



HIBBETT | CITY GEAR 



Introduction

- Objective: To provide a review of Workday to Store Managers.
- Time: 60 minutes
- Agenda:
 - Hiring
 - Offer
 - Background Check
 - Onboarding
 - Onboarding Status Summary report
 - Form I-9 completion
 - Time and attendance
 - Submitting time
 - Approving time

Hiring – Interview

Interviewing Candidates

- Review candidates in job reqs to determine which applicants you are interested in interviewing.
- Any candidate you are not interested in based on experience, decline candidate in job req.
- Any candidate you interview confirm if they have worked for Hibbett or City Gear previously.
- Any candidate that has worked for company previously, before making any offer contact HR Generalist to confirm candidate is eligible for rehire.
- After successful interview and confirmed rehire eligibility you can move to offer step.

Hiring – Offer

Entering a Job Offer

- Before offering a job to a candidate, contact your DSM for approval.
- Under the **Candidates** tab, select the checkbox next to the candidate's name and click **Move Forward**.

The screenshot shows the 'Candidates' tab selected in a hiring system. The interface includes a top navigation bar with tabs: Overview, **Candidates** (highlighted with a red circle), Details, Organizations, Qualifications, and Job Postings. Below this, there are sub-tabs: Candidates, Compare Candidates for Job Requisition, and Diversity Metrics. A filter bar shows 'All Active Candidates', 'Awaiting Action', 'Inactive Candidates', and 'Extend My Search'. A summary section displays '99 Review' and a progress bar with stages: Screen, Interview, and Reference. A table lists candidates with columns: Job Application, Step / Disposition, Awaiting Action, Awaiting Me, Previous Worker, Date Applied, and Current Title. The first candidate, Aderial McPherson (C378326), is selected (checkbox checked, highlighted with a red circle). Below the table, the 'Move Forward' button is highlighted with a red circle, along with 'Decline' and 'Send Message' buttons.


Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Previous Worker	Date Applied	Current Title
<input checked="" type="checkbox"/> Aderial McPherson (C378326)	Review	1		Yes	09/14/2022	
<input type="checkbox"/> Dekiya Bennett (C603982)	Review	1			09/13/2022	Packer
<input type="checkbox"/> Aiyana Bishop (Prior Worker)	Review	1			09/13/2022	

Buttons: **Move Forward**, Decline, Send Message, ...

Hiring – Offer (cont.)

Entering a Job Offer (cont.)

- A pop-up window will show the candidate has been moved to the Offer stage. Click **OK**.

 Errors and Alerts Found ▾

Move Candidates Forward

Offer

Move Selected Candidates to Next Stage

Move Selected Candidates to Next Step

1 item



Job Application	Current Step	Next Step
Jonique Montgomery - JR104739 Sales Associate (C408914)	Offer	<input type="text"/>

