Workday Job Aid: Hiring Managers

Contents

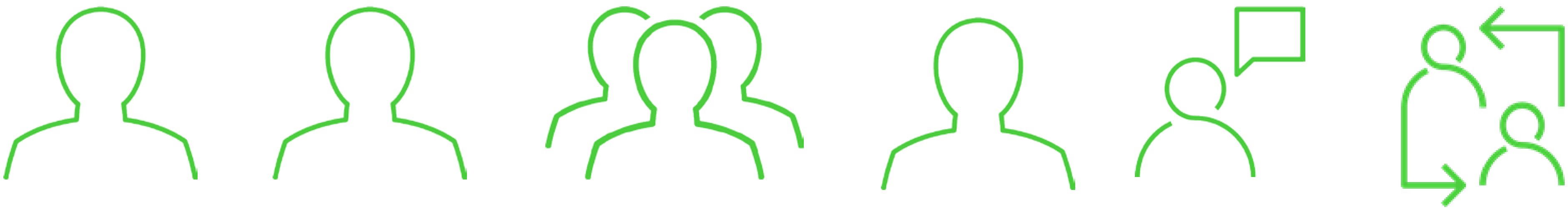
When to Create a Job Requisition (JR)

Create a Workday Job Requisition in Workday to accomplish one of the following:

- Replace an employee leaving the organization
- Add a new headcount to the organization
- Fill a contingent worker or fixed-term employee position outside North America
- Convert a contingent worker or fixed-term employee to a regular employee position – all locations

In other cases, managers should use the Workday Job Change business process to execute events including reorganizations, promotions in place, and relocations for both domestic and international moves.

FIS Manager Hiring Process for Employees



1. manager determines **job profile** for the vacant role
2. manager **creates job requisition** in Workday
3. requisition routes for approvals manager, business leader, business partner, compensation, finance
   *varies by business line
4. manager monitors requisition status using **Workday dashboard**
5. approved requisition is assigned to recruiter
6. recruiter supports hiring manager through hiring

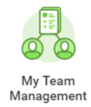
To recruit contractors in the U.S. click here, all other locations, contact Contractor Management Office

Staffing Event & Process Matrix

Event	Process
Fill an employee position for one of the following reasons: • Replace an employee leaving the organization • Add a new headcount to the organization	Create a Workday Job Requisition
Fill a contingent or fixed term position outside North America	Contact CMO@fisglobal.com
Convert a contingent or fixed term worker to a regular employee	Create a Workday Job Requisition
Extend the duration of a contingent or fixed term worker	*Global* - Should a contract be required to exceed six months, the hiring manager should create a Workday Job Requisition with justification of why the duration should exceed six months. *North America Only - contact* CMO@fisglobal.com
Transfer a regular employee and her/his role from one manager to another (same country) due to a reorganization	Workday Job Change - if employee is moving to a new manager but retaining current role and team or if a reorganization
Domestic move: If employee will be performing current role but from a different domestic location	Workday Job Change – if relocating to another domestic location
International move: if employee will be performing current or new role but from a different country	Open a ticket with FIS Support to Start International Assignment

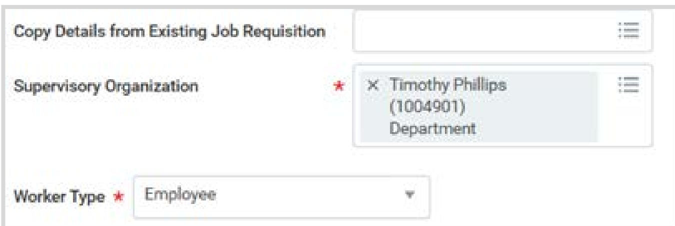
Create Job Requisition

1. Log into Workday and click the **My Team Management** worklet.



2. Under My Team Hiring click **Create Job Requisition**.

3. The Create Job Requisition page opens. Complete the required fields described here. **Tip** – * indicates required fields



Field	Description
Supervisory Organization	The Supervisory Organization defaults to you – the hiring manager. You may also create a requisition on behalf of a subordinate hiring manager.
Worker Type	Only select **Employee**. Selecting Contingent Worker will result in an error. Request Contingent Worker requisitions through CMO@fisglobal.com. **Exception** – Only **EMEA & APAC** will create Contingent Worker requisitions in Workday.

