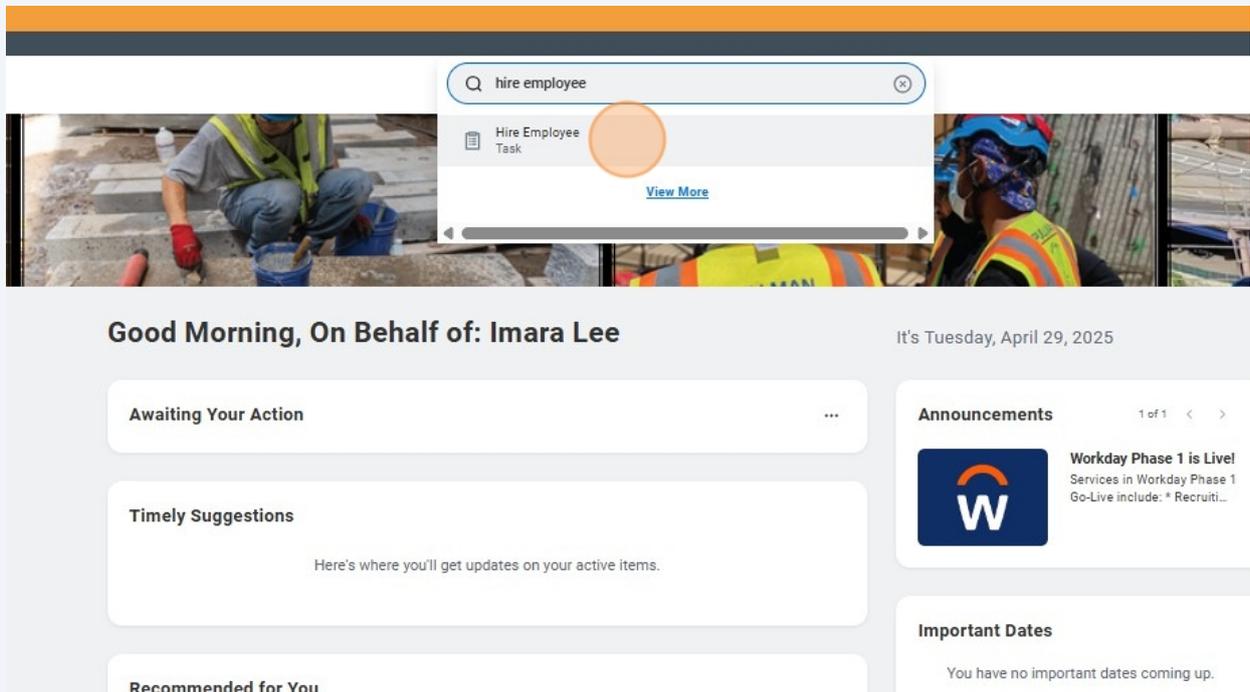


Union Re-Hire Process

- 1 Navigate to Workday and Search for the task "Hire Employee"

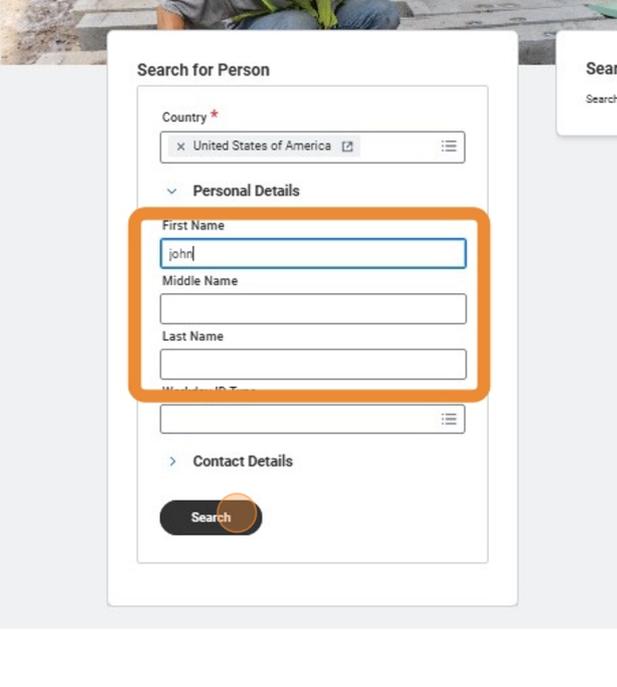


- For all Re-hires you MUST search for them in Workday first using their name.
- You cannot search for them using their original Employee ID number.

2

Search for the Re-hire via their name by typing in First and/or Last name and clicking "Search"

This should be standard practice for **ALL** employees to be hired via the "Hire Employee" Task. Please always Search for potential re-hires to avoid duplicate records being created.



The screenshot shows a web form titled "Search for Person". At the top, there is a "Country" dropdown menu with "United States of America" selected. Below this is a section titled "Personal Details" which is expanded. It contains three input fields: "First Name" (containing "john"), "Middle Name", and "Last Name". Below these is a "Contact Details" section which is collapsed. At the bottom of the form is a "Search" button. The "First Name" field is highlighted with an orange border.