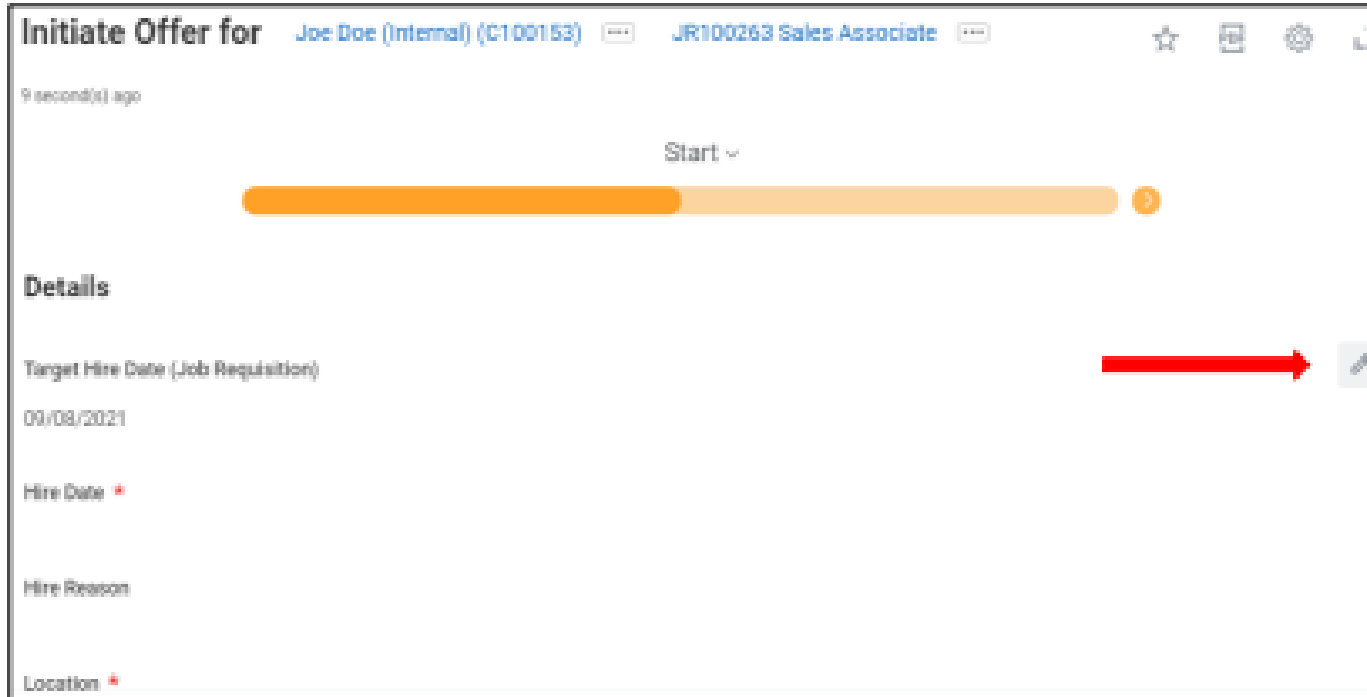
OK

Cancel

Hiring – Offer (cont.)

Entering a Job Offer (cont.)

- Navigate to your Workday inbox () and select the task Offer for Job Application for the candidate. This will allow you to initiate the job offer.
- Click on the pencil () to edit the offer.



Initiate Offer for Joe Doe (Internal) (C100153) JR100263 Sales Associate

9 second(s) ago

Start

Details

Target Hire Date (Job Requisition) 09/08/2021


Hire Date

Hire Reason

Location

Hiring – Offer (cont.)

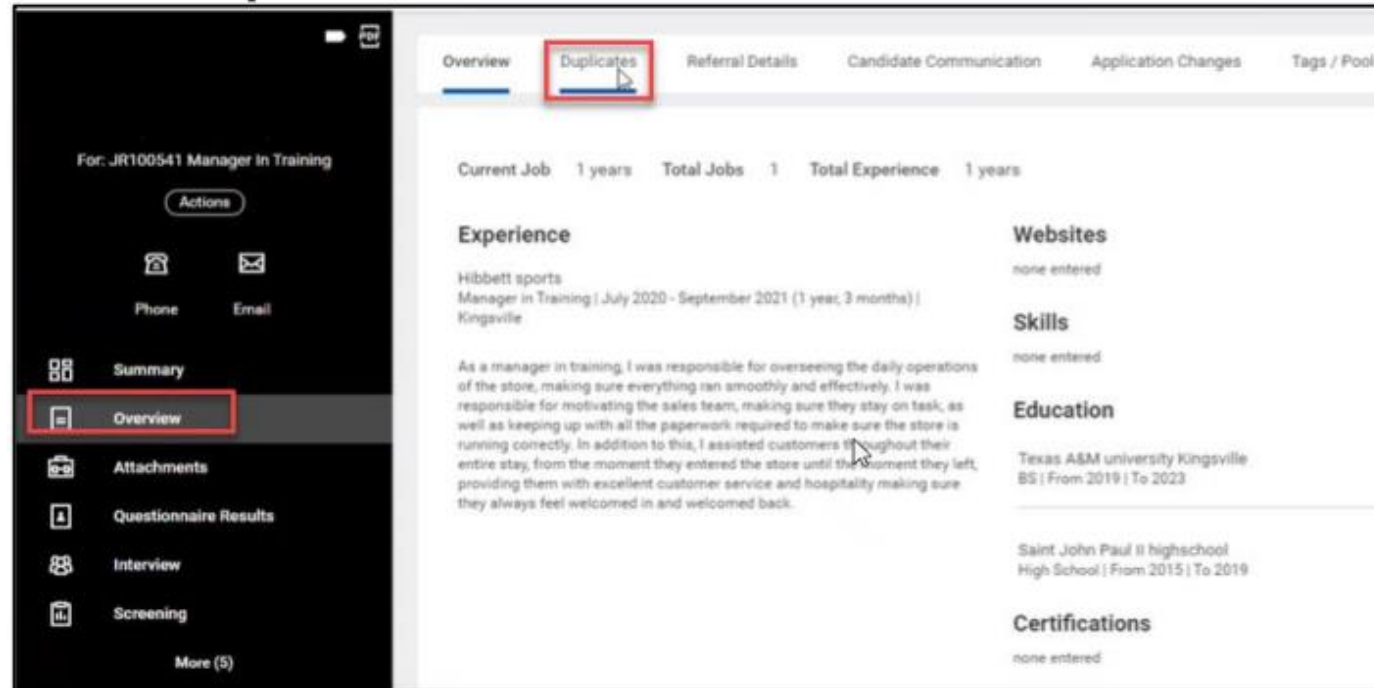
Entering a Job Offer (cont.)