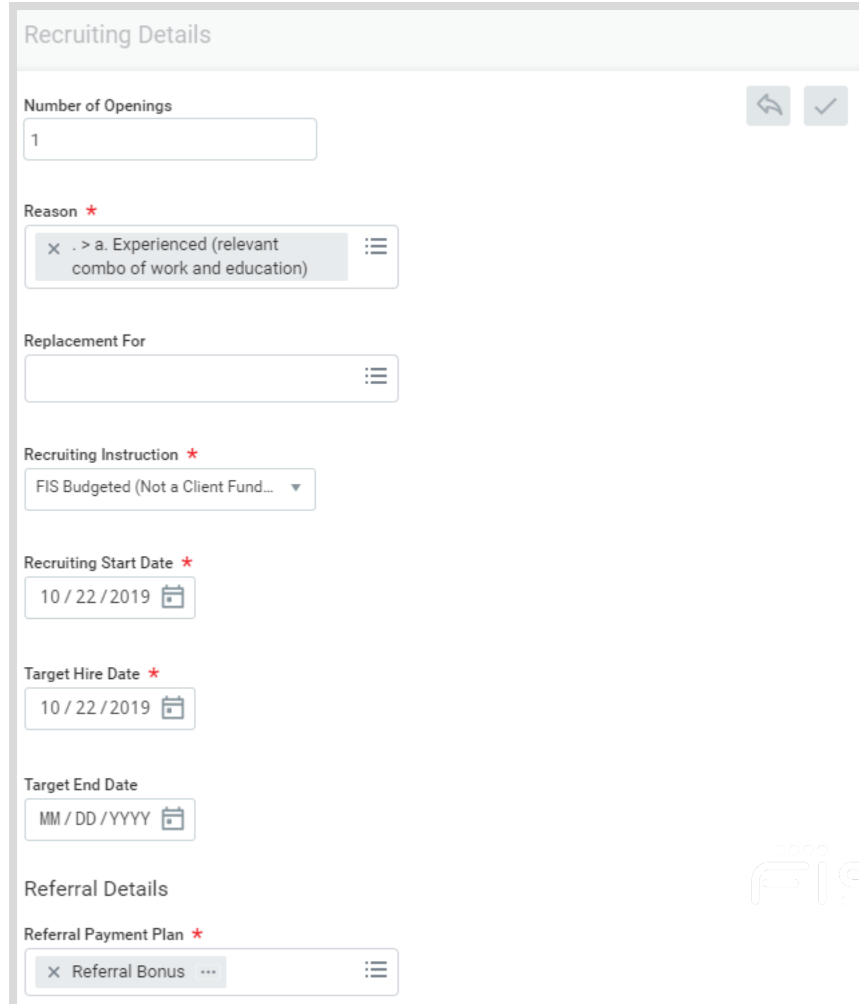
4. Click **OK**. 

Recruiting Information

1. Click the edit icon to display the fields

Field	Description
Number of Openings	Defaults to 1. Change if more than one position is needed.
Reason	Click to select the type of hire. Only Recruiting can raise an ADP requisition.
Replacement For	If there is an employee you are replacing, search and find her/his name. Only terminated workers will be available to choose from.
Recruiting Instruction	Select if the new requisition is: • **Client Funded / Billable role** • **FIS Budgeted (Not a Client Funded or Billable role)** • **FIS Unbudgeted (Not a Client Funded or Billable role)**
Recruiting Start Date	Requisition start date defaults from current date.
Target Hire Date	This is the earliest a new hire can be processed.
Target End Date	Leave blank if not required. Target End Date will only be required for temporary or contingent workers. A hire cannot be processed after this date.

