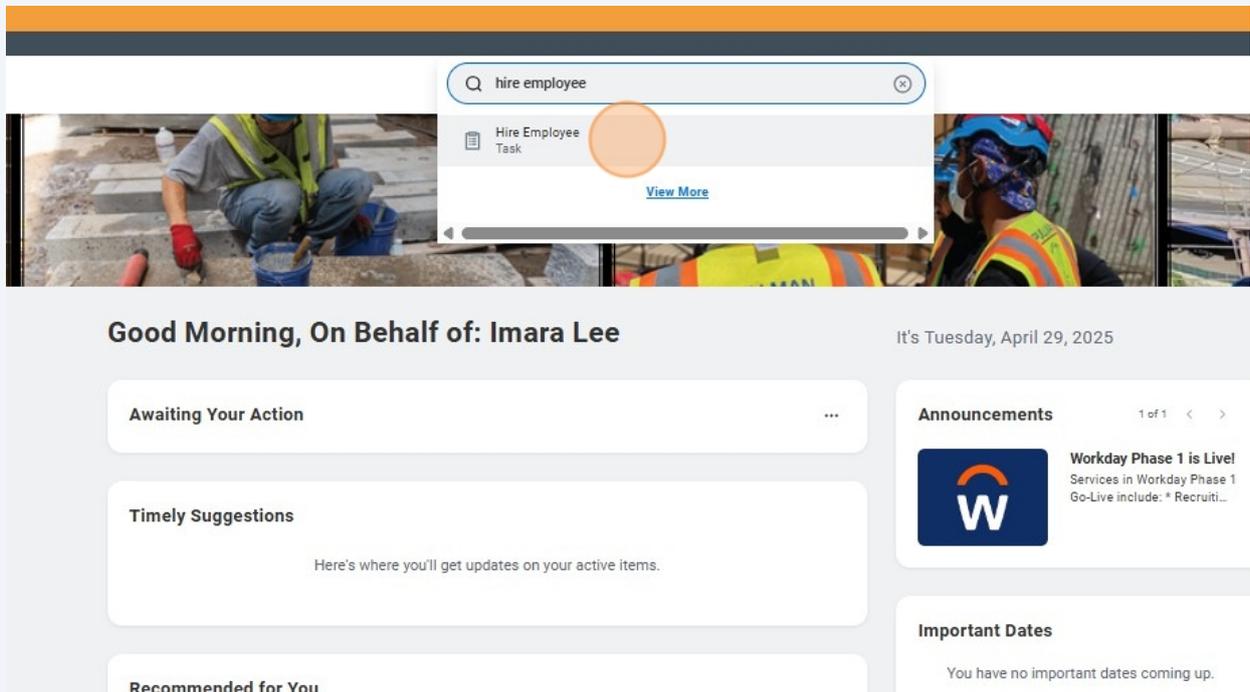# Union Re-Hire Process

**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 Fast 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.
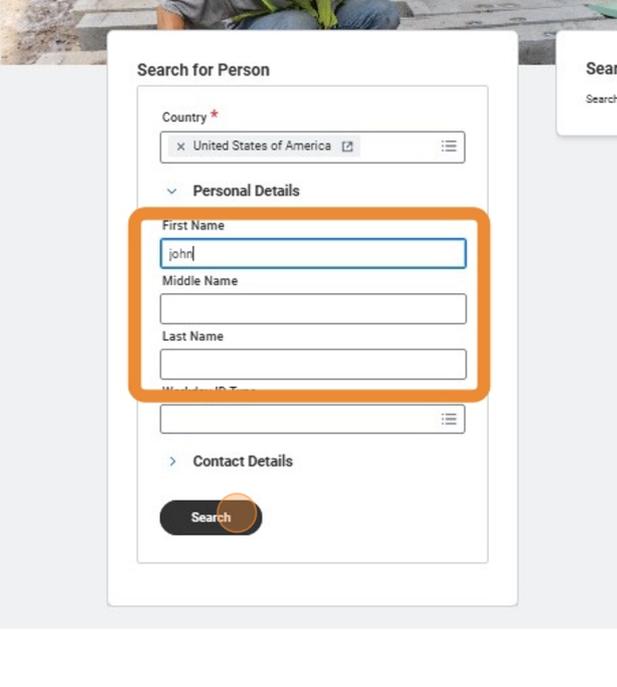

ℹ️ If you know someone is a re-hire for ANY of the legal entities and they do not appear in the search result, modify your search to possibly include partial names.

