

How To Hire a Union Worker

1 Search for the task "Hire Employee"

The screenshot shows a software interface for a construction team. At the top left, there is a 'MENU' icon and the 'PULLMAN' logo. A search bar contains the text 'hire employee'. Below the search bar, a dropdown menu displays a task card for 'Hire Employee' with a calendar icon and a 'VIEW MORE' link. The background features a collage of construction workers in safety gear. Below the search bar, the interface is divided into sections: 'Hi There' with the date 'It's Tuesday, February 11, 2025'; 'Team Highlights' featuring a profile for 'Marcella Taylor' and a 'Team Org Chart' link; 'Timely Suggestions' with the text 'Here's where you'll get updates on your active items.'; 'Important Dates' with the message 'You have no important dates coming up.' and a 'Go to Team Calendar' link; and a 'View All Apps' button.

2 Populate First Name & Last Name. Then Click "**Create New Pre-Hire**"

YOU MUST DO THIS FIRST!

Hire Employee

Search for Person

Country *
x United States of America [x] [☰]

Personal Details

First Name
Frosty

Middle Name

Last Name
Snowman

Workday ID Type [☰]

Contact Details

Search

Search Results

Search for a person to initiate hire

Start Hire Create New Pre-Hire Cancel

3 For Union hires, click Click "Other" as the Hire Source

Notice that the First & Last Name populated from the last screen.

Hire Employee

Source 

Referred by

Comment

Allow Duplicate Name

Legal Name Information **Contact Information**

Country * 

Prefix

First Name *

Middle Name

Last Name *

Suffix

4

Click the "Contact Information" tab to populate the Phone, Address & E-mail for the new worker. All are required. Click OK.

Hire Employee 

Source 

Referred by 

Comment

Allow Duplicate Name

Legal Name Information **Contact Information**

Phone

Address

Email

5

Next, you will need to hire the worker in to the appropriate Supervisory Organization. This means you need to hire them in to the correct manager hierarchy.

Union workers should NOT be reporting to a Foreman in Workday.

6

The name of the person who is creating this Hire record will default in to the Supervisory Organization field (in this example, Imara Lee's name populated). Please edit this to be the appropriate Construction Manager (**NOT a Foreman**).

*Note: you can type the name of the Construction Manager, or use the menu button to locate the the appropriate Manager.

The screenshot shows a web form titled "Hire Employee" with a red header. Below the header is a user profile for "Frosty Snowman". A "Details" section is expanded to show "Pre-Hire" information: Profile (with a search icon), Pre-Hire ID (A100576), and Recruiting Source (Other). The "Supervisory Organization" field is highlighted with a red box and contains the text "Imara Lee" with a dropdown arrow icon to its right. At the bottom of the form are "OK" and "Cancel" buttons.

7

Once you have selected the appropriate Construction Manager for the worker to be hired under, click OK. The next steps will proceed with the additional Hire steps of the process.

This screenshot is identical to the previous one, but the "Supervisory Organization" field now displays "Andrew Wing" and is enclosed in a red rectangular box. The "OK" button at the bottom is now highlighted with a red circle.

8

Populate all fields on this page. Use the menu icon to search for appropriate fields. Then click Submit

- **Employee Type** = Regular
- **Job Profile** = Job title the worker is being hired to
- **Time Type** = Full time or Part time
- **Location** = branch office the worker will be tied to
- **Pay Rate Type** = Hourly
- **Default Weekly Hours** = 40

The screenshot shows a web form titled "Hire Employee" with a red header bar. The form contains several sections:

