




How To Approve Employee Hire In Workday

Stephanie Tschohl | 19 steps | 3 minutes





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Let's Get Started

It's Thursday, June 5, 2025


Awaiting Your Action



Hire [REDACTED] - Café/Recreation Attendant - Bear Mountain
My Tasks - 2 minute(s) ago
DUE 06/06/2025



Time Entry: [REDACTED] - 28.75 Hours from 05/24/2025 to 05/30/2025
My Tasks - 5 day(s) ago
DUE 06/01/2025



Required Learning: TIPS New York ATAP
DUE 01/16/2025

[Go to My Tasks \(19\)](#)

Announcements

Have you heard about [REDACTED]
[Click here to view \[REDACTED\]](#)

We offer Earned Wage Access!
[Click here to view \[REDACTED\]](#)

Important Dates

JUN 8 **Time Off** [REDACTED] Until Jun 14, 2025

JUN 8 **Anniversary** [REDACTED] 3 years

JUN 8 **Birthday** [REDACTED]

Team Highlights

[REDACTED]

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Open the hire task from your homepage or Workday inbox

Sandbox - guestservices

MENU GUEST SERVICES Search

Let's Get Started

It's Thursday, June 5, 2025

Awaiting Your Action

- Hire: [REDACTED] - Café/Recreation Attendant - Bear Mountain**
My Tasks - 2 minute(s) ago
DUE 06/06/2025
- Time Entry: [REDACTED] - 28.75 Hours from 05/24/2025 to 05/30/2025**
My Tasks - 5 day(s) ago
DUE 06/01/2025
- Required Learning: TIPS New York ATAP**
DUE 01/16/2025

[Go to My Tasks \(19\)](#)

Announcements

1 of 4

Have you heard about... We offer Earned Wage Access!

Click here to enroll

- Early access to your pay
- Track your earned wages
- Free Savings Account

Important Dates

JUN 8 Time Off

Jun 14, 2025

3

Confirm hire date

All Items 19 items

Search: All Items

[Advanced Search](#)

Hire: [REDACTED] - Café/Recreation Attendant - Bear Mountain 06/05/2025

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: [REDACTED] - 28.75 Hours from 05/24/2025 to 05/30/2025 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen: [REDACTED] - JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104) 05/30/2025

Due: 06/01/2025

Complete Form 1: [REDACTED] (101701) 05/30/2025

Due: 05/31/2025

Created: 06/05/2025 | Due: 06/06/2025 | Effective: 05/28/2025

Review

Hire: [REDACTED] - Café/Recreation Attendant - Bear Mountain

For: Café/Recreation Attendant - Bear Mountain

Overall Process: Hire [REDACTED] Café/Recreation Attendant - Bear Mountain

Overall Status: In Progress

Due Date: 06/13/2025

Details to Review

Staffing Information

Proposed Organization: Bear Mountain Inn Recreation

Proposed Position: Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date: 05/28/2025

Hire Reason: Hire Employee as New Hire

Employee Type: Regular

Job Profile: Attendant, Cafe

Location: Bear Mountain Inn

FTE: 72.50%

4 Confirm Employee Type (Regular/Seasonal)

All Items19 items

Search: All Items

Advanced Search

Hire: [REDACTED]06/05/2025

Café/Recreation Attendant - Bear Mountain

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: [REDACTED]05/30/2025

(101702) - 26.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen: [REDACTED]05/30/2025

JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/01/2025

Complete Form I-9: [REDACTED]05/30/2025

(101701)

Due: 05/31/2025

Created: 06/05/2025 | Due: 06/06/2025 | Effective: 05/28/2025

Review

Hire: [REDACTED] Café/Recreation Attendant - Bear Mountain

For

Café/Recreation Attendant - Bear Mountain

Overall Process

Hire: [REDACTED] Café/Recreation Attendant - Bear Mountain

Overall Status

In Progress

Due Date

05/13/2025

Details to Review

Staffing Information

Proposed Organization

Bear Mountain Inn Recreation

Proposed Position

Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date

05/28/2025

Hire Reason

Hire Employee > New Hire

Employee Type

Regular

Job Profile

Attendant, Cafe

Location

Bear Mountain Inn

FTE

72.50%

5 Confirm position

All Items19 items

Search: All Items

Advanced Search

Hire: [REDACTED]06/05/2025

Café/Recreation Attendant - Bear Mountain

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: [REDACTED]05/30/2025

(101702) - 26.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen: [REDACTED]05/30/2025

JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/01/2025

Complete Form I-9: [REDACTED]05/30/2025

(101701)

Due: 05/31/2025

Created: 06/05/2025 | Due: 06/06/2025 | Effective: 05/28/2025

Review

Hire: [REDACTED] Café/Recreation Attendant - Bear Mountain

For

Café/Recreation Attendant - Bear Mountain

Overall Process

Hire: [REDACTED] Café/Recreation Attendant - Bear Mountain

Overall Status

In Progress

Due Date

05/13/2025

Details to Review

Staffing Information

Proposed Organization

Bear Mountain Inn Recreation

Proposed Position

Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date

05/28/2025

Hire Reason

Hire Employee > New Hire

Employee Type

Regular

Job Profile

Attendant, Cafe

Location

Bear Mountain Inn

FTE

72.50%

6

FTE 75% and higher is full time. Below 75% is part time. Confirm time type.