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.
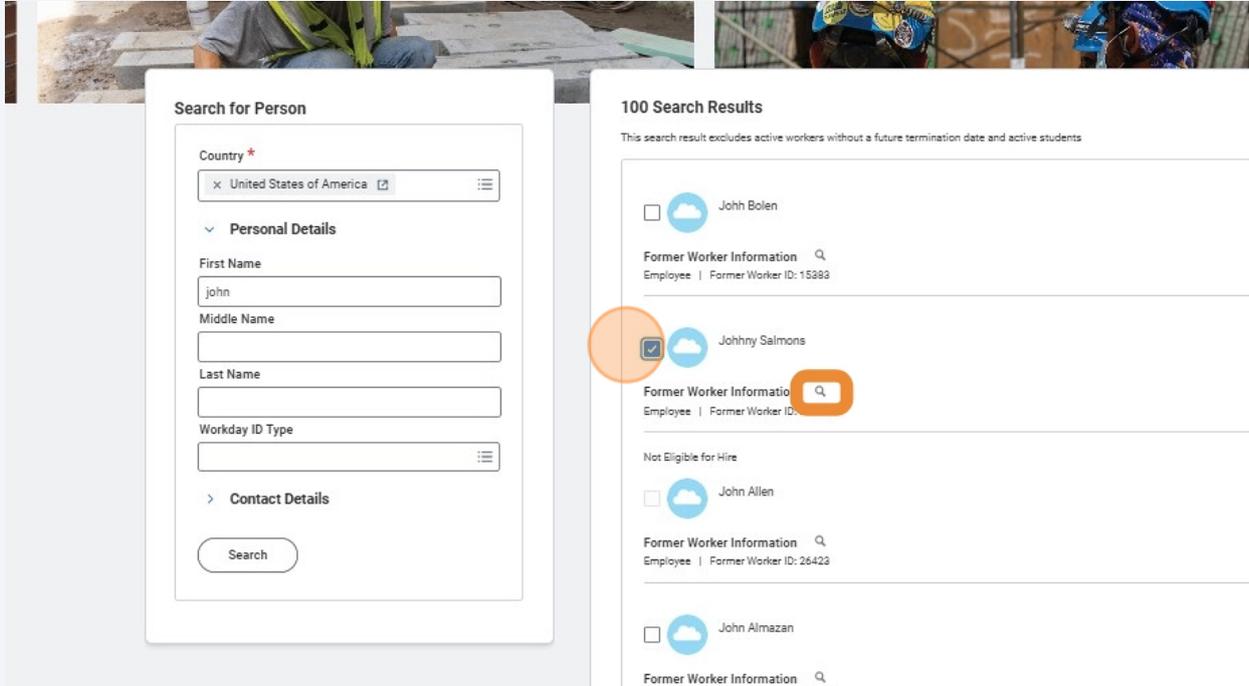
4   Once Confirmed, Click "Start Hire"

IMPORTANT: You must select the existing pre-hire record, or a duplicate record will be created.
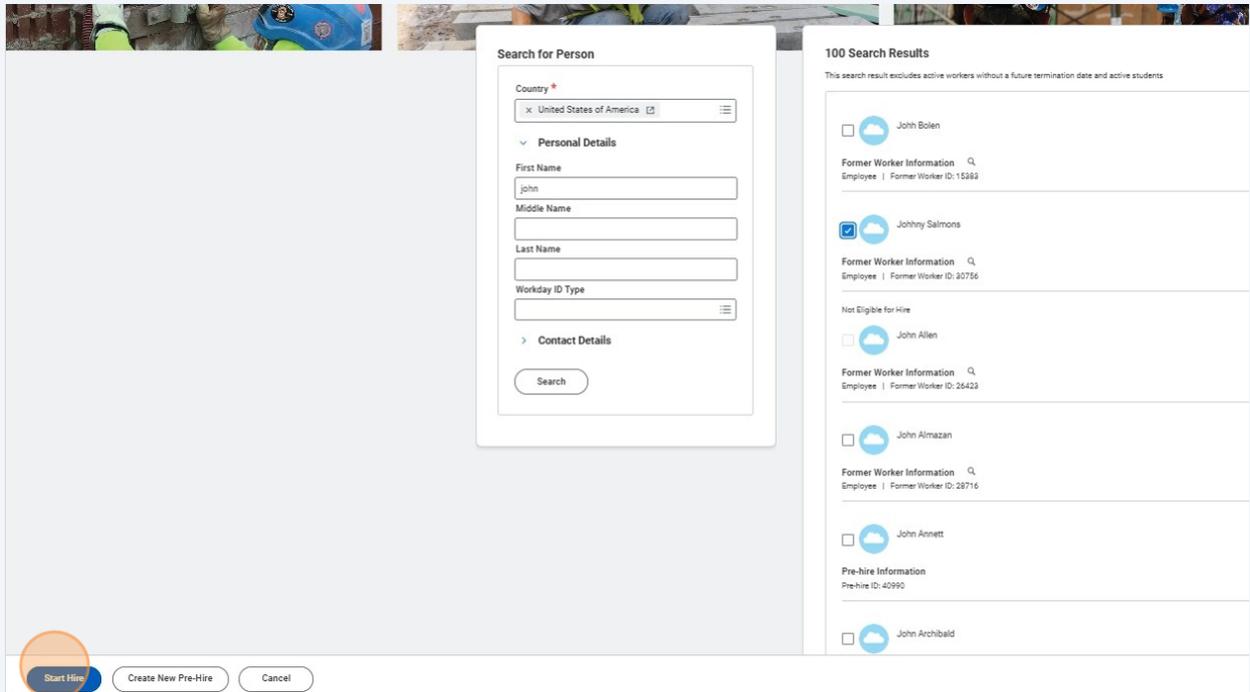
5 Change the Supervisory Organization to be the highest-level CM leader in the branch.

