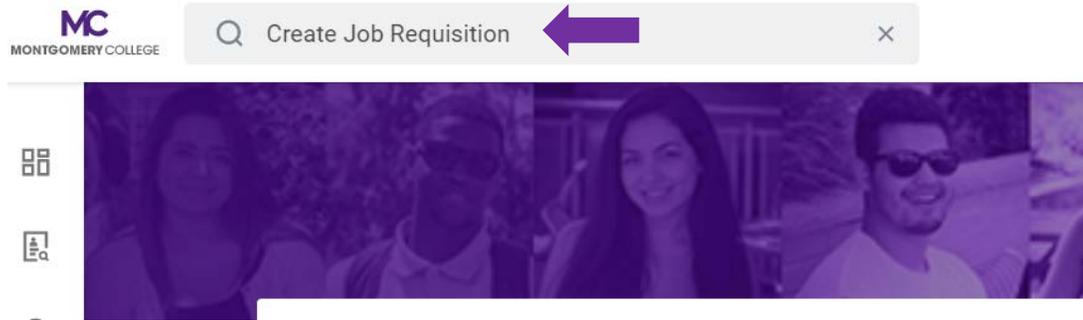


CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Overview

Use this job aid as a resource to create a casual temporary internal job requisition in Workday. **External Casual Temps are not hired through the requisition process in Workday.**



Log into Workday and type “Create Job Requisition” in the search bar at the top and click enter.

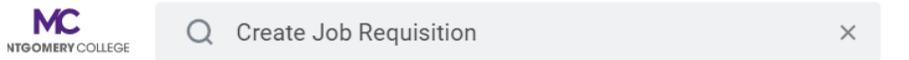
Note – Please create a job req for the casual temp positions below. All other casual temp requests must be submitted to our external vendor.

Contract, part-time

Child care, public safety officer, nursing lab

Seasonal/on-call

Sign-interpreters, art models, life guard, swimming pool operator, performing arts teacher



Search Results

Categories

Common

Assets

Expenses

Learning

Organizations

People

Processes

Search Results 4 items

Tasks and Reports

[Create Job Requisition](#)

[Create Requisition](#)

[Create Requisition Template](#)

[Create Requisition Worktags Template](#)

Click on “Create Job Requisition”.

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization 

Create New Position

For Existing Position

Worker Type *

Click on the "X" to delete your name and type in your name in the Supervisory Organization field and hit enter.

Select JM - Job Management Supervisory Organization. **Do NOT USE (inherited) Supervisory Organization.**

If you don't see a JM by your name, please contact Lisa Borg (Financial Systems Analyst) or IT Helpdesk.

Create Job Requisition

Copy Details from Existing Requisition

Supervisory Organization *

Joe Brown

Worker Type *

Employee

Search Results (2)

JM - Science, Engineering and Technology (SET), G & TPSS (Joe Brown)

Science, Engineering and Technology (SET), G & TPSS

Click "OK"



OK

Cancel

Recruiting Details

Number of Openings



Type in the number of openings.

Reason *

Search ☰

← Create Job Requisition > New Position

New Position > New Budgeted Position

New Position > New project/ Grant Funded

New Position > Requesting additional staff

New Position > Temporary hire - project based need



Select "New Position> Temporary hire-project based need"

CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

× New Position > Temporary hire - project based need

Replacement For

Recruiting Instruction *

select one

Select Recruiting Instruction

Recruiting Start Date *

11/12/2021

Use current date for Recruiting Start Date and Target Hire Date.

Target Hire Date *

MM/DD/YYYY

Enter target end date for casual temporary hire (required). This date will determine amount budgeted.

Target End Date

MM/DD/YYYY

Job Details

Job Posting Title *



Job Posting Title should state
"Temporary – Job Title"

Justification *



Please include:

1. Name of temp (if known)
2. Pay rate
3. Start and end date

Job Profile *

Search

← Temporary Worker

- Art Model
- General Stipend
- Interpreter
- Short-Term Temporary (Casual)
- Short-term Temporary (Casual) Exempt
- Volunteer



Under Job Profile, in the dropdown, click on
"By Job Family" > "Staff" >
"Temporary Worker" > Select option.

CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Job Profile *

✕ Short-Term Temporary (Casual) ... ☰

Job Description Summary

[Empty text area]

Leave Blank



Job Description

Format | B | I | U | A | ☰ | 🔗 | ↕

[Empty text area]

Enter in duties and responsibilities of the casual temp.



