Approve Hires and Rehires

The Hire business process is submitted by the HR Coordinator for hires and rehires (reinstatements and non-reinstatements), including hire and compensation details.

Agency approval is required for hires/rehires. DBM approvals are required when the hire/rehire is a temporary worker or if the proposed compensation is above salary guidelines. Hire/rehire approval is routed to the following roles:

Table 1 – Agency and DBM Approval Roles

Agency Approvals	DBM Approvals (if applicable)
• HR Partner • Appointing Authority Partner	• Compensation Partner *(DBM Division of Classification and Salary; if hire/rehire is a temporary worker)* • Central Recruitment Partner *(DBM Recruitment and Examination Division; if hire/rehire proposed compensation is above salary guidelines)*

The following tasks are routed to the approver's inbox, when appropriate.

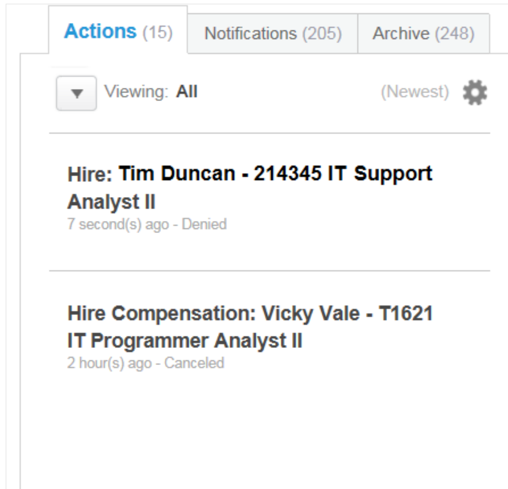
Table 2 – Hire Business Process Approval Tasks

Task	Task Description
Hire:	Review staffing and compensation details for hire/rehire. View attachments (MS-26), when applicable.
Hire Compensation:	Review compensation details for the hire/rehire (and compensation history, if applicable) when proposed compensation is above salary guidelines. **NOTE:** This is the first approval task when the proposed compensation is outside of salary guidelines.

NOTE:
Note that both tasks are not always routed. For example, if there are no attachments (e.g., MS-26) added by the HR Coordinator, only the "Hire" task is routed to approver's inboxes (as indicated in Table 1 above).

However, when there is an attachment, both tasks route to approver's inboxes, including the Central Recruitment Partner.

The picture below displays an example of a “Hire” and “Hire Compensation” task in an approver’s inbox.



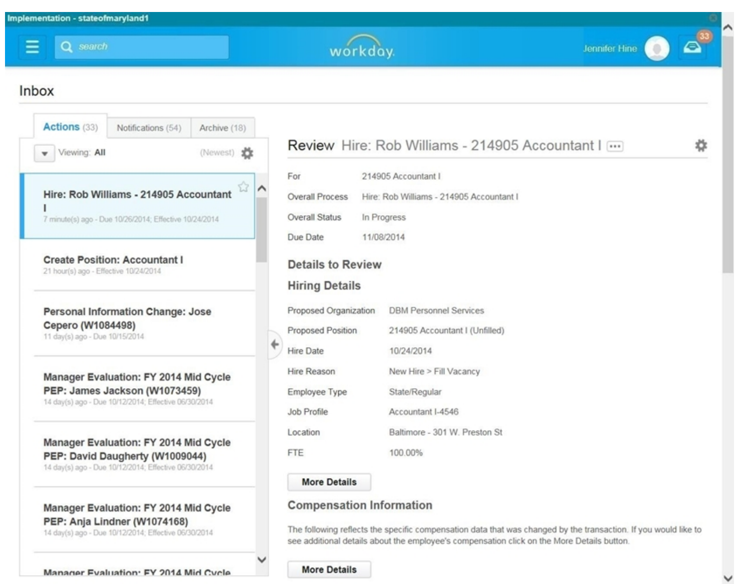
NOTE:
See Appendix B – Hire Business Process Steps and Reasons for more details.

The procedure to review and approve hires and rehires in Workday follows.