All Items

19 items

[Advanced Search](#)

Hire: [REDACTED]

Café/Recreation Attendant - Bear Mountain

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: [REDACTED]

(101702) - 28.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen: [REDACTED]

JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/01/2025

Complete Form I-9: [REDACTED]

(101701)

Due: 06/31/2025

Overall Status

In Progress

Due Date

05/13/2025

Details to Review

Staffing Information

Proposed Organization

Bear Mountain Inn Recreation

Proposed Position

Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date

05/28/2025

Hire Reason

Hire Employee > New Hire

Employee Type

Regular

Job Profile

Attendant, Cafe

Location

Bear Mountain Inn

FTE

72.50%

More Details

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

More Details

7

For a more detailed view, Click "More Details"

All Items

19 items

[Advanced Search](#)

Hire: Evangelina White -

Café/Recreation Attendant - Bear Mountain

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: [REDACTED]

(101702) - 28.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen: [REDACTED]

JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/01/2025

Complete Form I-9: JT Gerard

(101701)

Due: 05/31/2025

Effective: 05/31/2025

Complete Form I-9: Blaise Adams

(101638)

Due: 05/23/2025

Details to Review

Staffing Information

Proposed Organization

Bear Mountain Inn Recreation

Proposed Position

Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date

05/28/2025

Hire Reason

Hire Employee > New Hire

Employee Type

Regular

Job Profile

Attendant, Cafe

Location

Bear Mountain Inn

FTE

72.50%

More Details

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

More Details

Pre-Hire

[REDACTED]

Position

Café/Recreation Attendant - Bear Mountain

Effective Date

05/28/2025

Approve

Send Back


Cancel

8

Confirm Hire Date

Sandbox - guestservices

MENU



Q Search

Staffing Event Details

Initiated From

Job Application: Evangelina White (Referral) - JR01944 Café/Recreation Attendant - Bear Mountain (C64839) on 05/17/2025

Hire Date

05/28/2025

First Day of Work

(empty)

Reason

Hire Employee > New Hire

Position

Supervisory Organization

Evangelina White

Worker Information

Pre-Hire

Recruitment Information

Source

Someone at Guest Services referred me

9

Confirm position. Please note: we can not edit supervisory organization at this stage.

First Day of Work

(empty)

Reason

Hire Employee > New Hire

Position

Supervisory Organization

Bear Mountain Inn Recreation

Position

Café/Recreation Attendant - Bear Mountain

Job Requisition

JR01944 Café/Recreation Attendant - Bear Mountain (Open)

Employee Type

Regular

Location

Bear Mountain Inn

Job Details

Job Profile

Worker Information

Pre-Hire

Recruitment Information

Source

Someone at Guest Services referred me (please enter employee's name or email address (firstname.lastname@guestservices.com))

Referred by

Michelle White (100592)

Supervisory Organization Recruiter

C.J. Brenner (020928)

Rebecca Cox (033886)

Talor Yearwood-Hunt (031572)

Job Requisition

JR01944 Café/Recreation Attendant - Bear Mountain (Open)

10

Confirm employee type

Reason Hire Employee > New Hire	Pre-Hire [Redacted]
Position Supervisory Organization Bear Mountain Inn Recreation Position Café/Recreation Attendant - Bear Mountain Job Requisition JR01944 Café/Recreation Attendant - Bear Mountain (Open) Employee Type Regular Location Bear Mountain Inn	Recruitment Information Source Someone at Guest Services referred me (please enter employee's name or email address (firstname.lastname@guestservices.com)) Referred by Michele White (100592) Supervisory Organization Recruiter C.J. Brenner (020926) Rebecca Cox (033886) Talar Yearwood-Hunt (031572) Job Requisition JR01944 Café/Recreation Attendant - Bear Mountain (Open)
Job Details Job Profile Attendant, Cafe Job Title Attendant, Cafe Business Title Attendant, Cafe	

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Confirm time type

Company Insider Types (empty)	
Workers' Compensation Code from Job Profile (empty)	
Workers' Compensation Code Override (empty)	
Working Time Time Type Part time Default Weekly Hours 40 Scheduled Weekly Hours 29 Work Shift (empty)	Location Weekly Hours 40 FTE 72.5%
Service Dates Continuous Service Date (empty)	

12 Confirm scheduled weekly hours

Workers' Compensation Code from Job Profile
(empty)