- Enter the anticipated hire date.
- The Location, Job Details, and Work Hours will prepopulate.
- Click **Next**.
- Verify the **HOURLY** payrate. Click the pencil () to edit the payrate if desired.
- Review the Compensation screen.
- Verbally offer the job to the candidate. If accepted, click **Submit**.

Hiring – New Hire's First Shift Min 4 Hours

On a new hire's first day of work, which should be a minimum of four hours, they should:

- Accept the job offer, which is sent to their personal email account
Once all offer tasks have been completed, move candidate to background step and process as normal if not a rehire.
- Do the following to merge the profiles: Rehires Only
 - From the candidate's profile page, select **Overview** and tab over to **Duplicates**, and click the arrow next to the **Previous Worker Identified**. *Completed once at background step and prior to candidate authorization.*



Hiring – New Hire's First Shift (cont.)

Do the following to merge the profiles (cont.):

- A pop-up box will appear with the terminated profile. Select the terminated profile to merge with the new profile and select **OK**.

Potential Duplicates 23 items

Type	Name	Eligible for Rehire	Match Reasons	Merge	Remove
Employee	r (Terminated)	Yes	Previous Location: Newnan, Ga	Merge	Remove

	Name	Type	Email Addresses	Job Applications	Last Application Date	Phone Numbers	Addresses
<input type="checkbox"/>	Kelise Alexander	Pre-Hire		Kelise Alexander - JB102904 Sales Associate (C383080)	11/30/2021		32 Eastlake Landing
<input checked="" type="checkbox"/>	r (Terminated)	Employee	Kelise.Alexander@hibbett.com				

The grid below displays a summary of the merge and the data that will move to the merged record.

Turn on the new tables view: ☐

OK Cancel

Hiring – New Hire's First Shift (cont.)

On a new hire's first day of work, they should (cont.):

- Complete the background authorization form, which was also sent to their personal email account
 - The background email was sent by Edge Information Management, the company that processes our background checks.
 - If the new hire cannot locate the Edge email in their inbox, have them check their spam/junk folder.
 - Once the new hire completes the background authorization form, Workday will automatically move the candidate to ready for hire. (Task will be in hiring manager inbox)
 - Below example of email from Edge.



Client Services Reports <csreports@edgeinformation.com>

To GrpRES_EML_DL_DevTeam



Reply

Reply All

Forward



Wed 9/21/2022 5:05 PM

Najha,

In order to be considered for the position you've applied for with Hibbett Sporting Goods, Inc., Hibbett Wholesale Inc., Hibbett Holdings, LLC, and City Gear, LLC ("Hibbett") you must now visit the Applicant Portal. You will be able to review and complete the Fair Credit and Reporting Act (FCRA) Disclosure and Authorization forms as well as complete any other required information to allow our background screening provider, Edge Information Management, Inc., to continue the process of running the necessary background checks.

Below you will find a link to the Applicant Portal along with a username and password that you will need in order to access this site. In order to avoid any delays in the decision making process that Hibbett Sporting Goods will go through to consider you for the position you have applied for, you must visit this site as soon as possible. **Your background check cannot be processed until you have done this important step!**

In addition, if you have not completed the FCRA Disclosure and Authorization forms within 7 business days, your ability to login to this site will be disabled and your application for this position will be considered rescinded by Hibbett Please also be aware that automated reminder emails will be sent once a day until you either complete this step or the maximum number of business days allowed have passed.

Should you have any questions, please do not hesitate to contact your recruiter, Tamika Tamika at Tamika.Green@hibbett.com.

Applicant Portal: <https://dev.info2edge.com/hibbett/>

Username: najhawalker1@gmail.com

Password: gyn7F1Ei

Expiration Date: 09/30/2022

Thank You!