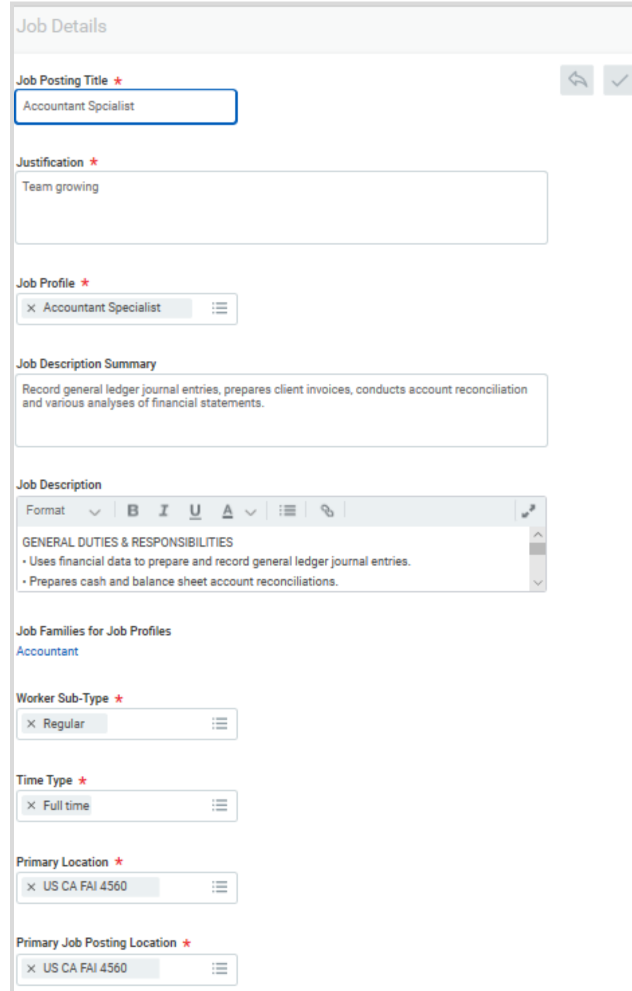
2. When finished, click to save > click **Next**. Next



Job

1. Click the edit icon to display the fields.

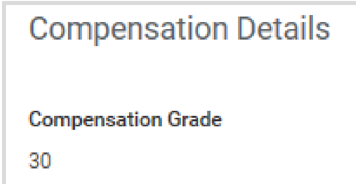
Field	Description
Job Posting Title	Enter the job title you wish to appear on the career sites.
Justification	Enter the reason you are seeking a new hire.
Job Profile	Select the applicable Job Profile; this selection will determine the compensation range for this position. **Tip –** the [FIS Job Catalog]() will assist in your selection.
Job Description Summary	Most job descriptions will auto-populate from the job profile.
Job Description	Most job descriptions will auto-populate from the job profile. Note the “FIS Job Level Description” that populates. Management is intended for people managers or those managing a function. Revise the Job Profile if the Level is not applicable.
Worker Sub-Type	Select worker type (i.e., Regular, Temporary, Intern).
Time Type	Select Full time or Part time.
Primary Location	Enter the location where the new hire will work. (Format for locations is Country, State, City, + Address Details. Example: US FL JAX 601) **Virtual Workers -** choose the location that is closest to where the worker will be. Note that virtual workers should not be tied to a client site.
Additional Locations	If the position can reside in another location(s), select here.
Scheduled Weekly Hours	Defaults from the location.
Work Shift	Work Shift will be available to select for certain job profiles only.



2. When finished, click to save > click **Next**.

Compensation Details

Compensation details auto-populate from the job profile and primary location.



