

Workday: OPS Hiring Process

Document Information

Department: Office of Human Resources | HR Training Template No.:

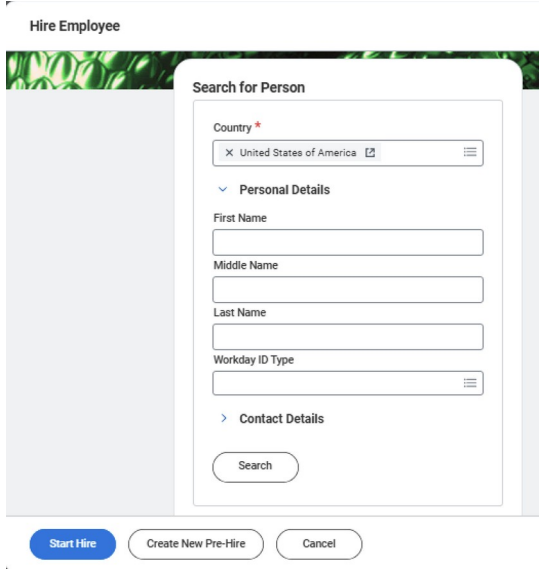
Effective Date: 8/19/2026 | Revision(s): FINAL

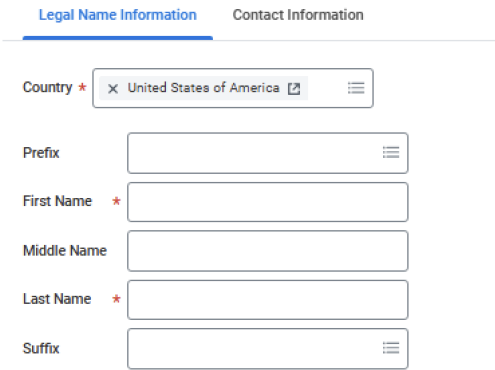
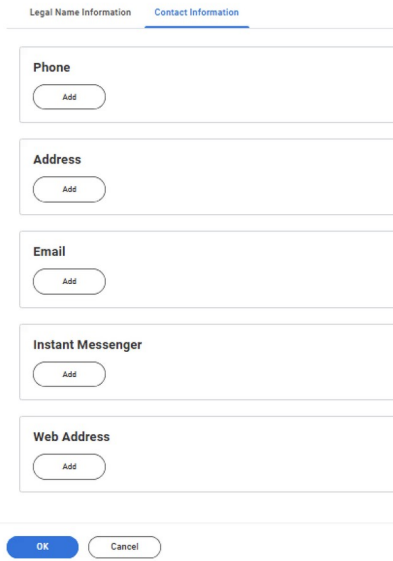
Subject: OPS Hiring Process

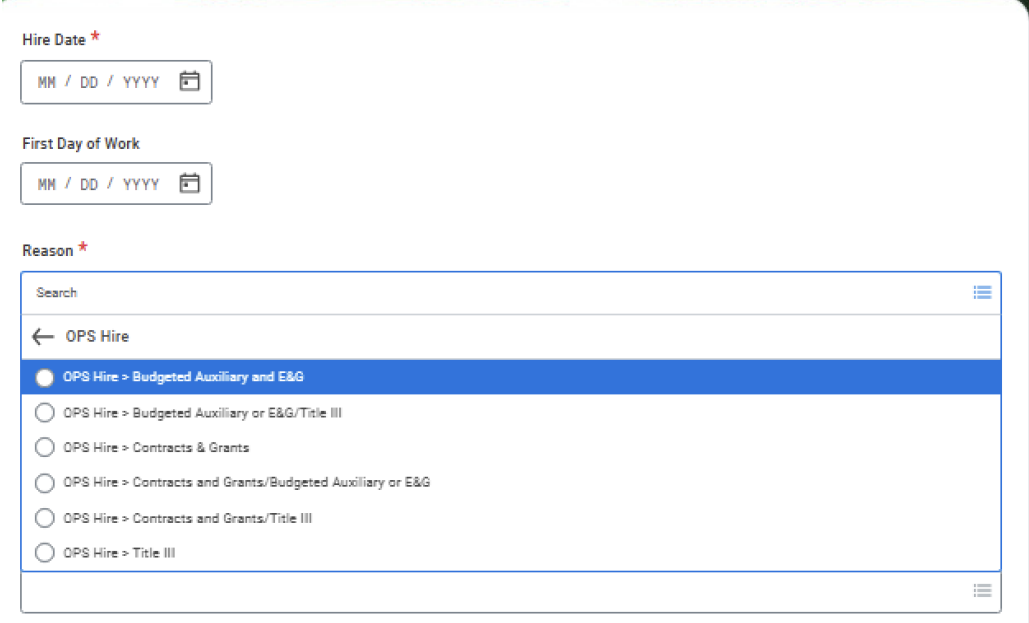
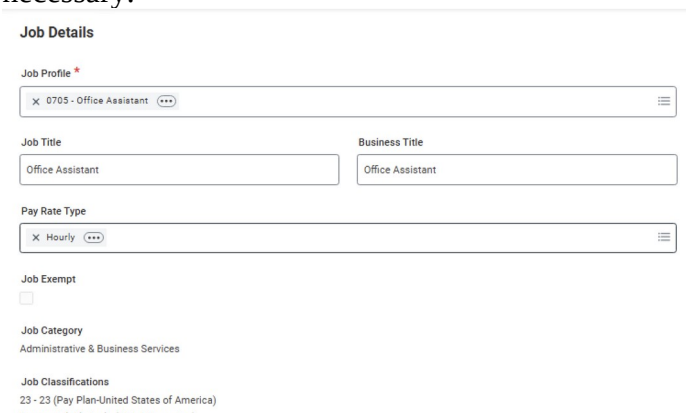
Purpose: Guides managers in the hiring setup process for OPS Hires in Workday. Note that you will not be able to hire an employee or create a job requisition until a position has been created for that candidate.