Hibbett Sporting Goods

Hiring – Onboarding Status Summary Report

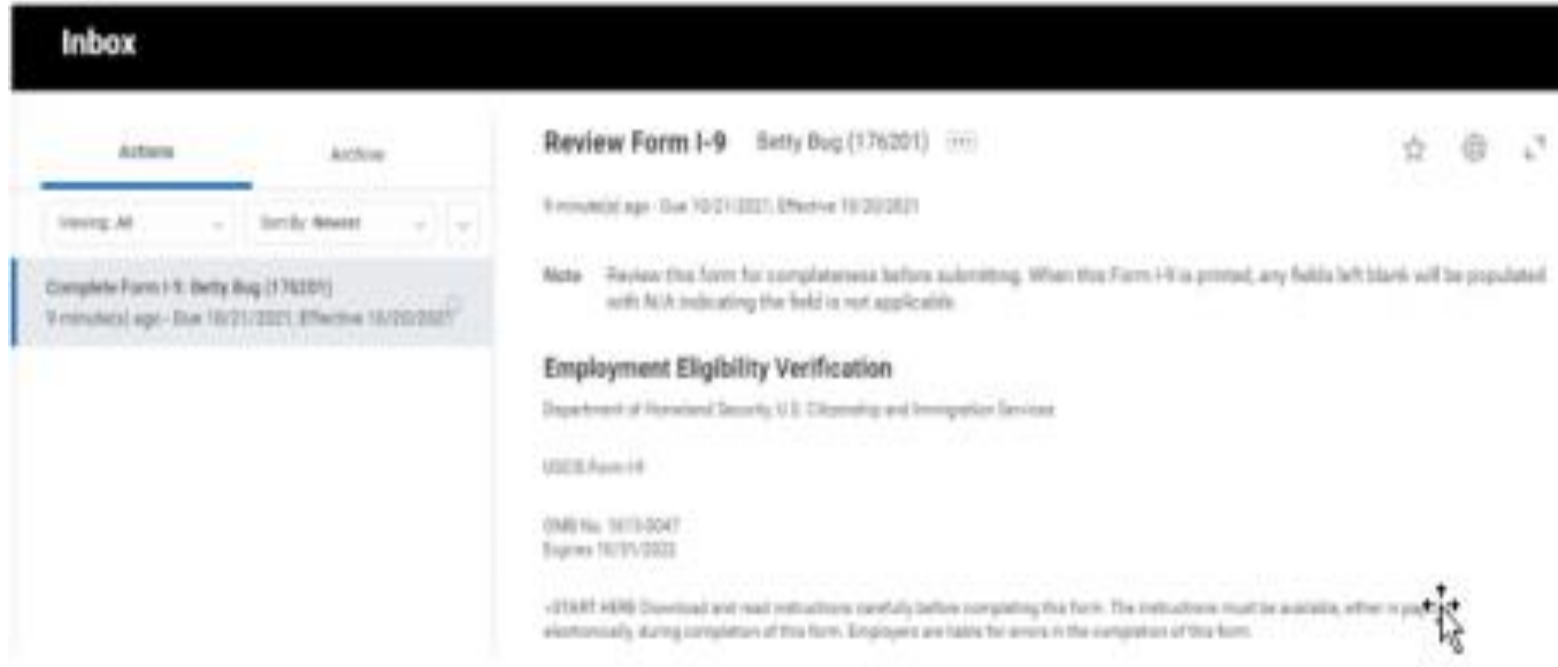
- Complete all onboarding tasks
 - Onboarding tasks are in Workday.
 - A new hire cannot login to Workday until their login credentials have been generated.(May take up to 4 hours)

You can track your new hire's onboarding tasks completion process by reviewing the Onboarding Status Summary report.

- Type **Onboarding Status Summary** into the Workday search bar and press enter.
- Select **Onboarding Status Summary** report.
- A pop-up box will appear. Enter your name into the Supervisory Organization field and click **OK**.
- A new hire's Onboarding Progress will read 100% once all onboarding tasks are complete.
- A new hire should complete all onboarding tasks during their first shift.
- The federal government requires employers to complete a new hire's Form I-9 within their first three business days (not shifts) of employment.
- Hibbett | City Gear requires the Form I-9 be completed on a new hire's **first** day of employment. (Complete I-9 Task is for new hire and Review I-9 Task is for hiring manager)

Hiring – Form I-9 Completion (cont.)

- Once the new hire completes section 1 of their Form I-9, the **Review Form I-9** task will show in your Inbox.