Qualifications

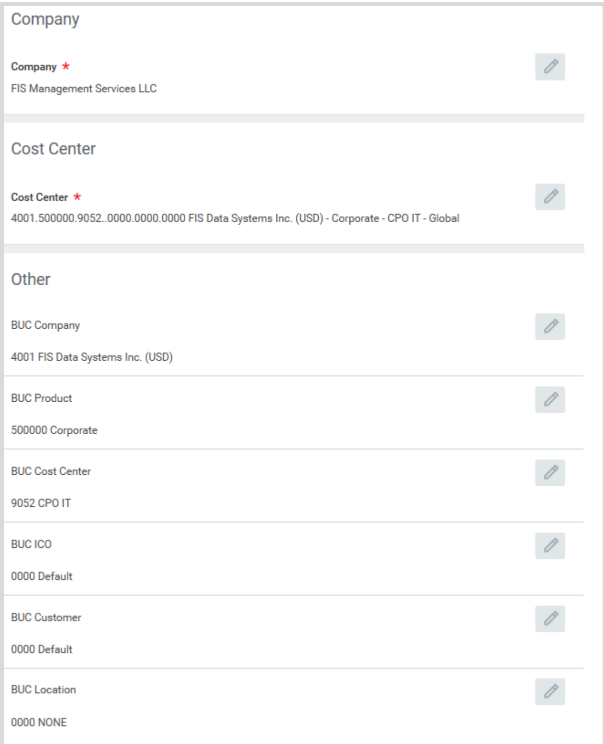
1. Qualifications will auto-populate for most job profiles. If not auto-populated, at least one qualification is required.
2. When finished, click to save > click **Next**.

Organizations

Company (legal entity) and Cost Center (BUC) auto-populates based on Hiring Manager supervisory organization. It is imperative you have the correct BUC Company for payroll to be accurate. For more information, review the Chart of Accounts job aid, and edit as required.

Note: If you edit the Business Unit Code (BUC) individual segments, the Cost Center field will reflect the original values while the transaction is in process. Once the updates are approved, the Cost Center field will reflect your updated BUC values.

Click **Next**.



Compensation

1. Section - Total Base Pay you do not edit here
2. Section - Guidelines for pay range will populate based on the grade and location.

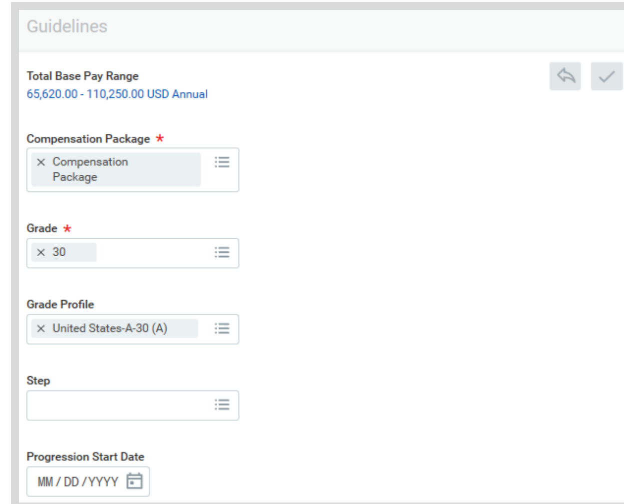
3. Section - Salary - It is required that the hiring manager complete the Salary or Hourly Plan **Assignment Details**. The plan type (Salary or Hourly) defaults from the Job Profile selected and should not be changed. Insert a target amount that falls within the total base pay range. Click to edit the required Salary or Hourly Plan Assignment Details.

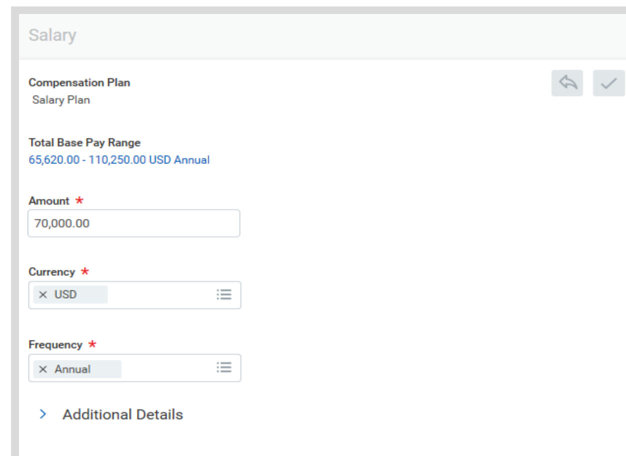
4. Section - Merit Plan auto-populates from location.

