

Hire Candidate

Hire Candidate

The objective of this guide is to walk you through the Hire a Candidate process, either starting from a Requisition or from a Direct Hire.

Security Role

- Benefits Partner
- HR Partner
- Manager
- Teammate

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!!! IMPORTANT !!!

- **Check both Workday and JDE (payroll) for the new Worker, by SSN and First and Last name, to see if an account already exists. If you find a match only in JDE, you will need to record the old user ID and then edit the System ID in the appropriate place in the Hire process (see page 7).**

Workday Recruiting – Start from a Requisition | Recruiter & HR Partner

1. Once all of the Recruiting steps are completed, the Recruiter will start the hire process by initiating the “Ready for Hire” from the Candidate Profile.
2. This kicks off the “Hire: name of applicant” step that will show up in the HR Partner’s Inbox and initiates the “Revise Employee Hire” for the HR Partner where the information can be reviewed and adjusted, as needed.
 - a. Hire Date.
 - b. Reason.
 - c. Position selection box.
 - i. The Employee Type cannot be changed in this process.
 - d. Job Profile.
 - i. The Time Type cannot be changed in this process.
 - e. Location.
 - f. Pay Rate Type.
 - g. Do not EVER change the Default Weekly Hours; they always need to be 40.
 - h. Scheduled Weekly Hours, which will “adjust“ the FTE percent.
 - i. Job Title and Business Title can be edited here.

NOTE: adjustments to compensation may need Class and Comp and Budget approval for classified positions.
 - j. Review the fields, adjust as needed, add comments, and then click “Submit” when done.
 - k. Do not add:
 - i. Additional Job Classifications NOR
 - ii. Workers’ Compensation Code Override.
 - l. First Day of Work – Leave as is.
 - m. Continuous Service Date – can adjust if needed and if you know what it should be.
 - n. Benefits Service Date – Leave Blank.
 - o. Company Service Date – this is the date the person started with your agency!
3. Click **Submit**, which will take you to a “Review Employee Hire” screen, when you can adjust information, if necessary.
4. Click **Submit**.

Direct Hire – NOT Workday Recruiting | HR Partner

- IF you are not using Workday Recruiting, you can start a Direct Hire from a Pre-hire or from a currently vacant job, using the "old-fashioned" method.

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- Check both Workday and JDE (payroll) for the new Worker, by SSN and First and Last name, to see if an account already exists. If you find a match only in JDE, you will need to record the old user ID and then edit the System ID in the appropriate place in the Hire process.

Create a Pre-Hire

- **IMPORTANT NOTE: BEFORE creating the Pre-Hire, if the person already exists in Workday, she/he already HAS a pre-hire record. So, check in Workday first.**
1. Type Create Pre-Hire in the Search box, press enter, and then click Create Pre-Hire task.
 2. Create Pre-Hire.
 - a. Enter Pre-Hire Name.
 - b. Enter Pre-Hire Contact Information.
 3. Edit Pre-Hire ID (if necessary). This is the completion step.

Pre-Hire – Legal Name

1. Source – click the prompt to select the Pre-Hire source.
2. Referred by – IF applicable, select the name of the State of Nebraska teammate who referred the new hire to apply for the position. It is critically important to ensure the correct name is selected. **Leave blank if the new hire was not referred by a current State of Nebraska teammate.**
3. Comment – enter any applicable comments with this position / Pre-Hire.
4. Allow Duplicate Name – check the box if you want the system to allow duplicate names. If you do not check this box, you can't have two employees with the same name (e.g., Jane Smith) in the system.
5. Legal Name Information – enter the Pre-Hire's LEGAL NAME into the applicable fields.
6. The Country field defaults to United States of America; however, it can be changed.

Pre-Hire – Contact

1. Contact Information – click the tab to enter the Pre-Hire's home mailing address and phone numbers OR email addresses.
2. You are required to enter at least a complete home mailing address, including street address, city, state, and postal code. If you have a phone number and/or an email address, you can enter that also.
- **IMPORTANT: DO NOT enter "dummy" phone numbers.**
3. If you enter a phone number, ONLY type the numbers, no dashes or parentheses. The system will format the number correctly.
4. In usage, in the type box, select either home or work.
5. If the person will have a work email and you know what it is, you can enter it here. This should then send her/him and email later with their username and password. If the employee does not have, or will not have, a work email, the information will be sent to an agency Security Partner. She/he is responsible to disseminate login information to the employee.
6. Choose one of the following:
 - a. OK – to move forward in the process.
 - b. Cancel – to cancel the process.
7. If you click OK, you will receive a confirmation screen that you have successfully created a Pre-Hire.
8. Click Done.