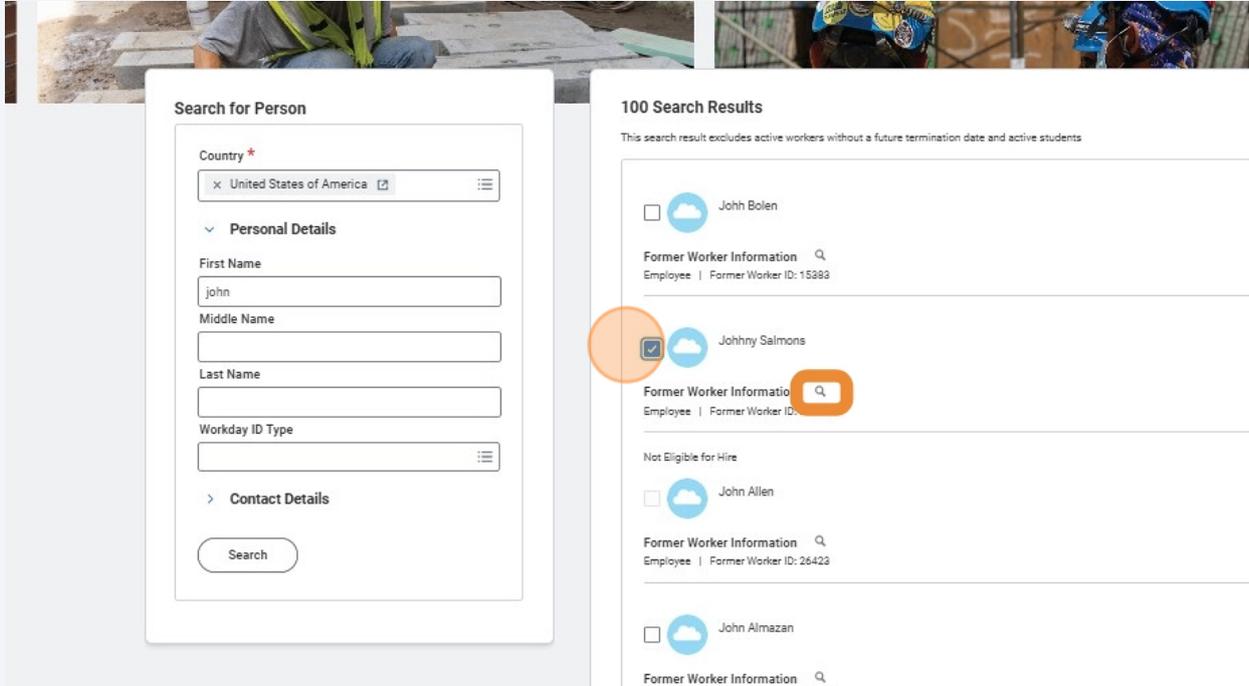
If you know someone is a re-hire for ANY of the legal entities and they do not appear in the search result, modify your search to possibly include partial names.

Example: George Torres - search for "Geo" in the first name field and "Tor" in the last name field. This will likely widen your search results.

3

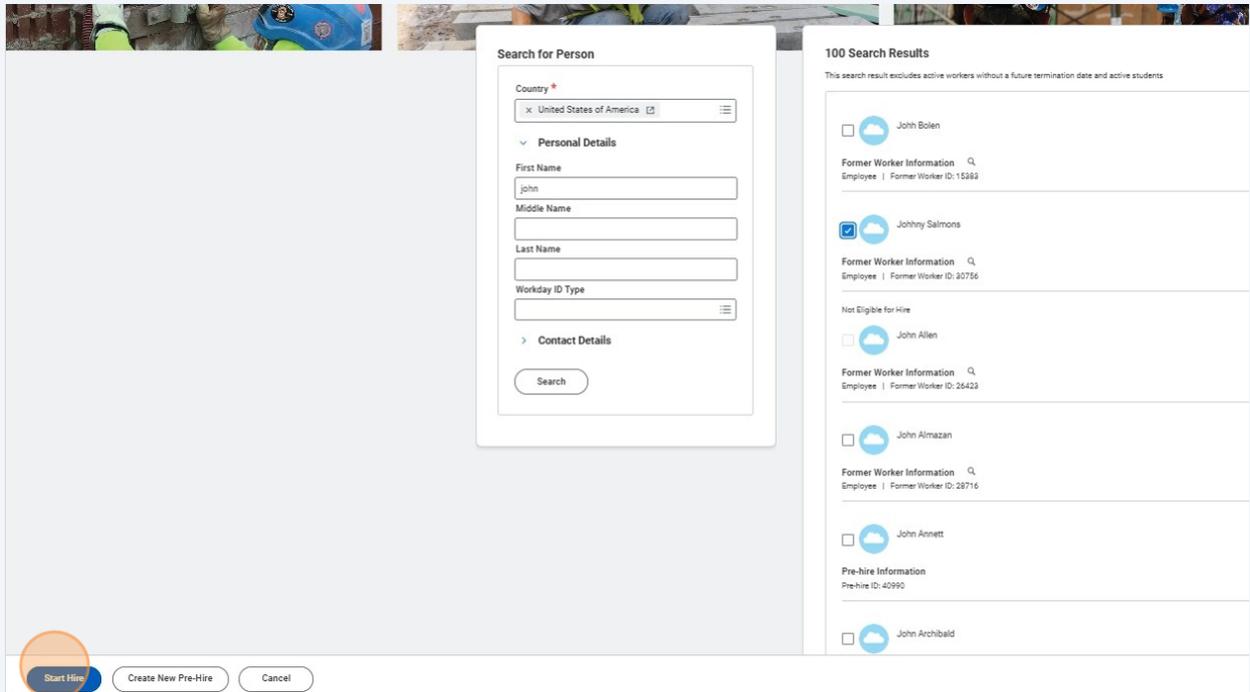
Find the Re-Hire and Click here the Check Box next to their name.

If there are multiple Former Workers with the same name, click the Magnifying Glass to see additional, such as home phone and address, that can used to confirm the correct Re-Hire.