5. Section – Bonus If the role is eligible for a **Bonus Plan** (MICP, Professional Services, Sales Commission,etc), this will also need to be added on the Compensation screen. Click **Add** in the Bonus Plan section > select the **appropriate plan** > and add the **target % or amount**.

6. If you are unsure whether a role is bonus eligible, please consult the Workday Comp FAQs for Managers for more information or reach out to your local People Partner. If you need to add a Bonus Plan to a submitted requisition, use the Edit Job Requisition process.

7. When finished, click to save > click **Next**.





Summary Review

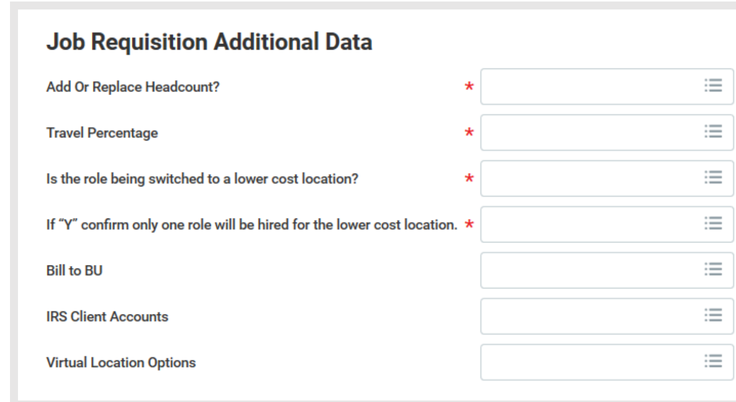
Review the job requisition, click to edit any section, and then click **Submit**.

Additional Hiring Manager Steps

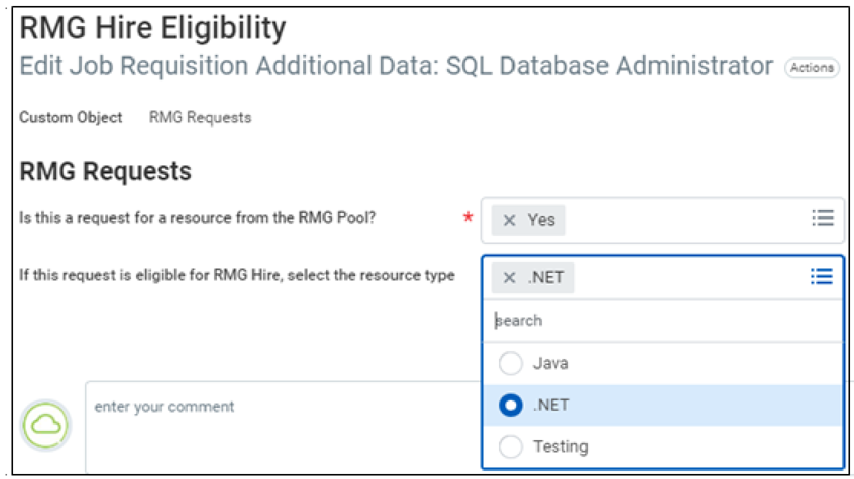
You must populate additional data to route requisition for approval.

1. An additional step is required. Go to **Edit Additional Data** on the pop-up window that presents or go to the Workday Inbox.

Field	Description
Add or Replace Headcount	Select whether you are adding to headcount or replacing headcount.
Travel Percentage	Insert travel percentage.
Is the role being switched to a lower cost location?	Select Yes or No or N/A. If "Yes" confirm only one role will be hired for the lower cost location.
Bill to BU	If the hired resource will be billed to another cost center, please select the additional BU here.
IRS Client Accounts	For US location: select if the new hire will or will not be associated with an IRS Account.
Virtual Location Options	Specify if Virtual Location option is approved or not.