Procedure:

1. Click the **View Inbox** View Inbox hyperlink.

Inbox

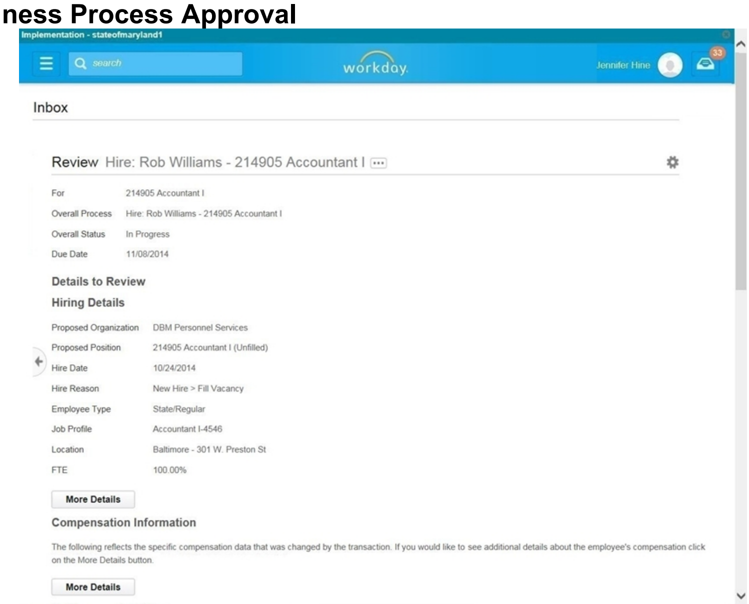


2. From the Action tab, identify and click the “Hire” or the “Hire Compensation” task.

Information: The name of the hire/rehire displays in the task name, e.g., “Hire: Rob Williams – Accountant I”.

3. Click the arrow to collapse the Inbox.

Inbox: Hire Business Process Approval



4. At the top of the page, view the general transaction details.

Information: General details about the hire display at the top of the page (e.g., the position being hired into, the process and hire's name, the current status of the hire, and the Due Date for your approval).

5. Review Hire transaction details as follows:

If	Then
You are reviewing the “Hire Compensation” task details...	• Review proposed compensation. • Click the **More Details** button to view more information. When done, navigate back to the “Hire Compensation” task in your inbox. Note that for rehires the compenation that the individual had upon leaving the State may display in the “current” compensation details.
You are reviewing the “Hire” task details....	• Review the staffing details. • To view attachments added by the HR Coordinator (e.g., the MS-26), click the **More Details** button in the **Staffing Details** section. Then, click the attachment link at the bottom of the page to open and/or save the file. • When done, navigate back to the “Hire” task for the employee in your inbox.

If	Then
	Note that attachments are only viewable in the “Hire” approval task.

Information: Attachments added by the HR Coordinator, can only be viewed when reviewing the "Hire" task.

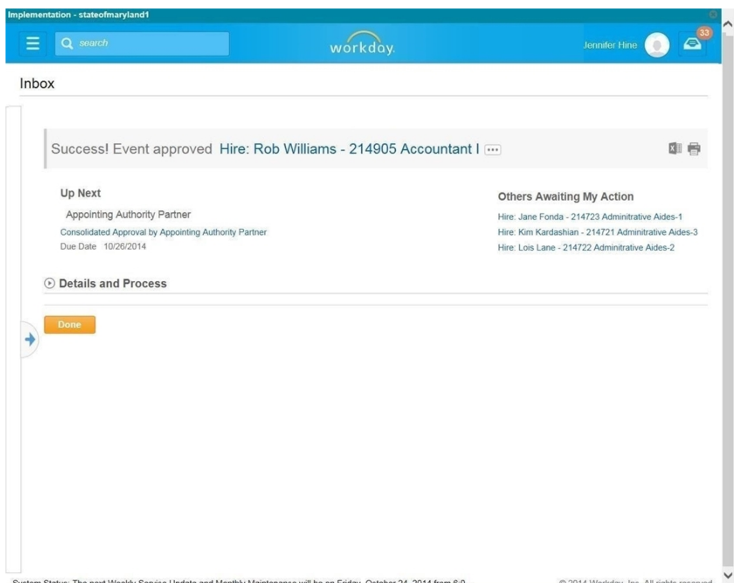
6. When you done reviewing the transaction, click the Approve 

button.

Tip: If you do not want to approve the request, you can also click one of the following buttons:

- Click the **Deny** button to deny the request. This action terminates the transactions.
- Click the **Send Back** button to send the request back to the initiator to make changes.
- Click the **Cancel** button to cancel your review. Retrieve the task from your inbox later.

Inbox



7. The Up Next page keeps you informed of the next step of the business process and who is responsible for the next step, if applicable.

Tip: After approving the hire, view the next steps in the business process, if desired.

1. Click the **Details and Processes** arrow
2. Click on the **Process** tab.
3. On the **Process** tab, view the next step and remaining process steps (if applicable).

8. On the **Up Next** page, select one of the following options:

If	Then
You have other position requests awaiting your review....	Click the task link in the **Others Awaiting My Action** section. **NOTE:** You can also access these tasks by navigating to the **Actions** tab in your inbox.
You are finished reviewing position requests....	Click the **Done** button.

9. The System Task is complete.