4 Once Confirmed, Click "Start Hire"

IMPORTANT: You must select the existing pre-hire record, or a duplicate record will be created.



5

Change the Supervisory Organization to be the highest-level CM leader in the branch.

In this example, we will re-hire this person into Andy Wing's sup org.

Click "OK" once confirmed.

The screenshot shows the 'Hire Employee' form for Johnny Salmons. The 'Supervisory Organization' field is highlighted with an orange circle and contains the text 'Andrew Wing'. Other fields include 'Former Worker ID' (30756) and 'Worker Type' (Employee).

6

Select Hire Date (Official Start Date) and populate all required fields. Remember, these are fields you would have previously completed on the Legacy EAR form.

The screenshot shows the 'Hire Employee' form with a calendar overlay for selecting the 'Hire Date'. The calendar is for May 2025, and the date '5' is selected. The 'Supervisory Organization' field is set to 'Andrew Wing'. Other fields include 'First Day of Work', 'Reason', and 'Position'.

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7 **VERY IMPORTANT!** In the Reason field, select "Hire Employee - Rehire"

Double check you are hiring the person into the correct sup org.

Hire Date *
05/05/2025

First Day of Work
05/05/2025

Reason *
x Hire Employee > Rehire

Position
Supervisory Organization
Andrew Wing

Job Requisition

Employee Type * **End Employment Date**
MM/DD/YYYY

Location *

Johnny Salmons

Worker Information
Pre-Hire
Johnny Salmons
Home Phone Number
+1 (304) 9528445
Home Email Address
jonjon_salmons_55@hotmail.com
Home Address
124 Mineral Springs Rd
Fort Gay, WV 25514
United States of America

Recruitment Information
Supervisory Organization Recruiter
Celestina Dunavant
Liz Sussan

8 Select Regular for Employee Type

x Hire Employee > Rehire

Position
Supervisory Organization
Andrew Wing

Job Requisition

Employee Type *
Search
x Regular

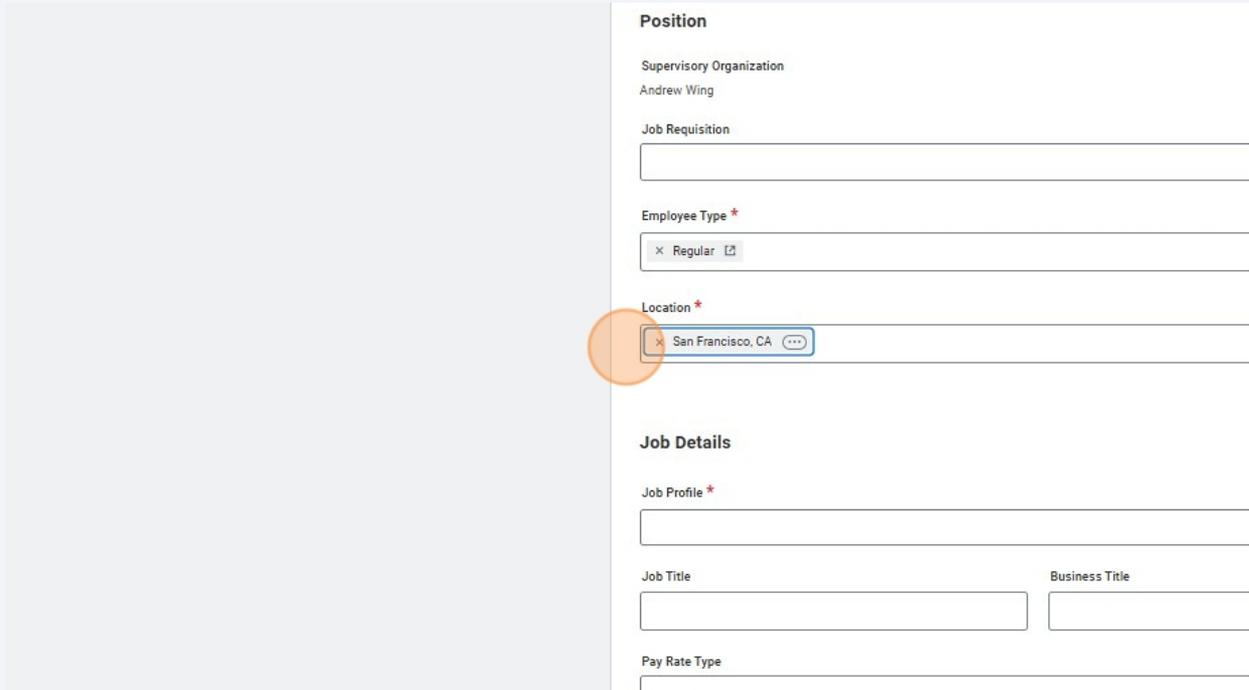
Location *

Job Details
Job Profile *

9

Enter the Location of the Employee

- Location = Branch office. Pay attention for office locations that may be tied to multiple business lines. For example, there is a Pullman Los Angeles and a Los Angeles Branch location. Choose the correct one to avoid error-correction down the line.