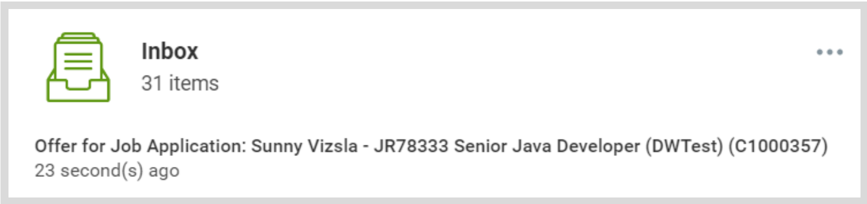


India Hiring Managers Additional Steps

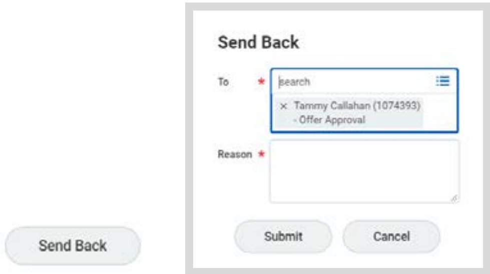


Offer Approval

1. Tasks will show up on the home page inbox

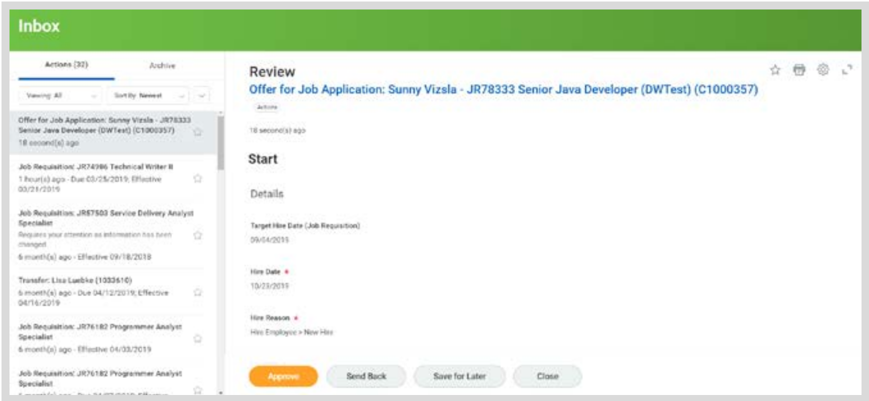


2. To make changes, click **send back**. This will send your reasons for alterations directly to the recruiter



3. View comments from the recruiter at the bottom (scroll down). This should be reviewed as part of the approval.

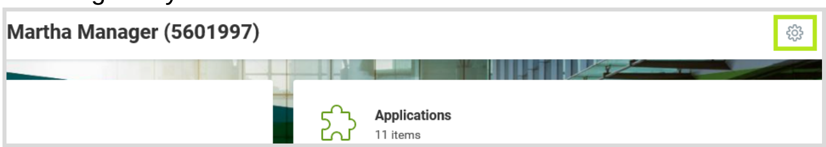
4. If you approve, click **approve** and it will go to the next approver.



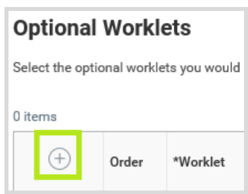
Hiring Manager Dashboard

The hiring manager dashboard provides you with one view of all things related to hiring for your team including your requistion actions and statuses. Follow these instructions to add the dashboard to your homepage.

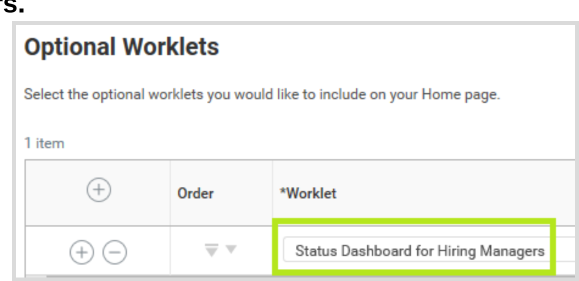
1. Your home page will allow you assign worklets. Click **the gear icon** to the right of your name.