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

Click "OK" once confirmed.

Hire Employee

Johnny Salmons

∨ **Details**

Former Worker

Profile	🔍
Former Worker ID	30756
Worker Type	Employee

Supervisory Organization * | ✕ Andrew Wing ⋯ | ☰

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.

Hire Date *

MM/DD/YYYY 📅

May 2025

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

First Day of Work

MM/DD/YYYY 📅

Reason *

☰

Position

Supervisory Organization
Andrew Wing

Job Requisition

☰

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

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

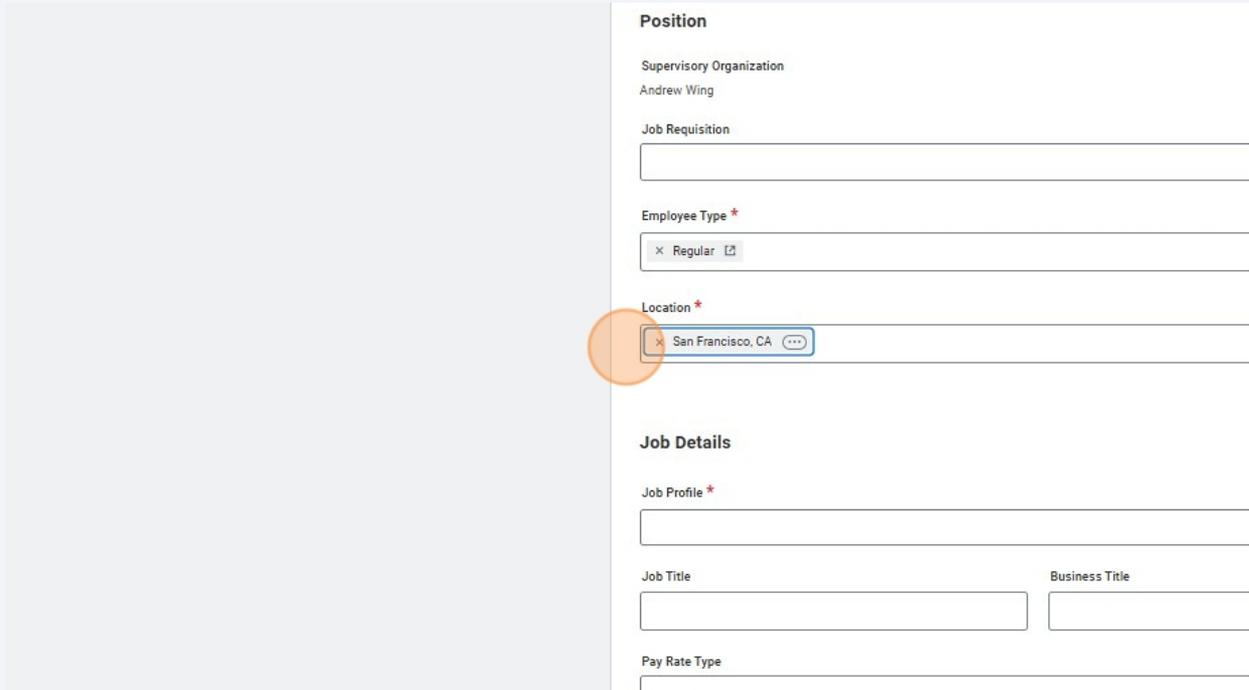**8** Select Regular for Employee Type

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.
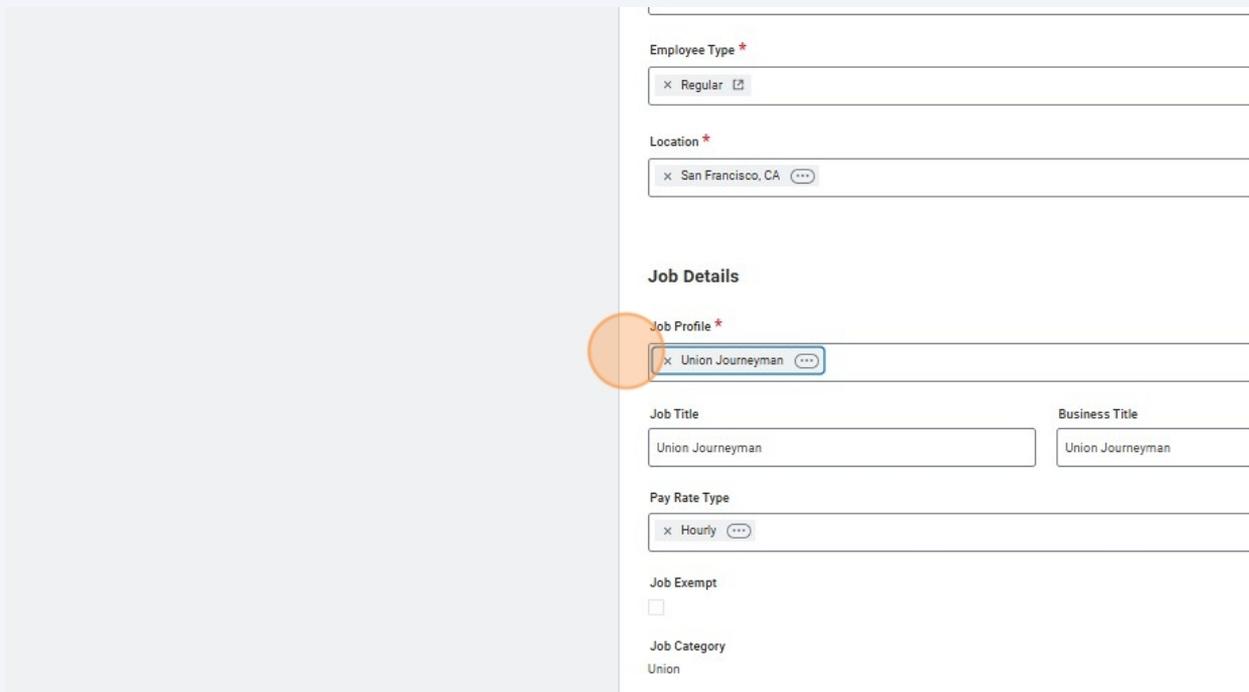
Position

Supervisory Organization
Andrew Wing

Job Requisition

Employee Type *

×   Regular ⬀

Location *

×   San Francisco, CA ⋯

Job Details

Job Profile *

Job Title   Business Title

Pay Rate Type

10 Enter the Job Profile of the Employee

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

Employee Type *

× Regular 🔗

Location *

× San Francisco, CA (⋯)

Job Details

Job Profile *

× Union Journeyman (⋯)

Job Title

Union Journeyman

Business Title

Union Journeyman

Pay Rate Type

× Hourly (⋯)