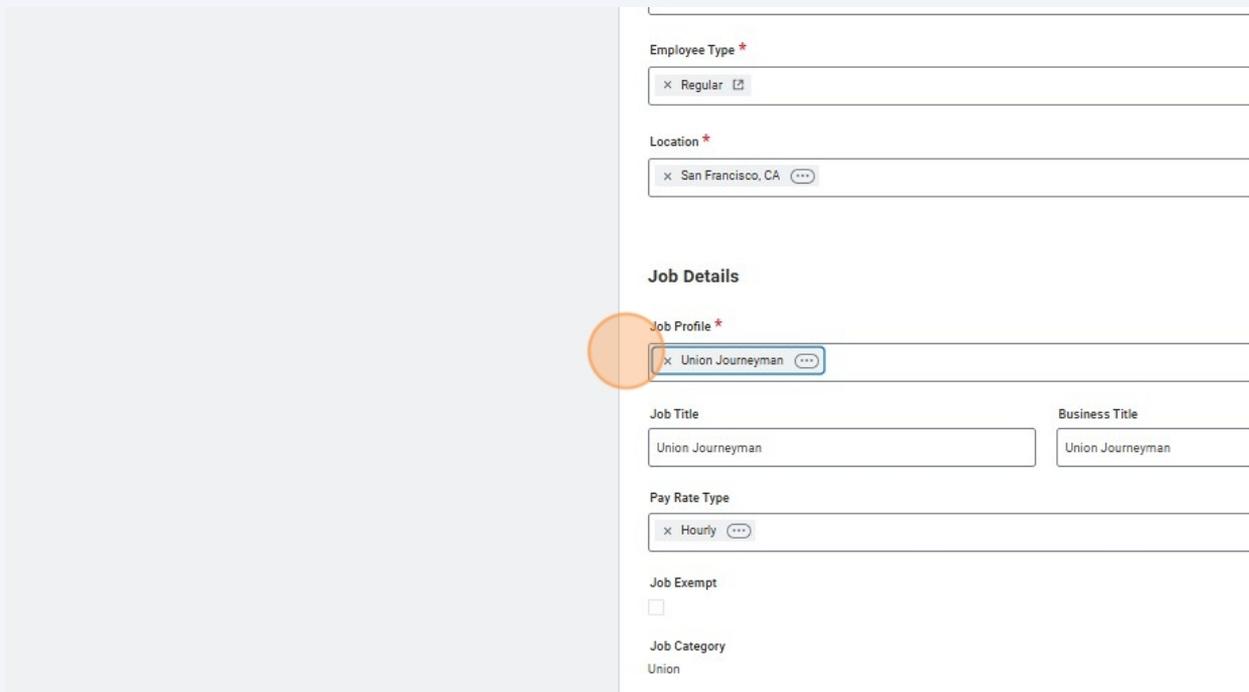
The screenshot shows a form with the following sections:

- Position**
 - Supervisory Organization: Andrew Wing
 - Job Requisition: [Empty field]
 - Employee Type *: [x] Regular [x]
 - Location *: [x] San Francisco, CA [x]
- Job Details**
 - Job Profile *: [Empty field]
 - Job Title: [Empty field]
 - Business Title: [Empty field]
 - Pay Rate Type: [Empty field]

An orange circle highlights the Location field, which contains the text "San Francisco, CA".

10 Enter the Job Profile of the Employee

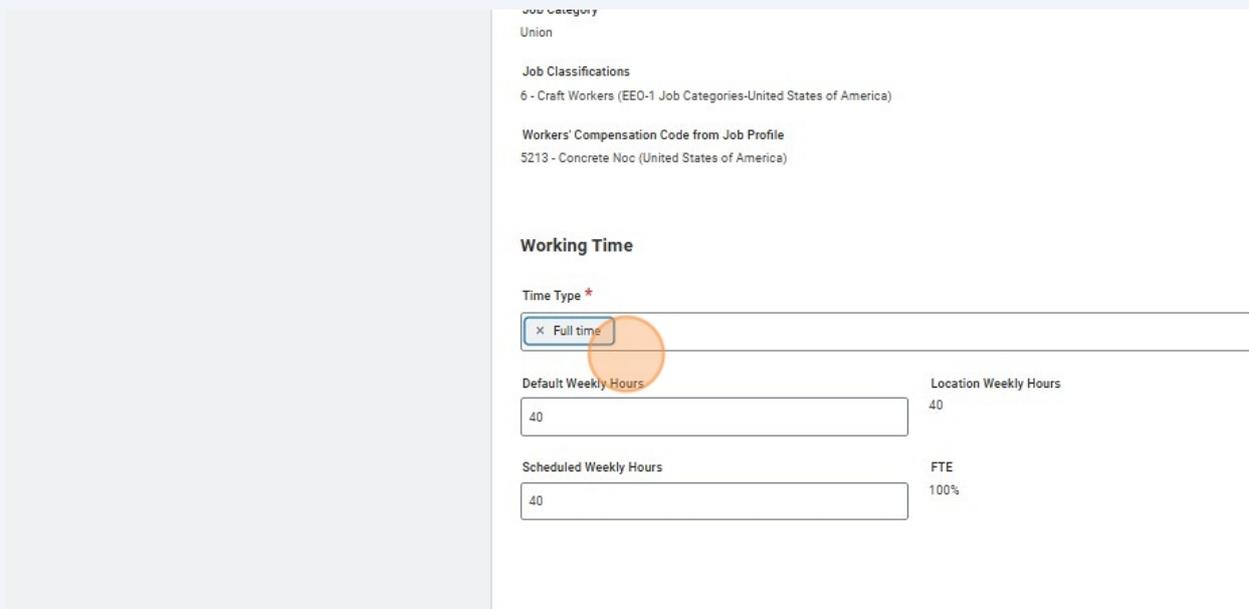
- Job Profile = Title you are offering. Select appropriate Union title



The screenshot shows a form with the following fields:

- Employee Type ***: Regular
- Location ***: San Francisco, CA
- Job Details**
 - Job Profile ***: Union Journeyman (highlighted with an orange circle)
 - Job Title**: Union Journeyman
 - Business Title**: Union Journeyman
 - Pay Rate Type**: Hourly
 - Job Exempt**:
 - Job Category**: Union

