HOW TO HIRE A LECTURER

As a Manager or Administrative Assistant, initiating a hire of part time instructors is semester-based process. Workday streamlines the hiring and activity pay to kick off the tasks of onboarding, payroll, and other Human Resource and accreditation paperwork. Connect to Workday from the Google Apps icon within Email or Calendar.

HIRE A LECTURER

1. In the search bar type **Hire Employee**.

ADD JOB DETAILS

2. Check defaults for supervisory organization and select pre-hire from related actions (type name of new worker/employee to locate). If you cannot locate the name of the worker you wish to hire in the pre-hire field, contact Human Resources.
3. Click **OK**.
4. Hire Date – generally these positions are hired on semester dates. Use academic appointment dates from registrar calendar.
5. Reason select Faculty>Non-Tenure (always use this option).
6. Job Details – fill out all fields with red asterisk.
   a. Positions without Job Requisitions – select appropriate position (rest of fields automatically populate). ***Note: copies of transcripts should be attached at this point.***
7. Additional Information (select arrow).
   a. Scheduled weekly hours 5 hours 1 class; 10 hours 2
   b. Annual Work Period is 10 month – SLU Annual Work Period.
   c. Disbursement Plan Period is 10 month.
   d. Fill in End Employment Date (last day of academic appointment from registrar calendar).
8. Click **Submit**.

OPEN PROPOSE COMPENSATION HIRE

9. From the pop-up, select **View Details** to open Propose Compensation Hire and verify information. NOTE: compensation should be set to $0.00 as Lecturers are paid on Activity Pay (see Activity Pay pdf for more information).
10. Click **Submit.**

DEFAULT COST CENTER QUESTIONNAIRE

11. From the pop-up, select **Complete Questionnaire** to open the questionnaire.
12. Follow the prompts to correctly complete the questionnaire. If the employee is being charged to the default cost center, write NA in the box.
13. Select **Submit**.

A notification is sent when hire process is complete.

Note: For specific questions regarding hiring employees/workers contact your Talent Acquisition Partner or the originator of the process in Workday.

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