

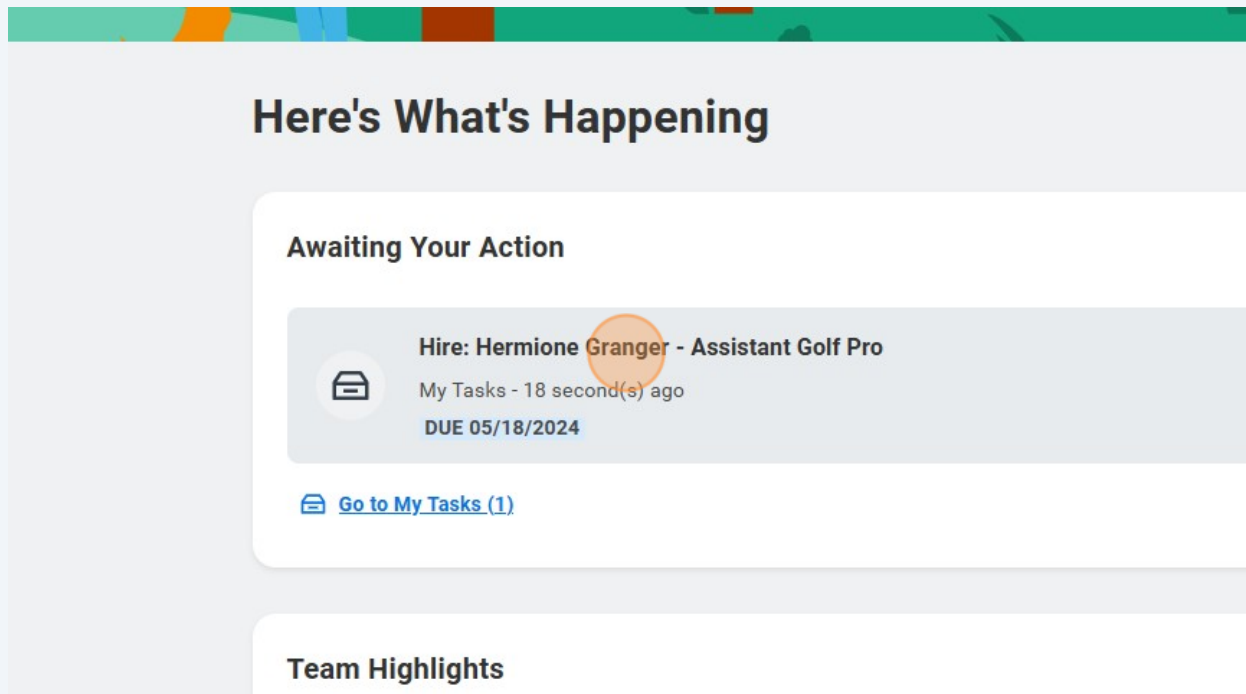
# Onboarding Process - Manager Responsibility

