

**Note:** Log into VPN if accessing off-campus.

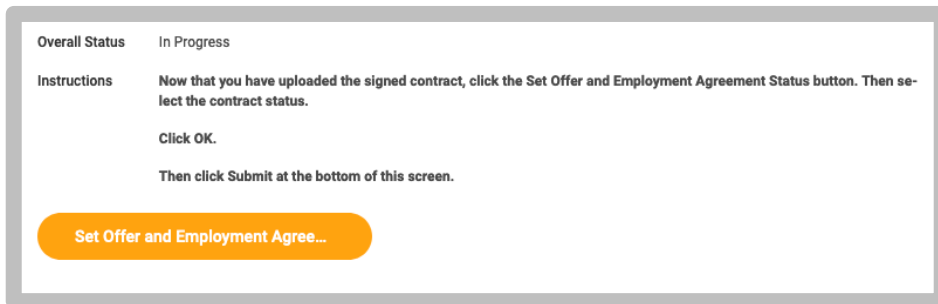
1. Once the Primary Recruiter submits the Hiring Proposal, the **Propose Compensation Offer/Employment Agreement** task appears in the dean partner’s inbox.

**Compensation:**

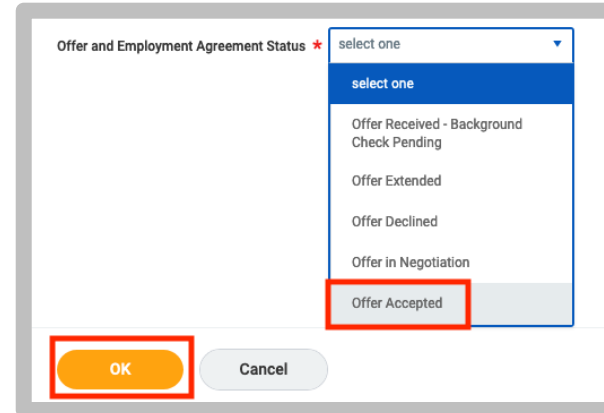
Data cannot be changed here since the job requisition was created prior to the salary updates in the system. You will input the **CORRECT** salary at the **Propose Compensation Hire** task at step 8.

Click **Submit**.

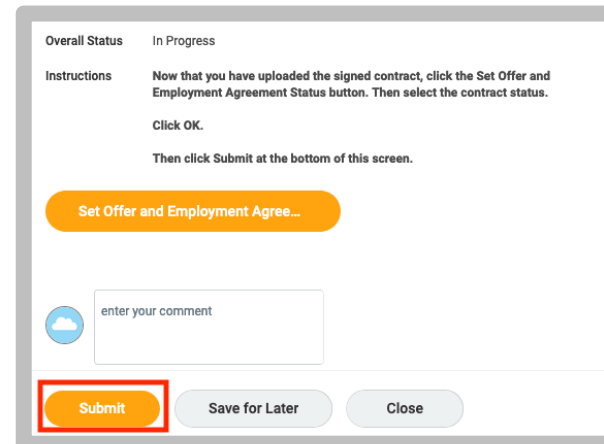
2. Next, complete the **Candidate has reviewed offer To Do**. Update the contract status. Click the orange **Set Offer and Employment Agreement** button.



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



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



5. 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:** Temporary

**Job Profile:** enter the appropriate job profile from below

| Job Profiles  | Quarter | Semester |
|---------------|---------|----------|
| Academic Year | 0231    | 0230     |
| Summer        | 0236    | 0235     |

**Time Type:** Part time

**Location:** enter the appropriate location

**Work Space:** leave blank

**Pay Rate Type:** Salary

**Additional Information:**

**Job Title:** TERM – Quarterly (or Semester) Adjunct Lecturer

**Default Weekly Hours:** 40

**Scheduled Weekly Hours:** 10

**FTE:** 25% \*The FTE will automatically calculate based on the default weekly hours and scheduled weekly hours. The FTE must be 25%, otherwise salary will be incorrect.

**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.

**Guidelines:**

**Grade:** NoGrade

**Salary:**

**Compensation Plan:** Salary Plan

**Amount:** Enter the calculated amount from the spreadsheet.

**NOTE:** Need to know the number of pay periods within the assignment period.

**Frequency:** Annual

**Hourly:** Delete the entry here, if populated. \***Double-check** to make sure it is deleted prior to clicking the Submit button.

Click **Submit**.

9. 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.

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

Click **Submit**.

11. Once the employee’s hire is completed, please review the **Compensation** information to verify that it looks similar to this:

The screenshot shows the Workday Compensation page for a Summer Quarterly Adjunct Lecturer. The page is divided into a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like Summary, Overview, Job, Compensation (selected), Benefits, Pay, Time Off, Contact, Personal, and Career. The main content area displays the following information:

- Totals:** 1 item. Total Salary & Allowances: 30,000.00. Total Base Pay: 30,000.00. Currency: USD. Frequency: Annual.
- Compensation:**
  - Compensation Package: SCU Compensation Package
  - Grade: NoGrade
  - Total Base Pay Range: 0.00 - 0.00 - 0.00 USD Annual
  - Company: President and Board of Trustees of Santa Clara College
- Plan Assignments:** 1 item.
 

| Effective Date | Plan Type | Compensation Plan | Assignment                                  |
|----------------|-----------|-------------------|---|
| 04/01/2021     | Salary    | Salary Plan       | 120,000.00 USD Annual (Prorated: 30,000.00) |

12. Instructions on how to provide onboarding guidance to the employee can be found on the [Workday for Faculty](#) website under the Onboarding Information section.