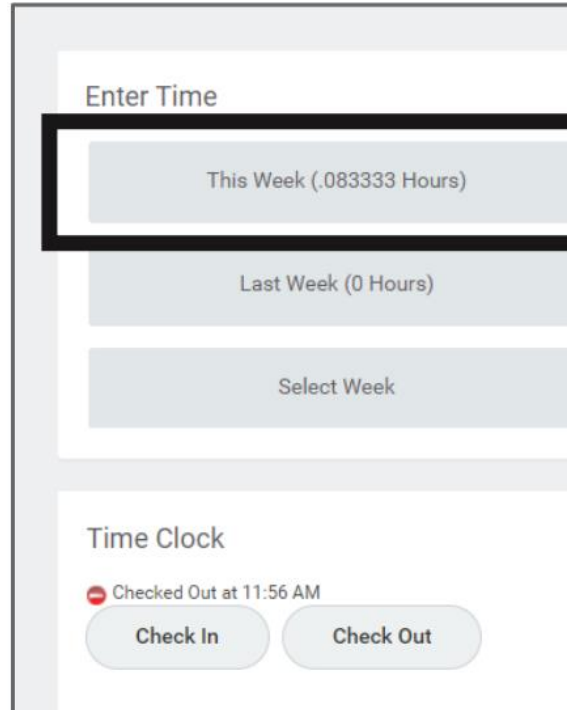
- Verify the information provided is accurate.
 - Refer to the **List of Acceptable Documents** for a complete listing of documents that can be used to completed section 2 of the Form I-9.

Time and Attendance

- All associates must clock in when they begin their shift and clock out when their shift ends.
- All associates must clock in and out for meal breaks.
- Edits to associate time records, including your own as managers, should be rare.
- After an associate completes their shift and clocks out, they must submit their time so it can be approved by their manager.
- Managers should review and approve their associate's time records every day.
- If an associate's time worked is not both submitted and approved, their hours worked will not be processed by Payroll, which will result in the associate not being paid for those hours during that payroll cycle.

Time and Attendance – Submitting Time

- Time should be reviewed and submitted daily.
- From the **Time Application**, select **This Week**.



The screenshot displays a web interface for time tracking. The top section is titled "Enter Time" and contains three buttons: "This Week (.083333 Hours)", "Last Week (0 Hours)", and "Select Week". The "This Week" button is highlighted with a thick black border. Below this section is a "Time Clock" section. It shows a status "Checked Out at 11:56 AM" with a red minus icon. At the bottom of the "Time Clock" section are two buttons: "Check In" and "Check Out".

Time and Attendance – Submitting Time (cont.)

- Select the **Day** to submit and then select **Review**.

Enter Time Daisy Duck (167890)

Today < > Sep 12 - 18, 2021 Week Actions

	Sun 9/12 Hours: 0	Mon 9/13 Hours: 0.083333	Tue 9/14 Hours: 0	Wed 9/15 Hours: 0	Thu 9/16 Hours: 0	Fri 9/17 Hours: 0	Sat 9/18 Hours: 0
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							

Summary
Sep 12 - 18, 2021

Regular Hours	0.083333
Overtime	0
Paid Time Off	0
Holiday Hours	0
Total Hours	0.083333

Review

Time and Attendance – Submitting Time (cont.)

- Review the times for accuracy and select **Submit**.

Submit Time


By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

September 12 – 18, 2021 : 0.083333 Hours Total

Total for September 12 – 18, 2021

Regular Hours	0.083333
Overtime	0
Paid Time Off	0
Holiday Hours	0
Total Hours	0.083333



Submit

Cancel

Time and Attendance – Approving Time

- Managers should review and approve their associates' time daily.
- After an associate submits their time, you will receive a task to review and approve their time.
 - The task can be found in your Workday inbox.
 - Review the associate's time and select **Approve**.

Time Entry Approval

Time Entry: Pamela Cargill (34831) - 7.916667 hours from 09/11/2022 to 09/17/2022

17 hour(s) ago - Due 09/17/2022; Effective 09/17/2022

Regular Hours

33.216667

Overtime

0

Paid Time Off

8

Holiday Hours

0

Total Hours

41.216667

Worker

Pamela Cargill (34831)

Daily Totals

1 item

Date	Type	Hours
Thu, 9/15	Worked Time	7.916667

Entries to Approve

2 items

Date	Type	Time Block Reported Quantity	Units	In	Out	Out Reason	Comment	Details
Thu, 9/15	Worked Time	4.166667	Hours	06:37 AM	10:47 AM	Meal		

Approve

Send Back

Close

Workday Guides

- The information provided today was not intended to be all inclusive.
- Refer to the Workday Hiring Guide located on the portal for additional details about the hiring process.
- Refer to the various other Workday guides on the portal if you have questions about other Workday processes.
- Contact your HR Generalist if you have additional questions or need further assistance.

Summary



Hiring:

- Offer-Three Tasks
 - Candidate cannot be moved to background until the 3 tasks are completed.
 - 1. Offer Letter Acceptance 2.Social Security Number 3.Date of Birth
- Background
- Onboarding-I-9 and pay election type completion. Onboarding Status Summary Report

Time and Attendance:

- Daily review and approval.



Questions