Workday Recruiting | HR Partner

Change Organization Assignments | HR Partner

1. Continue through the process, click the Pencil Icon to edit any of the Organization Assignments. These are the Organization Assignments that you have come to know and love. Enter all appropriately.
 - a. Enter **Company**.
 - b. Enter **Cost Center**.
 - c. Continue down the page to complete any other information as needed. The following are **required**, although not marked with an asterisk.
 - i. SBU
 - ii. EDC Group
 - iii. Budget Program Number
 - iv. Type of Location
2. Click **Submit**.

Check all systems for duplicates To Do | HR Partner

This is a reminder that, before proceeding with the hire event, you need to check for a Worker record for the new person in both the Payroll and Financial Center AND in Workday.

1. Search for their SSN in the Payroll and Financial Center by using the menu -> STATE OF NEBRASKA -> Payroll -> EMPLOYEE LOOK-UP.
 - a. Type their SSN into the Tax ID space and click on the find icon (magnifying glass).
 - b. If they have an old account they will show up as an employee with a type of "X" for ex-employee.
2. Search by Name AND by Social Security Number in both applications.
 - a. To search by SSN in Workday, type id: ##### (remember the colon after id and NO dashes in the number).
3. After checking for duplicates, click **Submit** on the To Do to move forward.

Propose Compensation Hire | HR Partner

1. At the top, you will see the Effective Date and Reason, which cannot be changed on this page.
2. Scroll to the Guidelines section to verify that the Grade listed is correct, i.e., Comp Grade.
3. Scroll to the Salary section.
 - **PLEASE NOTE: Before you click Submit on the compensation piece of this hire event, MAKE SURE that there is one, and only one, Plan Assignment, in the compensation section.**
4. If the compensation plan defaulted to a Salary Plan and you need an Hourly Plan (or vice versa), you **MUST** remove the plan you do not need and add what you do need. Hover over that plan and then click the "ex" on the right side of the screen (see screenshot).
5. If there is no plan listed, you need to add one. Click Add in the Salary section (screenshot).
 - a. When you click Add, or click in an existing Plan Assignment, it will open the Compensation Plan information.
 - i. For Compensation Plan, click in the box and type hourly or salary, whichever fits the guidelines for this position, and then press enter ... it should populate with the selected plan.
 - b. Enter the salary amount in the Amount field.
 - i. If you type the amount and then see an error message, and, on clicking the error message, you see, "Error - Amount – The amount entered has too many digits beyond the decimal point.", select the correct Frequency (2.e. below), and it should go away.

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- c. **IMPORTANT** - Select the correct Frequency to match the Compensation Plan you selected,
 - i. If you selected Hourly Plan, the Frequency needs to be Hourly, **with three decimal places**.
 - ii. If you selected Salary Plan, the Frequency needs to be Annual, with two decimal places.
 - d. Click in the grey area to the left or right on the screen to see your changes.
 - e. If you see another error message, with this text “Error - Amount – Element Content 'Amount' is required, on internal element 'Request Compensation Change Salary Plan Subedit””, here is a workaround.
 - i. Highlight the dollar amount and delete it.
 - ii. Re-select the correct Frequency.
 - iii. Re-type or copy and paste the correct amount.
5. Comments – enter comments, as needed.
 6. Select one of the following:
 - a. Submit – to submit the compensation plan and move to the next step in the hire process.
 - b. Deny – to deny the compensation plan and stop the hire process.
 - c. Save for Later – to save your changes but not submit; returns the item to your Inbox.
 - d. Close – to close the compensation screen without saving changes; returns the item to your Inbox.

If the position is a classified position, this action now moves to State Personnel and State Budget Office for approval.

Edit Service Dates | HR Partner

Once you receive approval from State Personnel (if required) and State Budget Division (if required), you will see Service Dates Change task in your Inbox. Click Open.