Job Exempt

☐

Job Category

Union

11 Enter Full time for Time Type.
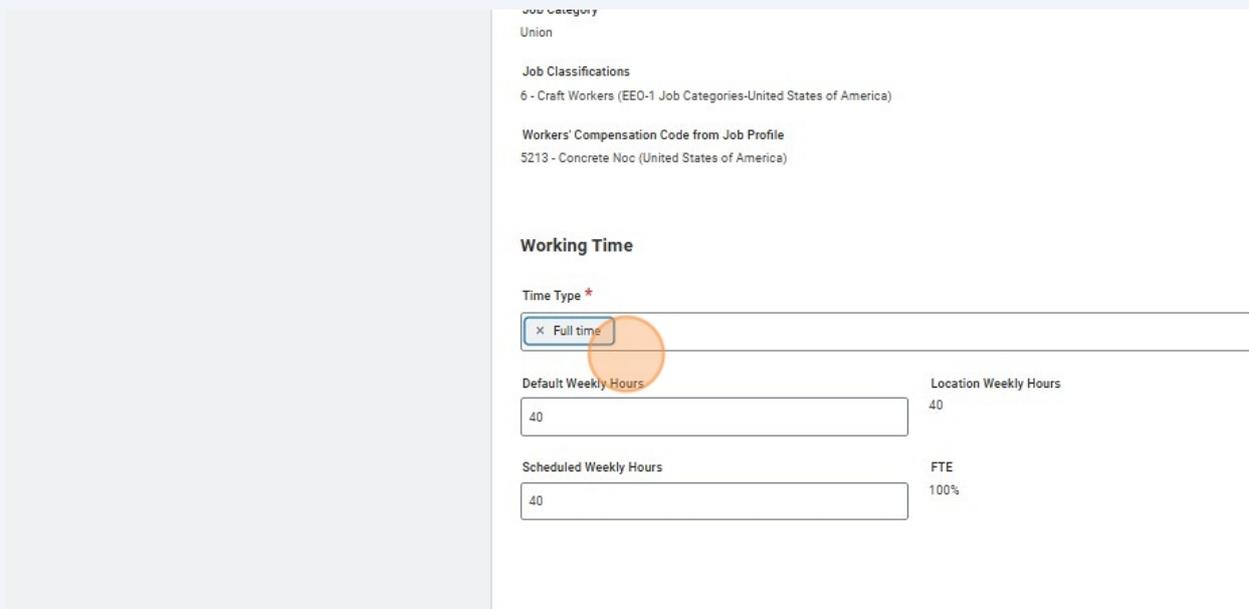
Job Category
Union

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

Default Weekly Hours

40

Location Weekly Hours
40

Scheduled Weekly Hours

40

FTE
100%

ment

12 Click "Submit" once all data is confirmed.

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.

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

Click here.

15 Worker Classification = Craft / Shop.

Click Submit.

Cost Center

Cost Center *

162 Philadelphia C/P

Other

Worker Classification

× Craft / Shop ⋯

Search ×

Search Results (2)

☑ Craft / Shop ⋯

☐ Non Craft / Non Shop ⋯

enter your comment

Submit   Save for Later   Close

16 Click "Submit"

16 Pullman SST, Inc

Cost Center

Cost Center *

161 San Francisco

Other

Worker Classification

Craft / Shop

Business

Pullman Business

enter your comment

Process History

Imara Lee

Attachments

Drop files here

Submit   Save for Later   Close

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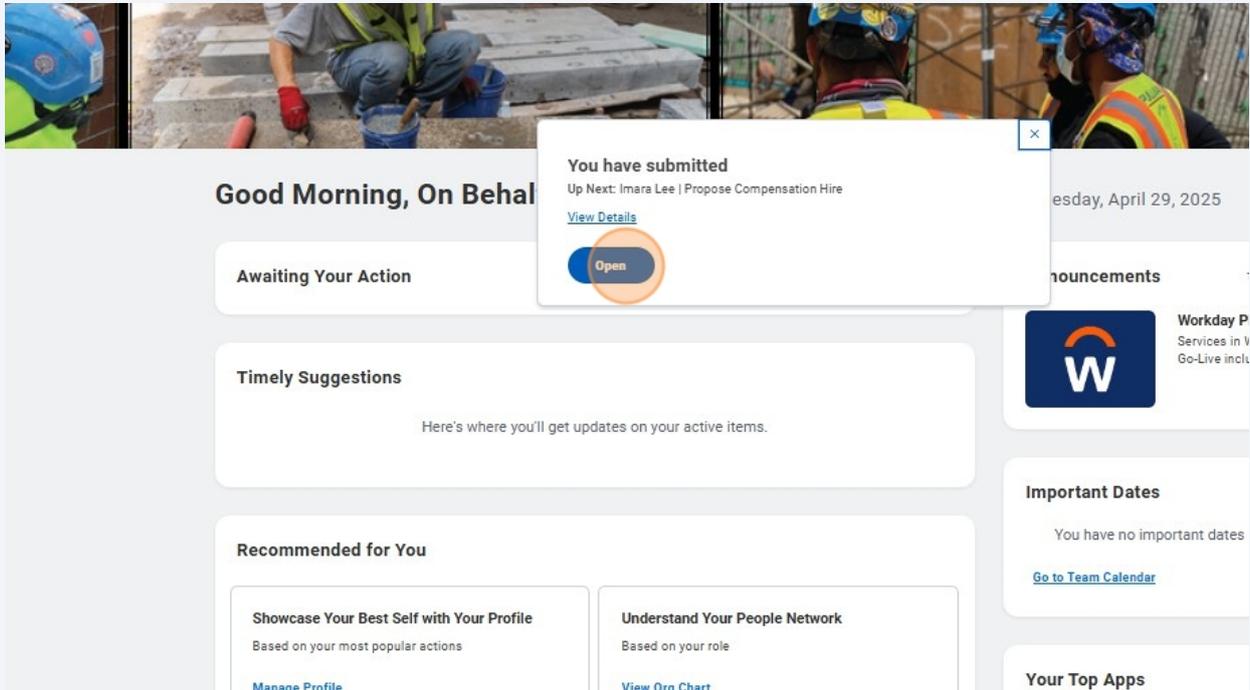
18 In the Hourly Compensation Plan section, you may see the most recent pay rate the worker had. Enter the appropriate compensation for this re-hire.

Click "Submit" once the comp is entered.