11 Enter Full time for Time Type.



The screenshot shows a form with the following fields:

- Job Category**: Union
- Job Classifications**: 6 - Craft Workers (EEO-1 Job Categories-United States of America)
- Workers' Compensation Code from Job Profile**: 5213 - Concrete Noc (United States of America)
- Working Time**
 - Time Type ***: Full time (highlighted with an orange circle)
 - Default Weekly Hours**: 40
 - Location Weekly Hours**: 40
 - Scheduled Weekly Hours**: 40
 - FTE**: 100%

ment

12 Click "Submit" once all data is confirmed.

enter your comment

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel

13 Now, you will need to edit the Organization Assignments and assign the correct Cost Center. If you do not open this task immediately, the task will reside in your Workday Inbox until you take action on it.

hire employee

You have submitted
Up Next: Imara Lee | Change Organization Assignments
[View Details](#)
Open

Good Morning, On Behalf of: Imara Lee

It's Tuesday, April 29, 2025

Awaiting Your Action

Timely Suggestions
Here's where you'll get updates on your active items.

Recommended for You

Announcements
Workday Ph
Services in W
Go-Live includ

Important Dates
You have no important dates c

14

Scroll down to Cost Center; select appropriate cost center. You can type in the cost center number for quicker results.

Click here.

The screenshot shows a web form with the following sections:

- Supervisory Organization:** Andrew Wing
- Organizations:**
 - Company:** Company * (with an edit icon), 16 Pullman SST, Inc
 - Cost Center:** Cost Center * (with a search icon and a checkmark icon). A search box is open, showing "Search" and a selected item "x 161 San Francisco" with a close icon.
- Other:**
 - Worker Classification:** (with an edit icon)
 - Craft / Shop:**
 - Business:** Pullman Business (with an edit icon)

15 Worker Classification = Craft / Shop.

Click Submit.

The screenshot shows a web form with the following elements:

- Cost Center:** A field containing "162 Philadelphia C/P".
- Other:** A section containing a "Worker Classification" dropdown menu. The menu is open, showing "Craft / Shop" selected and "Non Craft / Non Shop" as an option. There are also "Search" and "Search Results (2)" sections within the dropdown.
- Buttons:** "Submit", "Save for Later", and "Close". The "Submit" button is highlighted with a blue circle.
- Input:** A text input field with the placeholder "enter your comment".

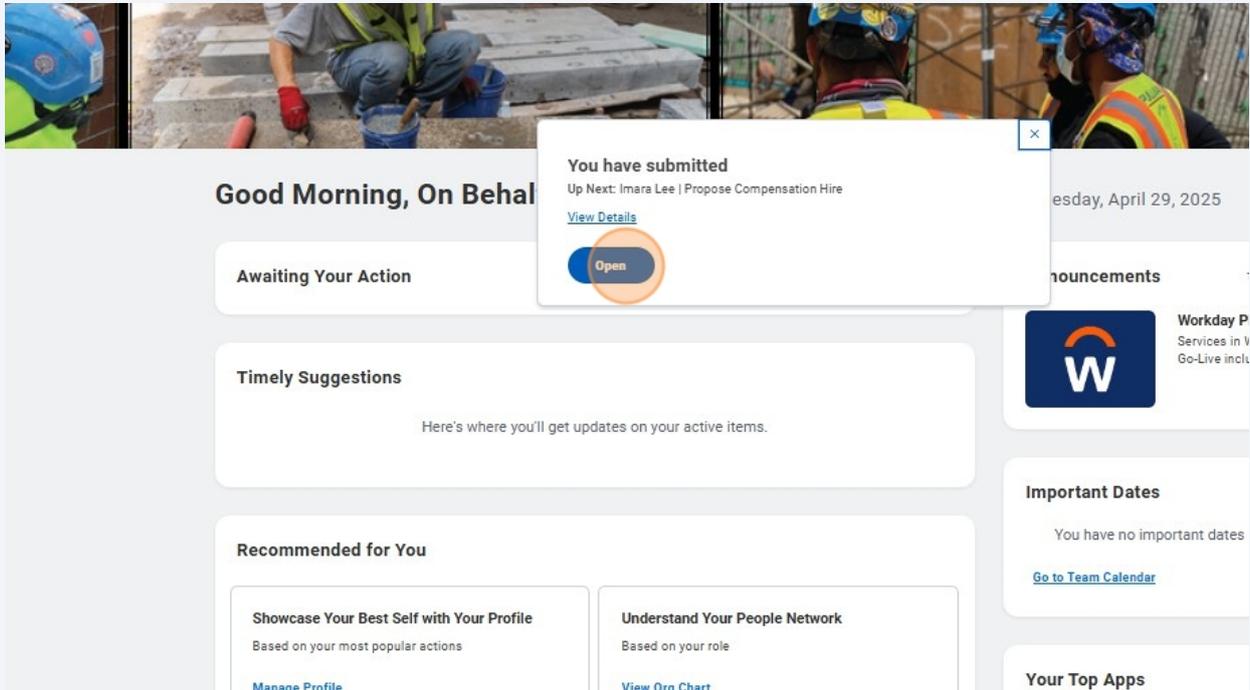
16 Click "Submit"

The screenshot shows a summary of the previous step with the following elements:

- Company:** 16 Pullman SST, Inc.
- Cost Center:** 161 San Francisco.
- Other:** Worker Classification: Craft / Shop; Business: Pullman Business.
- Process History:** A section showing a user "Imara Lee" with a "Submit" button highlighted by a blue circle.
- Attachments:** A dashed box with the text "Drop files here".
- Input:** A text input field with the placeholder "enter your comment".