1. The Hire Date defaults in and cannot be changed.
2. The **Original Hire Date** defaults to the most recent hire event unless they have a previous work record in Workday.
 - a. If the employee already has a record in the Payroll & Financial Center, then you need to change the Original Hire Date to match the Original Hire Date from the Payroll & Financial Center. If you do not, this record will not be accepted in the Payroll & Financial Center.
3. The **Continuous Service Date** defaults to the Hire Date as well. If the employee is a rehire and is eligible to be credited with prior service, change this date accordingly.
4. Enter the **Company Service Date** (the date the employee started with your agency).
5. Some agencies use the **Seniority Date** for “Classification Seniority.” It defaults to the Hire Date; change it, if needed.
6. Some agencies use the **Vesting Date** for “Date in Current Position;” change it, if needed.
7. Unless you have approval (or other instructions) from State Personnel, please do not enter dates in any of the other fields.
8. Click **Submit**.

Edit IDs | HR Partner

This is where you enter any applicable identification information for this person, including National IDs (i.e., social security number), Additional Government IDs, Passports, Visas, and/or Licenses. Even if you do not yet have all documentation, you at least need to enter a social security number to proceed with the hire process.

1. Check to see if the record contains more than one SSN line. If yes, then one of those SSN lines needs to be removed.
 - a. If there is more than one SSN line, the Worker record will not feed over to PFC, and it may, in fact, break the PICO!

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- b. Additionally, depending on when the extra SSN line is removed, an Adhoc PICO may be needed to force the Worker record to update over to JDE, so remove it ASAP
2. If there is more than one SSN
 - a. Click Personal Data in the blue section.
 - b. Click Edit > Edit Government IDs.
 - c. Click the minus sign to the left of the offending SSN line, i.e., remove the one that does not indicate a Verified By value. If none of them were Verified By someone, just pick one to save and remove the rest.
3. If the candidate has an old account in JDE, and their Employee ID in JDE is different than what is in Workday, you will need to record the old employee ID number (Address Number in JDE) and use it to update the System ID on her/his record in Workday
 - a. Once the Assign Pay Group step is completed, you NEED TO update the System ID on the Worker record with the following process: Actions > Worker History > Edit System ID.
 - b. If you do NOT do the above step, the record will not feed over to JDE because of the duplicate SSN.
4. If you used Workday Recruiting, the SSN should autopopulate.
5. If not, click the plus sign to add an ID in the appropriate section. National IDs is where you enter the SSN information.
6. If you wish to delete an ID, click the minus sign to the left of the ID row.
7. If you wish to enter the Driver's License information.
 - a. In the License ID Type, select Driver's License.
 - b. Type part or all of the issuing state in the Issued by Country Region field, then press enter to populate with the name of the State.
 - c. Type the number from the Driver License in the Identification # field.
 - d. Type the Issued Date.
 - e. Type the Expiration Date.
 - f. The Verification Date will default to "today."
8. Select one of the following:
 - a. Approve – to approve the ID information and move to the next step.
 - b. Deny – to deny the ID information and cancel the process.
 - c. Cancel – to cancel changes and return item to your Inbox.

Change Personal Information – IF Employee Type does not go through onboarding | HR Partner

Enter the Personal Information about the employee on this screen.

1. To enter information into one of these fields, click each individual area, or click the pencil icon on the right side of the page for each item. Where applicable, select from a drop-down menu. Be sure to complete all fields for each item, e.g., the following items have more than one field in which to enter information: Marital Status, Ethnicity, Disability, and Military Service. At a minimum, you will need to enter data into the Gender field.
2. Personal Information includes:
 - a. Gender.
 - b. Date of Birth.
 - i. Age (automatically calculated when date of birth is entered).
 - c. Marital Status.
 - i. In Marital Status, click the prompt to select the correct status.
 - ii. Add a Marital Status Date.
 - d. Ethnicity.
 - i. First, check the box if the person is Hispanic or Latino.

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- ii. In Ethnicity, click the prompt icon, and select the correct Ethnicity.
 - e. Disability.
 - f. Citizenship Status.
 - g. Military Service (you can add attachments to this section). Click the plus sign to add military records.
3. Click **Submit**.