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**.
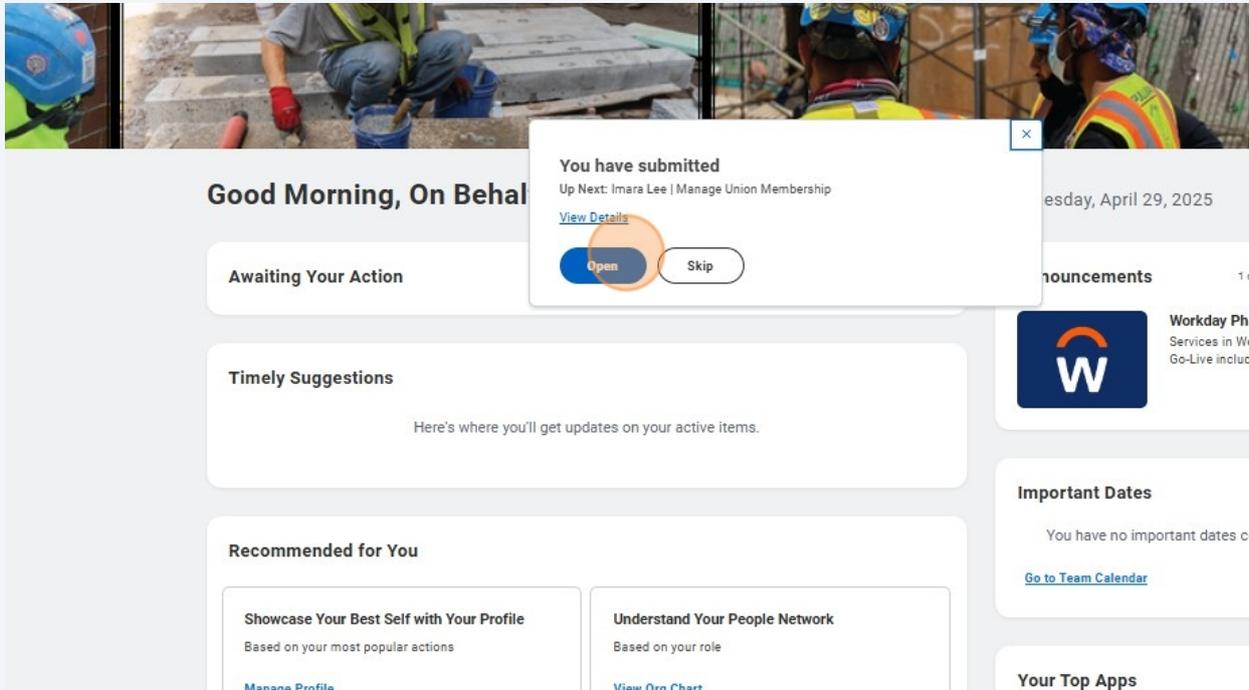
20 Click the "Union" field.

