

# WORKDAY: HIRE PROCESS

account

their newly created

Employee must c

employees must begin work on  
a Monday



## BACKGROUND APPROVED

## START DATE CONFIRMED

Initiate the HIRE process in Workday as soon as the hire date is confirmed

Continue to monitor the process to ensure the HIRE is completed by the Wednesday deadline

HIRES not completed by the Wednesday deadline may delay the start date (hire date) for the employee

## HIRE FINALIZED IN WORKDAY

Recruitment Services receives a notification from Workday that the HIRE has been completed and sends a welcome email to the new employee (this is not the onboarding email)

## ONBOARDI

## FIRST DAY OF WORK

Employee submits original unexpired I-9 documents to Human Resources and arrives for Orientation (if applicable)