IF the person is a re-hire AND previously completed the electronic I-9 in Workday within the past three years | HR Partner

1. Click on the Complete Form I-9 Section 3 task in your inbox and complete as appropriate.
 - NOTE: if the employee's previous work authorization documents have expired, you will need to notify them of the requirement to present updated documentation

Assign Pay Group | HR Partner

Select the Pay Group (* **required**) for the Payroll & Financial Center.

1. Click the prompt in the Proposed Pay Group selection box, go to Pay Groups, and pick the correct Pay Group.
2. Select one of the following:
 - a. Submit – to submit the pay group and move to the next step.
 - b. Save for Later – to save the information but not submit; returns item to your Inbox.
 - c. Cancel – to cancel the process and not save changes; returns item to your Inbox.

Update System ID, if needed | HR Partner

IMPORTANT – if you found that the person had a previous employee record, NOW is when you want to correct the person's Employee ID, prior to it feeding over to JDE.

- So, go here → **Actions** → **Worker History** → **Edit System ID, and change the Employee ID.**

Add/Change Primary Home Address To DO – IF Employee Type does not go through onboarding | HR Partner

1. Click To Do.
2. Click "Change Contact Information" button.
3. Type the person's name and/or EmplID in the Worker select box.
4. Click OK.
5. Click Edit.
6. Click Add in the Home Contact Information section.
7. Type the person's address in the Address Line 1 box.
8. Tab to City and type the City.
9. Tab to State and type neb, then press enter. It should populate with Nebraska.
10. Tab to Postal Code and type that value.
11. Tab to County and type the county where the person lives.
 - a. Capitalise the first letter.
 - b. If you don't know the county for the home address, you can Google it by "typing" [cityname] sp [ne] sp county, so, lincoln ne county. You should be able to find the county using that search.
12. In Usage, select both Mailing and Street Address.
13. Click **Submit** ...
14. Go back to your Inbox, find that event, then click **Submit** on it.

Reset Workday Account To Do | Service

- NOTE: IF the person was previously employed, you will have to wait for an agency Security Partner to complete this step (if you are a Security Partner, you can complete this step)!

ENABLE Workday Account Password To Do | Security Partner

- NOTE: IF the person was previously employed, you will have to wait for an agency Security Partner to complete this step (if you are a Security Partner, you can complete this step)!

CREATE Workday Account Password To Do | Service

- NOTE: IF the person was previously employed, you will have to wait for an agency Security Partner to complete this step (if you are a Security Partner, you can complete this step)!

Reset Worker's Account Password To Do | Security Partner

- NOTE: IF the person was previously employed, you will have to wait for an agency Security Partner to complete this step (if you are a Security Partner, you can complete this step)!

Enter Worker's Work Email Address To Do | HR Partner

1. If the person is a re-hire, MAKE A POINT to remove her/his old email address. That will no longer be valid, cannot receive emails, and may block the person from being able to log in.
2. Helpful for a PRE-EMPLOYEE – If you do NOT enter the person's Work Email Address here, and the person is a pre-employee, she/he will receive two emails from Workday to her/his personal email address – one email with her/his User Name and one with a temporary password. So, as a pre-employee, she/he will be able to log in to get started on her/his Onboarding process.
 - NOTE: If you know what the person's Work Email Address is going to be, click the To Do, click Change Contact Information, locate the Worker record, and copy and paste her/his email address.
3. Click **Submit**. ...
4. Go back to your Inbox, click again on the To Do, then click **Submit**.

Change Worker Wellness Data To Do | Benefits Partner

This step is for a Benefits Partner to complete.

Onboarding Setup for Hire: New Teammate | Manager or Initiator

- This step is assigned to the person's Manager AND to the HR Partner who initiated the hire process. Please invite the person's Manager to complete this step. If not, the HR Partner can complete it, HOWEVER, It MUST be completed for the hire event to continue processing.
- NOTE: There is a Manager User Guide for the Onboarding Setup process. Please see the Onboarding Setup Guide.
- If this step is not completed within two days, the system will automatically push it forward so that the Onboarding piece does get initiated for the new Worker. The "issue" with that is that the "default" information will be used.