17

Now, you will need to edit the Compensation. If you do not open this task immediately, the task will reside in your Workday Inbox until you take action on it.



18

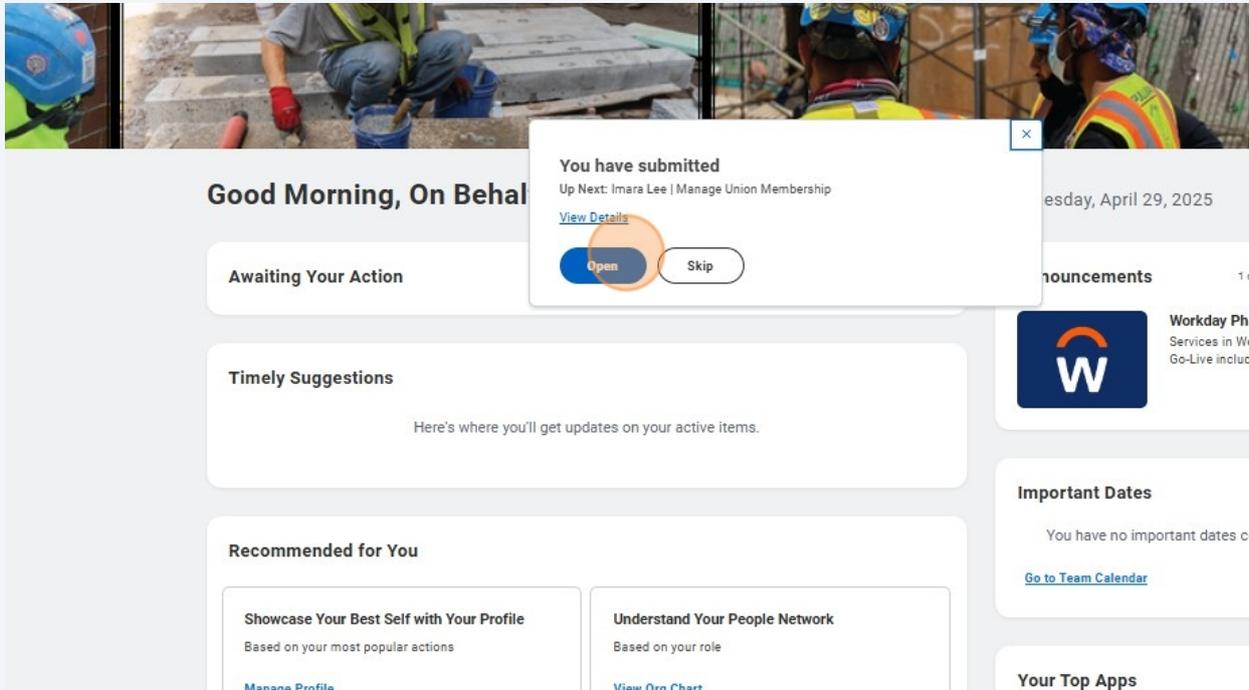
In the Hourly Compensation Plan section, you may see the most recent pay rate the worker had. Enter the appropriate compensation for this re-hire.

Click "Submit" once the comp is entered.

The screenshot shows a form for the "Hourly" compensation plan. The form includes the following fields: "Amount" with a value of "30", "Currency" set to "USD", and "Frequency" set to "Hourly". Below these fields is an "Additional Details" section. At the bottom, the "Assignment Details" section shows "0.00 USD Hourly".