Additional Job Description

Format | B | I | U | A | ☰ | 🔗 | ↕

[Empty text area]

Leave Blank



CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

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Job Families for Job Profiles

Temporary Worker

Worker Sub-Type *

In the dropdown, click on “Worker Types” then click on “Short-Term Temporary (Fixed Term)”.

Time Type *

Select Full-time or Part-time.

Primary Location *

Click on “All Locations” and select the primary location.

Primary Job Posting Location *

Primary Job Posting Location automatically populates once you select Primary Location.

CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

Work Shift

Enter FT or PT scheduled Weekly Hours.

A maximum of 19 hours/week is allowed for contract part-time and seasonal temps.

Due to ACA compliance, Casual temporary employees are permitted to work no more than 1400 hours during the months of October 1 through September 30 annually.

CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers

Questionnaires

Internal Career Site - Primary

Primary Internal Questionnaire Final

Internal Career Site - Secondary

External Career Sites - Primary

Primary External Questionnaire Final

External Career Sites - Secondary



No action required.

Assessments

Inline Assessment Test

Default Assessment Tests

Click on "Next".

Back

Next



Create Job Requisition

The screenshot displays the 'Create Job Requisition' workflow in Workday. On the left, a vertical navigation menu includes a progress bar at the top and several steps: 'Start', 'Recruiting Information', 'Job', 'Organizations' (which is currently selected and highlighted in blue), 'Attachments', 'Assign Roles', and 'Summary'. The main content area, titled 'Organizations', shows a 'Costing' section with a 'Fund' field.

Organizations information will pre-populate. Verify if information is accurate.

At the bottom of the interface, there are two navigation buttons: 'Back' and 'Next'. The 'Next' button is highlighted in orange, and a purple arrow points to it from the right.

Click on "Next".

Create Job Requisition

The screenshot displays the 'Create Job Requisition' workflow in Workday. On the left, a vertical navigation menu lists the steps: Start, Recruiting Information, Job, Organizations, Attachments (highlighted in blue), Assign Roles, and Summary. A progress bar at the top shows the current step. On the right, the 'Attachments' section is active, featuring a 'Documents' sub-section with an 'Add' button.

You may choose to add an attachment pertaining to this requisition or keep it blank. To add an attachment, click on "Add" and upload your document.

Click on "Next".

Back Next ←

Start

Details

Supervisory Org

JM - Science, Engineering and Technology (SET), G & TPSS (Joe Brown)

Worker Type

Employee

Recruiting Information

Guide Me

Recruiting Details

Number of Openings

1

Reason *

New Position > Temporary hire - project based need

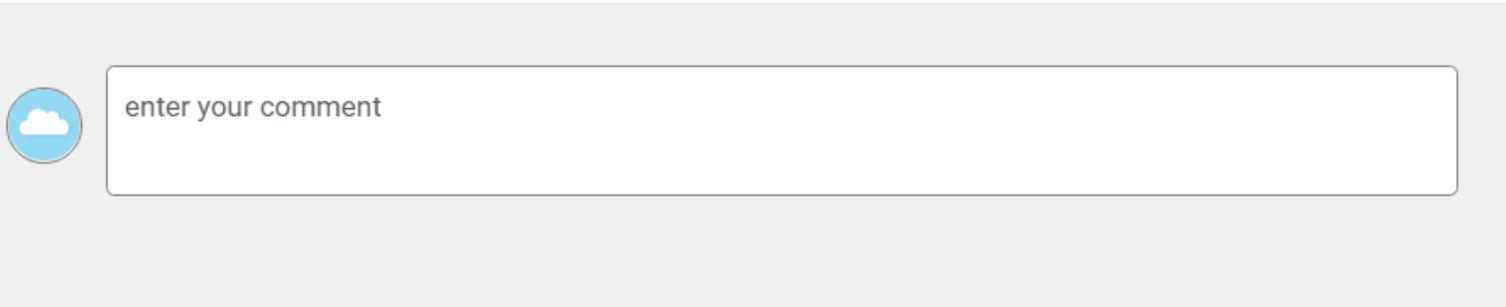
Replacement For



Review a summary of the requisition on the last page ensuring the information is correct. You may edit if necessary by clicking on the pencil icon.

CREATE CASUAL TEMPORARY JOB REQUISITION IN WORKDAY

Workday Reference for Hiring Managers



Click on "Submit".
The requisition has
been created.



Submit

Save for Later

Cancel

The requisition will route to your Manager for approval and to the Budget Coordinator for final approval. If the requisition has been approved, you will be contacted by an HRSTM Recruiter. You will be notified by budget if the requisition is not approved.