Questionnaire: Complete I-9 Section 2 Question | HR Partner

1. Click Complete Questionnaire.

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2. Answer the questionnaire with the appropriate answer.
 - a. Yes – Authorized Representative Needed – Select this option if Section 2 of Form I-9 needs to be complete by someone OTHER than the HR Partner. See Remote I-9 Guide for more information.
 - b. No – I-9 documents will be checked by HR Partner locally – Select this option if Section 2 of Form I-9 will be completed by the HR Partner.
3. Click **Submit**.

Manage Probation Period - Click the item in your Inbox OR Skip | HR Partner

This is an optional To Do. **However, you must click Skip or Submit to move forward.**

If you are not tracking probation periods in Workday, you can skip this task.

1. Click the Gear icon in the upper right-hand corner, then click Skip This Task.
2. Add Comments.
3. Click OK.

If you want to track probation periods in Workday, click To Do and complete the form.

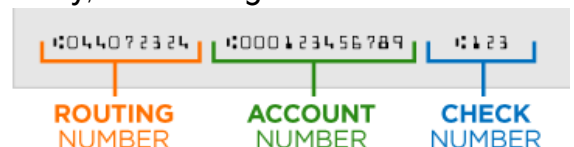
1. On the Add Probation Period screen, complete the following information:
 - a. Select the Type of Probation.
 - b. Select the Reason.
 - c. Start Date (Defaults to Hire Date).
 - d. End Date.
 - e. Add comments about the probation period in the Note field, if desired. However, be careful what you enter ... it is permanent and is visible to others who have access to the record.
2. Click **Submit**.

You should see a message that the process has successfully completed.

Enter Direct Deposit Information - IF Employee Type does not go through onboarding | HR Partner

This is a reminder that when you hire an employee, you need to enter their Direct Deposit information.

1. Type the employee's name in the Search field, and then press enter.
2. Click Related Actions icon to the right of the name.
3. Click Personal Data > Maintain Payment Elections for Worker.
4. Click Add Elections on the next screen.
5. The following fields will auto-populate:
 - a. Payment Type – Direct Deposit.
 - b. Use for Pay Type – the Payroll box will be checked.
6. You need to complete the following fields in the Account Information section:
 - a. Account Nickname (optional) – this field is optional ... you do not need to complete.
 - b. Account Type – this will default to Checking. If necessary, click Savings.
 - c. Bank Name (*** required**) – enter the employee's bank name from the employee's voided check.



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- d. Routing Transit Number (* required) – enter the bank routing number. This is the first nine numbers on the bottom of the voided check.
 - e. Account Number (* required) – enter the employee’s bank account number. This is the number between the routing number and the cheque number (could be anywhere from seven to twelve digits).
 - f. Click OK.
7. The next screen will show the account information you just entered (see screenshot below).
 8. If you need to add another account, click Add Account, and then input all applicable information for the new account.
 9. If you add more than one account, you need to specify how much goes to each account (whether by dollar amount or by percentage). You will also need to specify which account will receive the balance of the amount. Please refer to the Direct Deposit user guide to assist you with multiple payment elections for an employee.
 10. Click **Submit**.

Account Information

Account Nickname (optional)	<input type="text" value="Test ONLY"/>
Account Type	* <input checked="" type="radio"/> Checking <input type="radio"/> Savings
Bank Name	* <input type="text" value="Bank of America"/>
Routing Transit Number	* <input type="text" value="044072324"/>
Account Number	* <input type="text" value="000123456789"/>

New Teammate Onboarding | Teammate

IF the New Teammate completes her/his Benefit Elections in the Onboarding process, the HR Partner will see the Benefit Change – New Hire step for Approval. HOWEVER, it will also go to the Benefits Team for Approval.

Onboarding Tasks and Assignments

1. Tasks – Batch One | Teammate
 - a. Update Basic Information
 - b. Update Personal Information
2. Tasks – Batch Two | Teammate
 - a. Benefit Enrollment
 - b. Complete Form I-9
 - c. Payment Election Enrollment Event
 - d. Federal Allowance Withholding Form W-4
 - e. Nebraska Allowance Withholding Form W-4N
 - f. Change Emergency Contacts
3. Complete Form I-9 | HR Partner
4. To Do: Enter Retirement and Leaves | HR Partner
5. To Do: Enter Worker’s Work Email Address | HR Partner
6. To Do: Update JDE | HR Partner
7. Onboarding Survey | Teammate
8. Onboarding Survey | Hiring Manager

When done, the process will move back to the HR Partner for final processing.