21 Search for and Select the appropriate Union.

22 Click "OK"

23   Click here.

Manage Union Membership
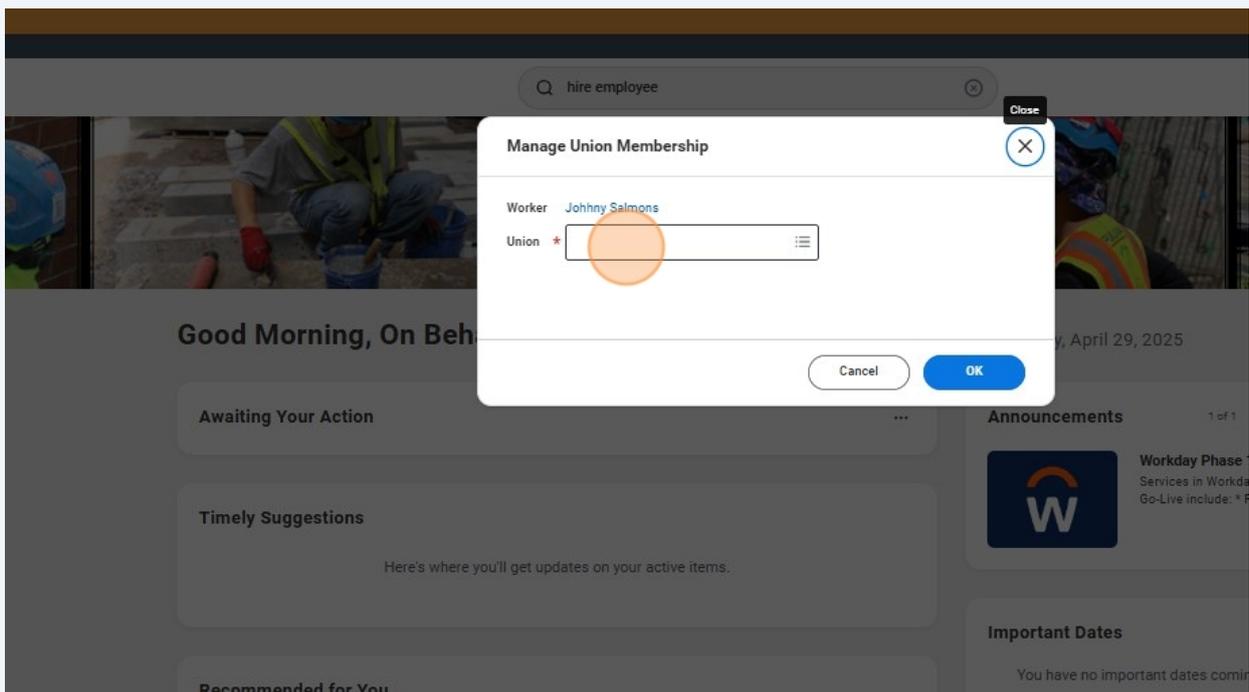