1

Sign-In to Workday

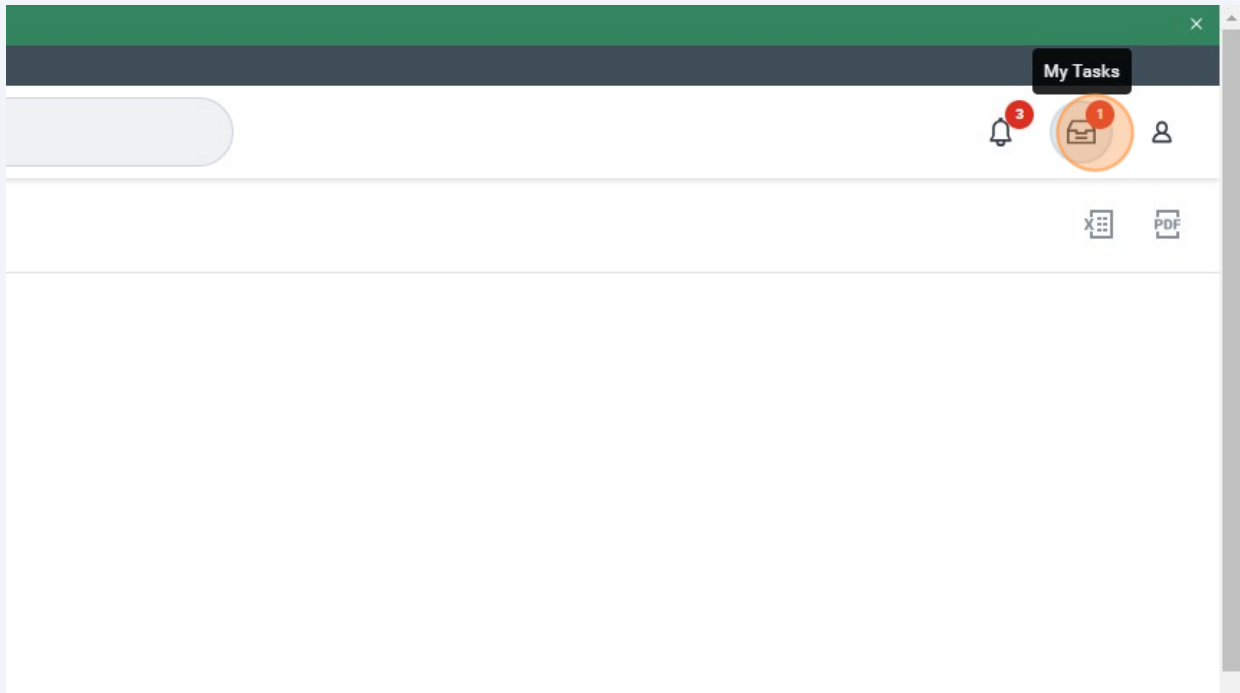
2

The Hire event will appear in your inbox and under the "Awaiting your Action" section on the homepage.



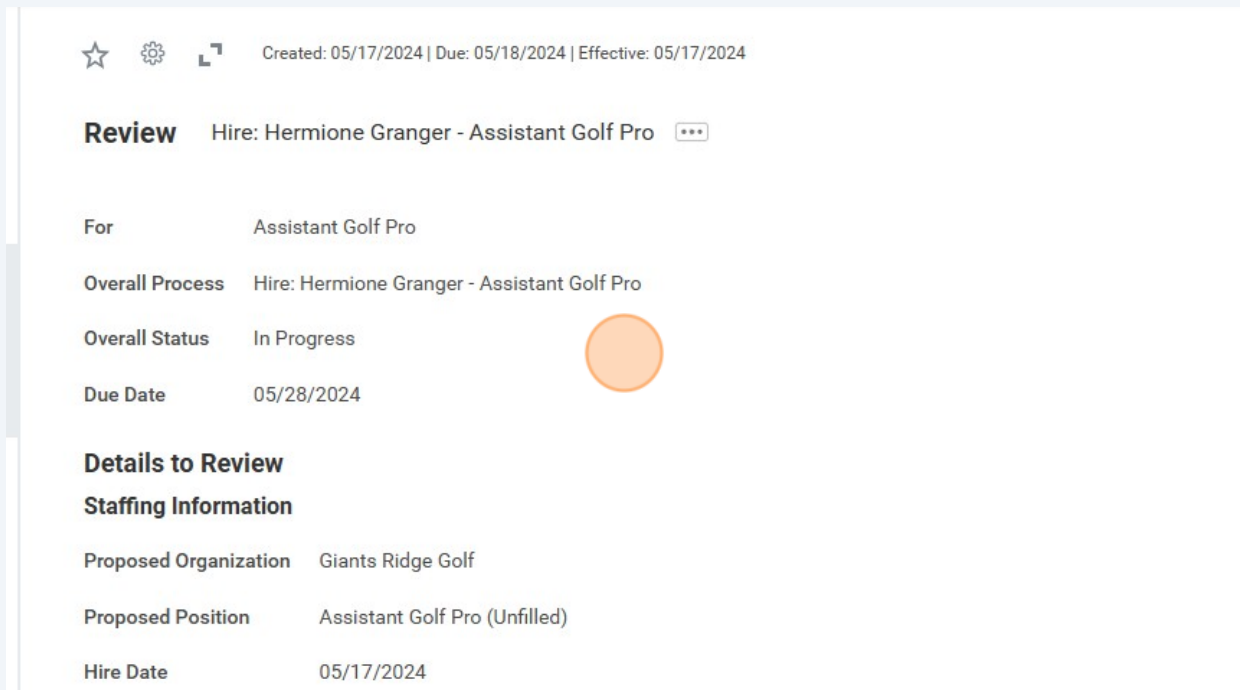
3

If you do not see the task listed under "Awaiting Your Action" you can click the inbox icon in the top right. Once in your inbox, click on the Hire task for the appropriate team member.



4

Review the details within the task.



## 5 Review and verify the compensation.

nges 2 items

Current		Proposed			
	Total	Amount Change	Total	Currency	Frequency
	0.00	15.00	15.00	USD USD	Hourly
	0.00	15.00	15.00	USD USD	Hourly


  

Plan Type	Current Details	Proposed Changes
Compensation Package		General Compensation Package
Grade		1


## 6 Click "Approve". This will trigger onboarding for the new hire.

	05/17/2024	Hourly Plan
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enter your comment




**Process History**


 **Stephanie Tschohl (025258)**  
Hire- Submitted

Due 05/28/20

 Manage Union Membership- Not Required

 **Stephanie Tschohl (025258)**  
Change Organization Assignments for Worker- Submitted

Due 05/18/20

 Review Organization Assignments- Not Required