Onboarding – Enter Retirement and Leaves To Do | HR Partner

You will need to manually enter a new employee's retirement/leave if you are hiring an employee from a previous date. When you click this To Do button, you will see the following instructions:

- You have an employee who recently experienced an employment status change. If you need to enter Retirement and / or Leaves, you can access this event off of the new hire's name > Related Actions > Benefits > Change Benefits. Select the 'Retirement/Leave Change ...' event (for Monthly or Bi-Weekly, whichever is correct). Use the employee's date for the effective date. If your employee does not have retirement or leaves or they did not change because of the employment status change, you can disregard this reminder. Thank you!

Please do the following:

1. Type the employee name in the search box, and then press enter.
2. Click Related Actions icon to the right of the name. Click Benefits, and then select Change Benefits.
3. In the Benefit Event Type, select whichever of the following is appropriate:
 - a. Retirement and/or Leave Date Entry Biweekly.
 - b. Retirement and/or Leave Date Entry Monthly.
4. In the Benefit Event Date, enter the hire date (effective date), and then Tab to the next field. Unlike when you set up new employee's benefits, you need to use the actual hire date here. The Submit Elections By is a calculated field and will auto-populate.
5. After completing, select one of the following:
 - a. Submit – to submit the benefit change.
 - b. Save for Later – to save the information but not submit.
 - c. Cancel – to cancel the process; does not save changes and returns item to your Inbox.

Onboarding – Complete Form I-9 | HR Partner

1. Form I-9 should be completed in accordance with the federal requirements. Form I-9 instructions: <https://www.uscis.gov/i-9>.
2. Section 1 should be reviewed for accuracy and to ensure it matches the identification documents provided by the employee. **Do not approve the Form I-9 if the information on the form does not match the documentation!**
 - a. If there is incorrect information on the I-9, it must be sent back to the employee to correct. If corrections are not made, it will cause an error with E-Verify.
3. Complete the applicable fields within section 2, attach a copy of the identification documents and click approve.
- **NOTE:** Section 2 MUST be completed by the individual that physically examined Form I-9 documents and MUST be completed by the third business day after the employee's start date.
 - a. If it is completed late, and out of compliance with federal regulations, you will be prompted to enter an overdue reason.
4. Clicking approve will automatically trigger an E-Verify case and return the confirmation number into Workday if verified.
 - a. If verified, confirmation number can be viewed on the employee profile under Actions > Personal Data > View U.S. Employment Verification Status.
 - b. If you get a task in your inbox for E-Verify Photo Match, you must verify the photo against the passport photo provided by the employee and respond accordingly.
 - c. If the case results in a Tentative Non-Confirmation (TNC), State Personnel will follow-up with the information you will need to provide to the employee.

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Onboarding – Review for retro adjustments To Do | HR Partner

This To Do is a reminder to verify if new hires need their benefits to be retro adjusted for payroll. For the hire process to be considered complete, you need to Submit this To Do, whether or not you need to make retro adjustments for this employee.

1. In your Inbox, click the Review for retro adjustment: Benefit Change - New Hire: (employee name) for the new employee.
2. Click **Submit**.

Onboarding – Enter Worker’s Work Email Address To Do | HR Partner

NOTE: IF the email address was not entered previously AND if you know what the person’s Work Email Address is going to be, click To Do, click Change Contact Information, locate the Worker record, and copy and paste her/his email address.

1. Click **Submit**.

IMPORTANT!

- The Employee Payroll Update screen must be completed in JDE after you hire a new employee, **and before the employee can be paid**, and/or when any of the information shown on this screen changes. This is the only screen you will complete in JDE pertaining to employees.
- User Guide: <https://das.nebraska.gov/personnel/user-guides.html> > Workday > Related Payroll Actions (in E1, a.k.a. JDE) > Payroll Update Quick Reference Guide.
- Tax withholding forms completed during Onboarding can be found on the Worker Profile in Workday, under Personal → Documents. **NOTE: These forms must have signatures on the form itself in order to be considered valid.**