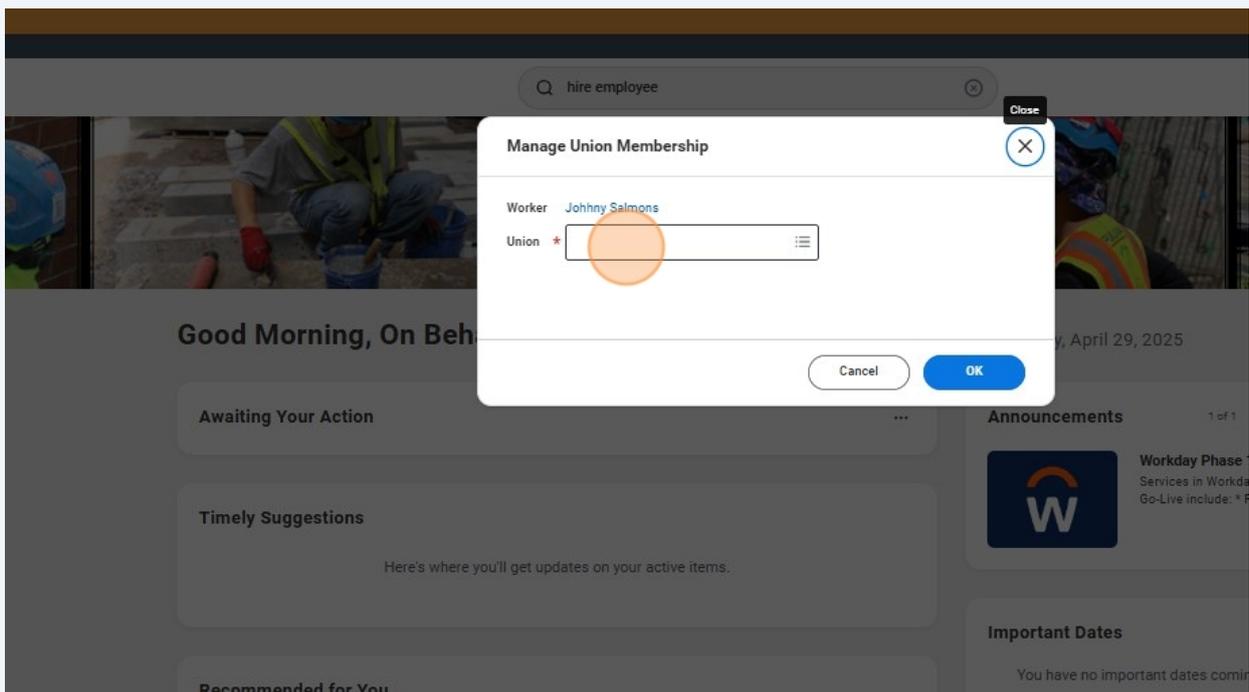
19

The next screen will allow you to Add the Union Membership. **Do not skip this task as it will cause more work for you to have to go back and add the Union Membership afterwards.**

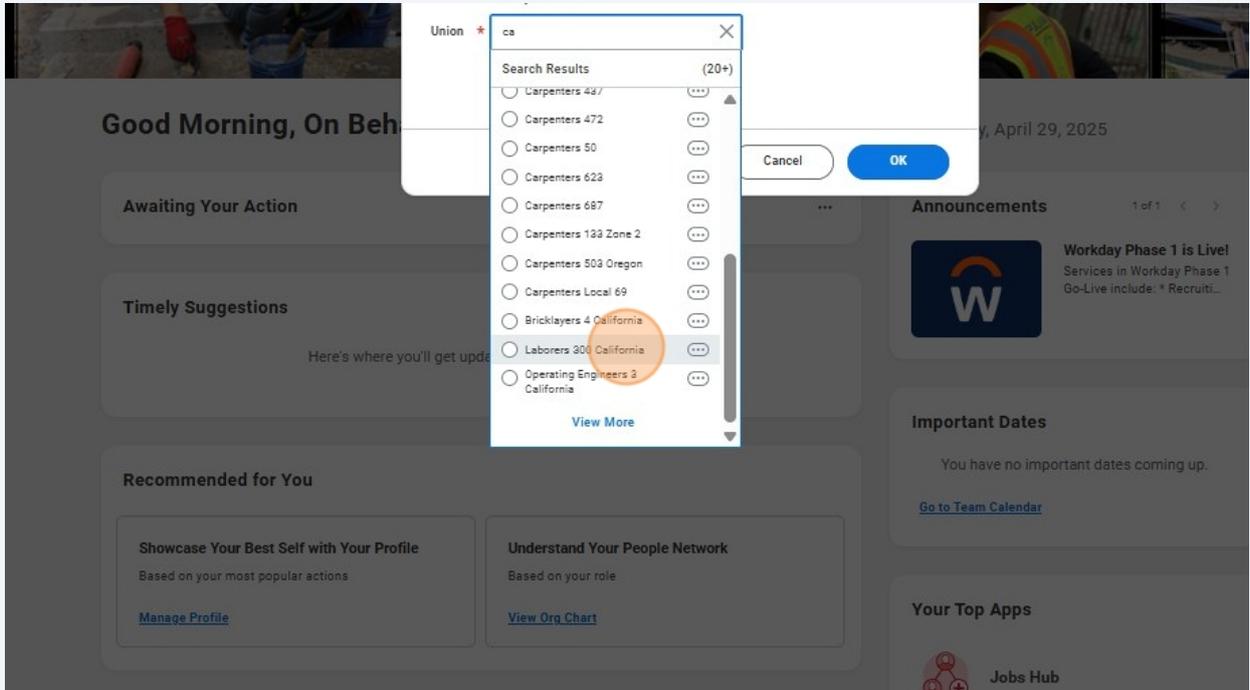


20

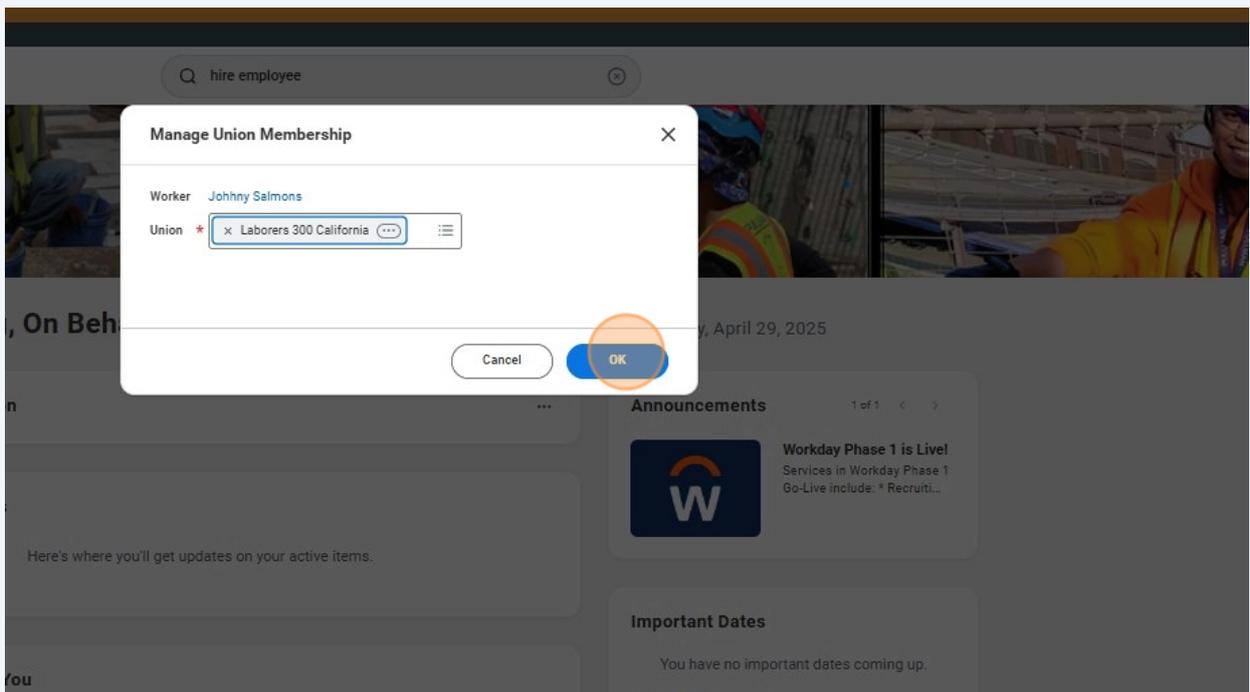
Click the "Union" field.



