

# Hexcel's Workday User Manual

## Chapter 2-02

### HIRE AN EMPLOYEE

This chapter provides information about the hiring process.

#### Creating a Pre Hire

Creating a Pre Hire is the first step of the hiring process. It can be done well in advance of the hire date. It should be done as soon as the applicant has accepted the position and all background checks are complete. In Workday there are two tabs which contain important data to be entered.

1. In the search box enter **Create** and select the option **Create Pre Hire**.
2. Skip the top section and proceed right to the **Legal Name Information** tab.

Field Names	Entry Values
Country	Should default for you
Prefix	Typically skipped
First Name	Enter data
Middle Name	Enter data
Last Name	Enter data
Suffix	Typically skipped




**Note: Legal Name** - Workday customizes the fields displayed for legal name - adjust your entry accordingly.

3. Complete the data on the **Contact Information** tab
  - a. Click **Add Phone** - multiple phone numbers may be entered by clicking the **Add Phone** button again



**Note:** Workday does not “assume” dashes, so please try to stay consistent with your country’s typical format. For example: In the US, use 123-4567. Area code is entered in a separate field.

- b. Click **Add Address** - multiple addresses may be entered for an employee. The **Primary Home Address** is where the employee wants to receive their mail.
- c. Click **Email – Home Email Address** is where the employee will receive his first Workday email containing the link to Workday, username, and password.
- d. **Instant Messenger** - skip
- e. **Web Address** – skip
- f. Click **OK**
- g. Click  **Done**

# Hexcel's Workday User Manual

## Chapter 2-02

### Hire an Employee (Pre-Hire)

The hire step may be done prior to the employee's first day of work. There are several ways this step may be done. You'll find the one that works best for you!

1. In the search box enter **Pre** and select the option **Pre Hires I Entered**.
  - a. Click the related actions button on the appropriate pre hire and select **Hire > Hire an Employee**
  - b. Select the correct **Supervisory Organization**
  - c. Click **OK**
2. In the search box enter **Hire Employee**
  - a. Select the **Supervisory Organization**
  - b. Enter the pre hire's name (or part of it) and click the prompt button (notice you can select the name from the drop-down list)
  - c. You may also select the option to create the pre hire as part of this process
3. In the **Search** box enter the **Supervisor**
  - a. Select the **Supervisory Organization** (do not select the supervisor himself)
  - b. Click the **Related Actions Button > Hire > Hire Employee**

Once you reach the **Hire Employee** screen, the business process begins.

1. Complete the **Job Details**

Field Names	Entry Values
Hire Date	Select the hire date
Reason	Select the hiring reason
Position	Click prompt to select open positions in the supervisory organization
Employee Type	Defaults from position
Job Profile	Defaults from position
Time Type	Defaults from position
Location	Defaults from position
Pay Rate Type	Defaults from position

2. Complete the **Additional Information**

Field Names	Entry Values
Job Title	Defaults from position
Business Title	Defaults from position but may be changed
Location Weekly Hours	Defaults from tenant set-up
Default Weekly Hours	Defaults but may be changed


# Hexcel's Workday User Manual

## Chapter 2-02

Scheduled Weekly Hours	Defaults but may be changed
FTE	Calculated = scheduled/default hours
Job Category	Defaults from job profile
Job Classifications	Defaults from job profile
Company Insider Types	Defaults from job but may be changed
Worker's Comp Code	Defaults from job
Work Shift	Click prompt to select the shift
First Day of Work	Enter date but typically the DOH
Time of Hire	Skip
Continuous Service Date	Enter adjusted hire date to include prior service
Probation Start Date	Skip
Probation End Date	Skip
Benefits Service Date	Skip
Company Service Date	For US this is the old anchor date, also known as the common anniversary date. EMEA/AP locations may leave this field blank

3. Documents may be attached.
4. Click **OK**.
5. Up next... **Change Organization Assignments**

### Change Organization Assignments

At Hexcel, we have decided to have all organization assignments default from the position so this step is easy! Just review the screen and click .




Field Names	Entry Values
Company	Defaults from position
Cost Center	Defaults from position
Function	Defaults from position
Time Tracker Type	Defaults from position


### Edit ID

At this point, the HR Partner is presented a screen with many IDs which can be entered. Each country will be deciding which IDs it wants to capture. The most commonly used ID will be the National ID. In the US this is the SSN, in France this is the INSEE, etc.

# Hexcel's Workday User Manual



## Chapter 2-02

1. To enter an ID, click the  in the appropriate ID section.
2. Select the appropriate country by clicking  and **Preferred Countries**.
3. Select **National ID Type** by clicking  and selecting from the country specific list displayed.
4. Enter the actual number in the **Identification #** field.
5. Enter **Issued Date** if tracked.
6. Enter **Expiration Date** if desired.
7. **Verification Date** and **Verified By** fields are automatically populated.


When all desired IDs are entered, click 

### Change Personal Information

The HR Partner is now able to enter all country specific personal information. The table below lists all possible fields. Please remember that some fields will not be used in your country.

Field Names	Entry Values
Gender	Click in the section and select the gender
Date of Birth	Click in the section and enter the date of birth
Marital Status	Click in the section and select the marital status and date (if tracked)
Ethnicity	Click in the section and select the ethnicity
Citizenship Status	Click in the section and select the citizenship status
Disability	Click the  to record each disability
Military Service	Click the  to record each applicable military option



**Note:** Both the disability and military service sections provide the option to enter even more details of the entry by clicking the  Details link within the section.



Click 

# Hexcel's Workday User Manual

## Chapter 2-02

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### Assign Pay Group (US Only)

1. Enter the appropriate Pay Group by clicking  and selecting the appropriate item payroll group from the list.
2. Click 

### Propose Compensation

Please reference the **Compensation** section of the manual for instructions on how to propose compensation.

Up Next (US only)... the Corporate Payroll team will have the option to review the new hire. They will review the employee taxes and the assignment of the pay group.

The employee will have the opportunity to complete his I9 (US only) and to enter his emergency contacts.

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