2. Under Optional Worklets, click the **+** sign



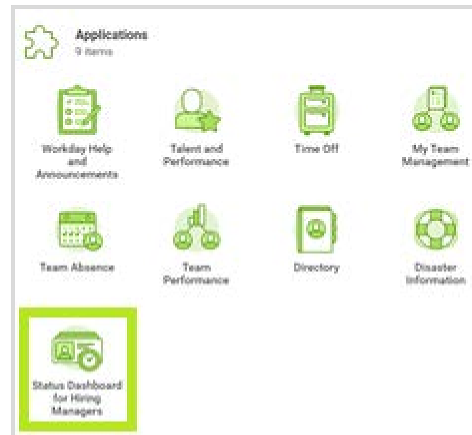
3. In the worklet column, type **Status Dashboard for Hiring Managers.**



4. Click **OK**

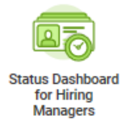
5. Click **Done**

6. You return to the homepage, and the dashboard is available. [Click here](#) to learn more about the dashboard.



Requisition Status

1. From your Workday homepage, click the **Status Dashboard for Hiring Managers** app (click here for instructions to load this)



2. In the dashboard you are able to see all requisitions of your organization (including direct reports), pending requisition status, and any recruiting related inbox items.

3. Click **Remaining Process** to view steps still required**.**
Note – if multiple approvers are listed for one step and receive Inbox approval requests, only one of these is required to take action / approve to move the requisition forward.

Edit Job Requisition

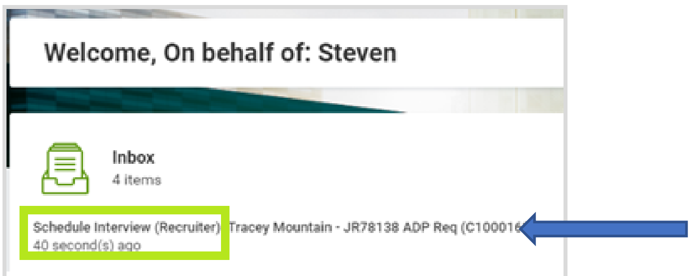
Please contact your recruiter for any edit requests.

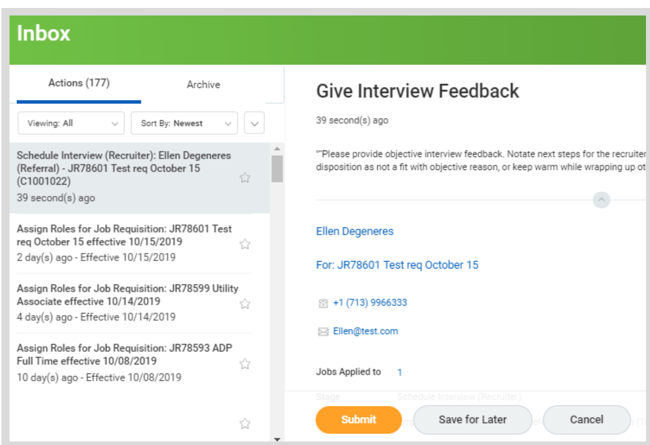
Interview Feedback

Hiring Managers / Interviewers are to provide interview feedback within Workday.

1. From a hiring manager's Workday Home Page Dashboard, find the **Inbox task** associated with the Job Requisition and candidate's interview. This can also be accessed from clicking the Inbox envelope icon.

2. Click on the inbox task – a new screen will auto-populate:





3. The "Give Interview Feedback" task should be populated after the interview including:

- select a **rating** that summarizes your overall impression of the candidate after the interview is complete
- fill in specific evidence supporting your rating in the "**Overall Comment**" field
- Click **Submit** (or Save for Later if you wish to complete this task at a later time) > click **Done**