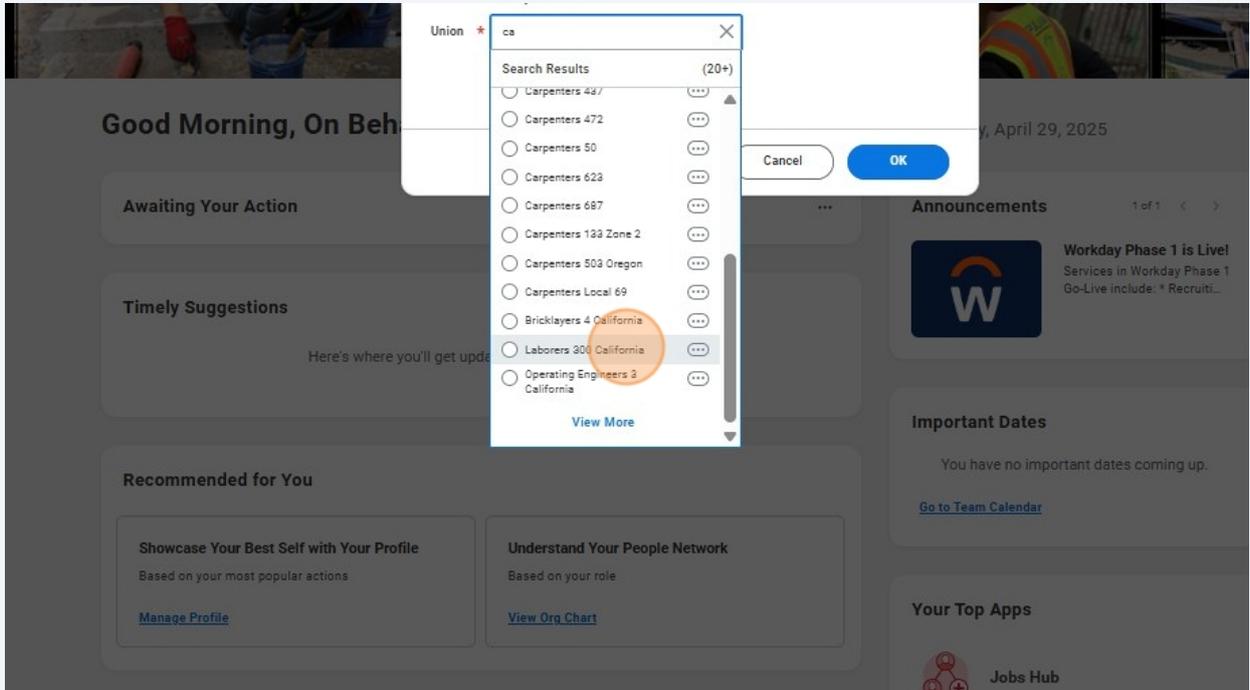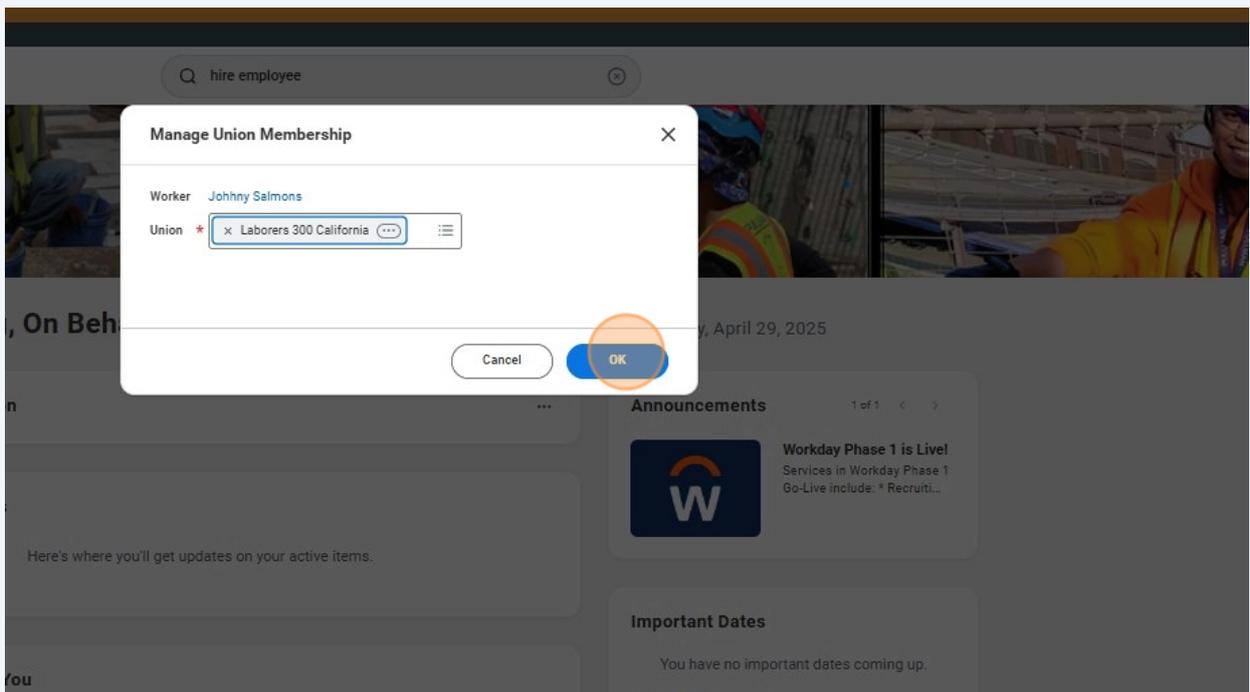
Worker	Johhny Salmons
Union	Laborers 300 California
Original Hire Date	05/06/2022