Workers' Compensation Code Override
(empty)

Working Time

Time Type
Part time

Default Weekly Hours 40	Location Weekly Hours 40
Scheduled Weekly Hours 29	FTE 72.5%

Work Shift
(empty)

Service Dates

Continuous Service Date
(empty)

Benefits Service Date
(empty)

13 Click the back button to navigate back to your inbox. If any of the aforementioned fields need adjustment (hire date, position, employee type, time type, scheduled weekly hours), click "Send Back"

All Items 19 items

Search: All Items

[Advanced Search](#)

Hire [redacted] 06/05/2025 ☆

Café/Recreation Attendant - Bear Mountain

Due: 06/06/2025

Effective: 05/28/2025

Time Entry [redacted] 05/30/2025 ☆

26.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/01/2025

Effective: 05/30/2025

Manager Screen [redacted] 05/30/2025 ☆

JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/01/2025

Complete Form I-1 [redacted] (101701) 05/30/2025 ☆

Due: 05/31/2025

Effective: 05/31/2025

Complete Form I-1 [redacted] (101638) 05/29/2025 ☆

Review Hire: [redacted] Café/Recreation Attendant - Bear Mountain

For: Café/Recreation Attendant - Bear Mountain

Overall Process: Hire [redacted] Café/Recreation Attendant - Bear Mountain

Overall Status: In Progress

Due Date: 05/13/2025

Details to Review

Staffing Information

Proposed Organization: Bear Mountain Inn Recreation

Proposed Position: Café/Recreation Attendant - Bear Mountain (Unfilled)

Hire Date: 05/28/2025

Hire Reason: Hire Employee > New Hire

Employee Type: Regular

Job Profile: Attendant, Café

Location: Bear Mountain Inn

FTE: 72.50%

Approve **Send Back** **Cancel**

15 Click "[HR Partner] — Revise Employee Hire"

My Tasks

All Items

Search: All Items

Advanced Search

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

05/28/2025 Compensation Grade Profile B01-1

Plan Assignment Changes: 1 item

Effective Date	Plan Name	Proposed Change
05/28/2025	Hourly Plan	17.00 USD Hourly

Due: 06/06/2025

Effective: 05/28/2025

Time Entry: (101702) - 28.75 Hours from 05/24/2025 to 05/30/2025

Due: 06/09/2025

Effective: 06/09/2025

Manager Screen: JR02131 Concessions Cook - Bear Mountain & Lake Welch (C67104)

Due: 06/09/2025

Complete Form I-9: (101701)

05/20/2025

Due: 06/01/2025

Effective: 05/01/2025

Review Organization Assignments - Not Required

Stephanie Tschohl (025258) Due: 06/06/2025

Propose Compensation Hire - Automatic Complete

Maergen Gatica-Aguilar (032549) Due: 06/06/2025

Consolidated Approval by HR Manager Operations or Manager - Awaiting Action

Send Back

To *

Reason *

Submit Cancel

Stephanie Tschohl (025258) - Revise Employee Hire

Stephanie Tschohl (025258) - Change Organization Assignments

16 Click the "Reason" field.

Send Back

To * Stephanie Tschohl (926258) - Revisa Employee Hire

Reason *

Effective Date	Plan Name	Proposed Change
05/28/2025	Hourly Plan	17.60 USD Hourly

17 Type the reason for the send back. For example, "Please update start date to 6/1/2025"

18 Click "Submit" to send it back.

The screenshot shows a 'Send Back' modal dialog box. The 'To' field is populated with 'Stephanie Tschohl (025258) - Revise Employee Hire'. The 'Reason' field contains the text 'Please update start date to 5/1/2025'. At the bottom of the modal, there are two buttons: 'Submit' (highlighted with an orange circle) and 'Cancel'. The background shows a list of tasks with details like 'Hire Cafe/Recreation Attendant - Bear Mountain' and 'Time Entry (101702) - 28.75 Hours from 05/24/2025 to 05/30/2025'.

19 If no changes are needed, Click "Approve". This launched onboarding to the new team member as well as assigns their new Employee ID number.

The screenshot shows the same task management interface as before, but with the 'Approve' button highlighted by an orange circle. The 'Process History' section on the right lists several steps: 'Hire - Submitted' by Stephanie Tschohl (025258) on 06/12/2025, 'Manage Union Membership - Not Required', 'Change Organization Assignments for Worker - Submitted' by Stephanie Tschohl (025258) on 06/06/2025, 'Review Organization Assignments - Not Required', 'Propose Compensation Hire - Automatic Complete' by Stephanie Tschohl (025258) on 06/06/2025, and 'Consolidated Approval by HR Manager Operations or Manager - Awaiting Action' by Margarito Gutierrez-Aguilar (002549) on 06/06/2025. The background task list is the same as in the previous screenshot.