21 Search for and Select the appropriate Union.



22 Click "OK"



23 Click here.

Manage Union Membership 010 101

Worker Johnny Salmons
Union Laborers 300 California
Original Hire Date 05/06/2022

Membership Information

1 item

*Start Date	End Date	*Type
MM/DD/YYYY	MM/DD/YYYY	

enter your comment

Process History

- Imara Lee
Union Membership Event - Awaiting Action

24 Enter Start Date (worker Re-Hire date)

Type = Regular Active Pays Dues. Click Submit

Manage Union Membership 010 101

Worker Johnny Salmons
Union Laborers 300 California
Original Hire Date 05/06/2022

Membership Information

1 item

*Start Date	End Date	*Type
05/05/2025	MM/DD/YYYY	Regular - Active - Pays Dues

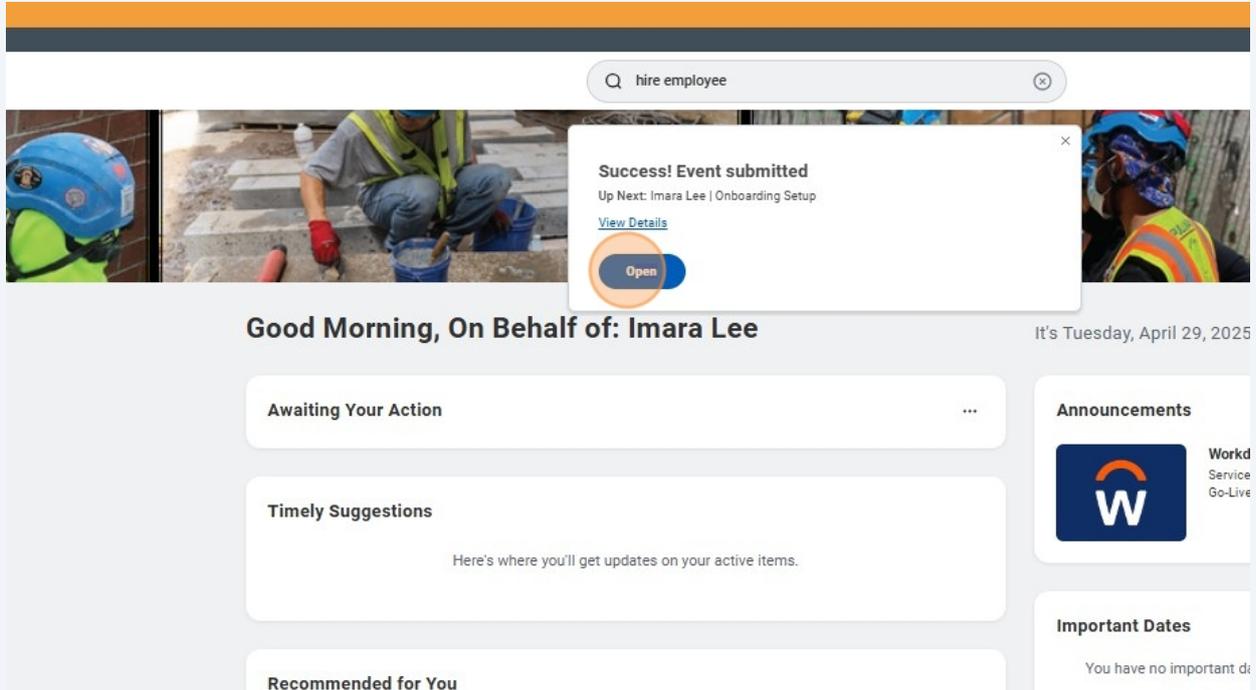
enter your comment

Process History

- Imara Lee
Union Membership Event - Awaiting Action

25

At this point, you created the Re-Hire record for Ahmed. In order for Ahmed to receive Onboarding tasks in his Workday account, you will need to confirm **Onboarding Setup**. This must occur for Ahmed to actually see tasks in his **Inbox**.



26 Feel free to add/remove people as necessary. Click Submit.

By clicking Submit, you have essentially released the Onboarding tasks to Ahmed.

Onboarding Setup

Helpful Contacts

Select People

x Imara Lee ...

x Marcella Taylor ...

x Serena Willingham ...

Notify



Notification Subject * You have been selected as a helpful conta

Notification Header
Hiring Manager: Andrew Wing
Worker: Johnny Salmons
Start Date: 05/05/2025

Notification Message * You've been designated as someone that would be able to assist new hires in the area(s) you support. Please support the new hire(s) as they get situated by answering questions or providing requested information.

enter your comment

Process History

Imara Lee
Onboarding Setup- Awaiting Action



The Employee is now fully set up and will be able to complete their onboarding once they log into the System.