Related References:

Instructions

Step	Actions
1.	Search for the Hire Employee task.
2.	Either search for an existing pre-hire by entering their name, or scroll down to Create New Pre-Hire. 
3.	From the Create New Pre-Hire task, the <i>Hire Employee</i> screen displays. Populate the details on the Legal Name Information tab: a. First Name b. Last Name

Step	Actions
	
4.	Populate at least one of the following details on the Contact Information tab and select OK: a. Phone b. Address c. Email 
5.	The Pre-Hire details will display including their Pre-Hire ID. The Supervisory Organization will autopopulate to your organization. Select OK to move forward.
6.	Enter the Hire Date and Reason for hire. This is where you will differentiate the hiring process to designate an OPS Hire. Select OPS Hire to expand the options, then select the appropriate OPS Hire type: a. Budgeted Auxiliary and E&G b. Budgeted Auxiliary or E&G/Title III c. Contracts & Grants

Step	Actions
	d. Contracts and Grants/Budgeted Auxiliary or E&G e. Contracts and Grants/Title III f. Title III  The screenshot shows a hiring form with the following fields: Hire Date *: A date picker showing MM / DD / YYYY. First Day of Work: A date picker showing MM / DD / YYYY. Reason *: A dropdown menu with a search bar and a list of options: - OPS Hire OPS Hire > Budgeted Auxiliary and E&G (selected) - OPS Hire > Budgeted Auxiliary or E&G/Title III - OPS Hire > Contracts & Grants - OPS Hire > Contracts and Grants/Budgeted Auxiliary or E&G - OPS Hire > Contracts and Grants/Title III - OPS Hire > Title III
7.	Verify the Job Details and Working Time information. These should auto-populate based on the position you select. Only adjust these details as necessary.  The screenshot shows the Job Details section of a hiring form with the following fields: Job Profile *: A dropdown menu showing "0705 - Office Assistant". Job Title: A text field showing "Office Assistant". Business Title: A text field showing "Office Assistant". Pay Rate Type: A dropdown menu showing "Hourly". Job Exempt: A checkbox that is unchecked. Job Category: A text field showing "Administrative & Business Services". Job Classifications: A text field showing "23 - 23 (Pay Plan-United States of America) Secretarial/Clerical - (EEO-6 Reporting)".

Step	Actions
	Working Time Time Type * Part time Default Weekly Hours 40 Location Weekly Hours 40 Scheduled Weekly Hours 25 FTE 62.5% Work Shift
8.	Select Submit .
9.	Complete the Questionnaire. This is where you'll note if the new hire has other employment. Outside Employment Does the new hire have other employment? ☐ Yes ☐ No
10.	Select Submit .
11.	Once submitted, the Recruiter will receive a task to Start a Background Check .
12.	Another task labeled To Do for OPS Candidate Needs Job Application will populate. The initiator will need to reach out to the candidate directly to have them complete the job application via the appropriate link to the Careers site. Do not select Submit until you've completed this task.
13.	Once the candidate has completed the application, they are placed into the <i>Review</i> stage where the task will route to the Primary Recruiter. The Primary Recruiter does not need to put the candidate through background check or Ready for Hire. Since this individual is already being processed as a direct hire, please move the candidate to OPS Direct Hire .

Please reach out to workday@famu.edu for additional information.