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

MENU   **PULLMAN**   🔍 hire employee

Manage Union Membership

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

Membership Information

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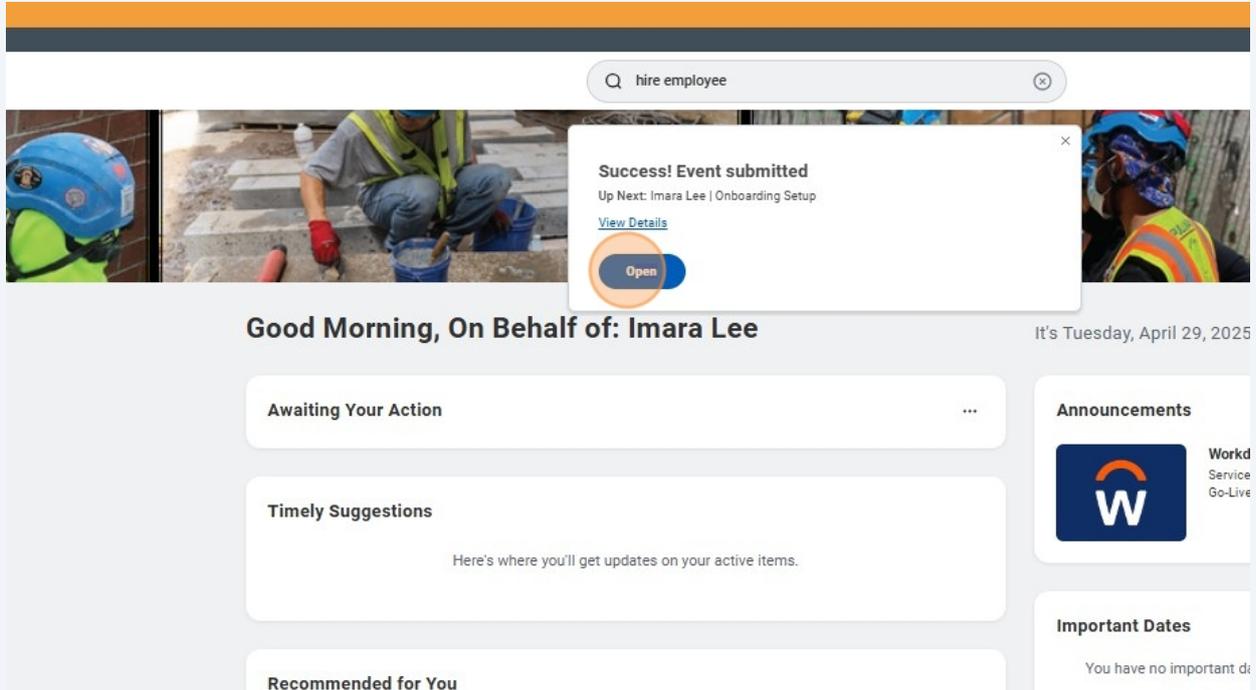
26 Feel free to add/remove people as necessary. Click Submit.

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

Onboarding Setup

Helpful Contacts

Select People

- × Imara Lee (···)
- × Marcella Taylor (···)
- × 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.