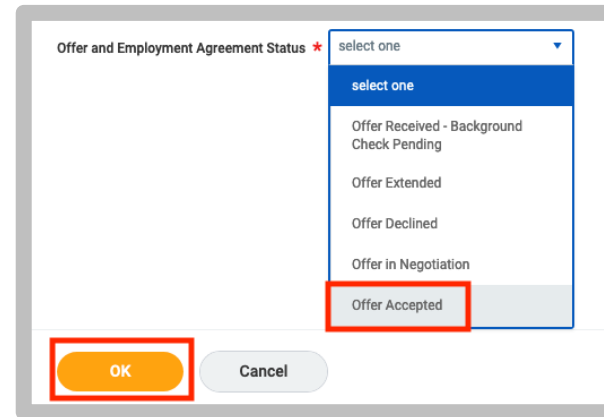
**Amount:** Enter the **ANNUALIZED** salary amount. Salary Formula is the **Base Salary / FTE** ( $60000 / 0.833 = 72,028.81$ )

Click **Submit**.

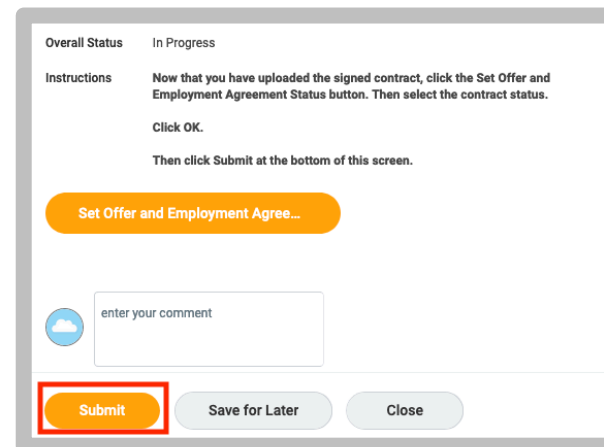
- Next, complete the **Candidate has reviewed offer To Do**. Update the contract status. Click the orange **Set Offer and Employment Agreement** button.



- In the Offer and Employment Agreement Status drop-down menu, select **Offer Accepted**. Click Ok.



- Now, click the Submit button to submit the contract status.



- The Provost Partner will now review and mark the applicant as Hired.

6. Once the Provost Partner marks the applicant as Hired, the **Revise Employee Hire** task appears in the dean partner's inbox.

Review the pre-populated information and complete the remaining required fields.

**Hire Date:** enter the effective hire date

**Reason:** Hire → New Hire

Hire → Rehire

**Job Details:**

**Position:** review the PCN, revise if need

**Employee Type:** Fixed Term (Fixed Term)

**Job Profile:** 0143 – Academic Year Adjunct Lecturer

**Time Type:** Full time

**Location:** enter the appropriate location

**Work Space:** leave blank

**Pay Rate Type:** Salary

**Additional Information:**

**Job Title:** Academic Year Adjunct Lecturer

**Default Weekly Hours:** 40

**Scheduled Weekly Hours:** Enter hours to change the FTE. **Hours formula is the FTE x 40** (0.833 x 40 = **33.32**)

**Annual Work Period:** Enter the appropriate work period. For example, 10 month (9/1-6/30) or 12 month (9/1-8/31)

**Disbursement Plan Period:** Enter the appropriate disbursement period. For example, 10 month (9/1-6/30) or 12 month (9/1-8/31)

**Attachments:** Drag and drop the signed contract.

**Category:** Assignment Letter

Click **Submit**.

7. Next, complete the **Change Organization Assignment** task.

**Organizations:**

**Company:** President and Board of Trustees of Santa Clara College (or Jesuit School of Theology)

**Cost Center:** Review the pre-populated field, revise if necessary

**Program:** Review the pre-populated field, revise if necessary

**Fund:** Review the pre-populated field, revise if necessary

Click **Submit**.

8. Next, complete the **Propose Compensation Hire** task.

**Salary:**

**Amount:** Review the **ANNUALIZED** salary amount. Verify the box below labeled Prorated Amount displays the correct prorated salary amount.

Click **Submit**.

9. Next, complete the **Complete Form I-9 Section 3** task: The I-9 form Section 3 task will not always appear. The task will appear if the employee is a rehire and has a completed I-9 within a certain timeframe still active in the system.

**10.** The **Onboarding Setup** task will appear in the dean partner's inbox. Complete the form.

Click **Submit**.

\* The employee will now receive Workday inbox triggers to complete the onboarding tasks.

**11.** Next, the **Maintain Employee Contract** task will appear. Click the "gear" icon to Cancel. In the comments section, enter "Not needed."

Click **Submit**.