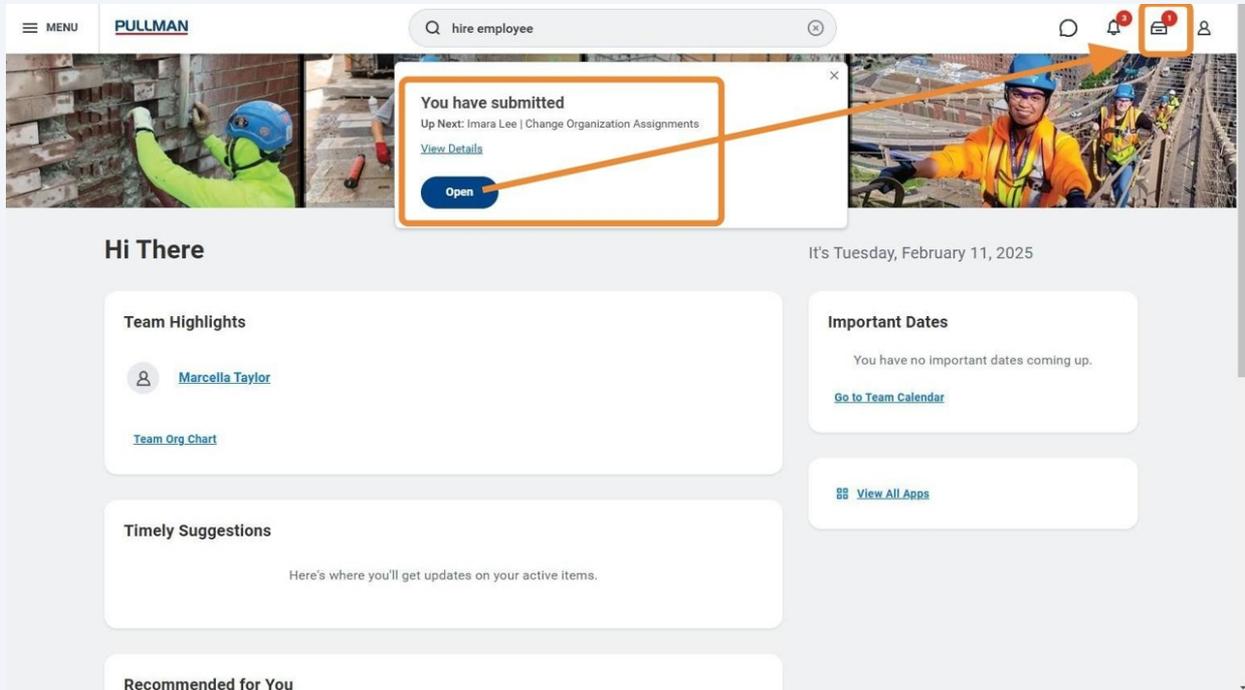
- Hire Date ***: 02/10/2025
- Reason ***: Hire Employee > New Hire
- Job Details**:
 - Employee Type ***: Regular
 - Job Profile ***: Union Journeyman
 - Time Type ***: Full time
 - Location ***: Search
 - Pay Rate Type**: Hourly
- Working Time**:
 - Location Weekly Hours: 40
 - Default Weekly Hours**: 40
 - Scheduled Weekly Hours: 40
 - FTE: 100%

At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

9

Once you click Submit, a confirmation box will appear. In this example, Imara Lee must Change Organization Assignments. This will include assigning the Worker to a Cost Center and Worker Classification.

If you do not Open this task immediately, the task can be found in the Workday Inbox in the top right hand side of the screen



10

Once you open the Change Organization Assignments task, you will see information already populated from the previous tasks.

The Company number is defaulted with the company number tied to the Supervisory Organization.

MENU **PULLMAN** Q hire employee

Change Organization Assignments Assign Organizations: Hire: Frosty Snowman - Andrew Wing

Start

Details

Effective Date *
02/10/2025

Andrew Wing

Supervisory Organization
Andrew Wing

Organizations

Company

Company *
16 Pullman SST, Inc

Cost Center

Submit Save for Later Close Cost Center *

11

Update the cost center by either typing in the cost center number, or using the drop down menu search. Click the check mark to save.

The screenshot displays a web interface for managing organizational data. It is divided into several sections:

- Supervisory Organization:** Shows "Andrew Wing".
- Organizations:** A header for the following sections.
- Company:** Shows "Company *" with a sub-entry "16 Pullman SST, Inc" and an edit icon.
- Cost Center:** Shows "Cost Center *" with a search input field containing "161 San Francisco" and a dropdown menu icon. To the right are "undo" and "confirm" (check mark) buttons.
- Other:** A section with a loading spinner icon.
- Business:** Shows "Pullman Business" with an edit icon.

12 Worker Classification for Union hires = Craft/Shop. Click Submit.

Next, you will Propose Compensation for the worker.

The screenshot shows a web form with the following sections:

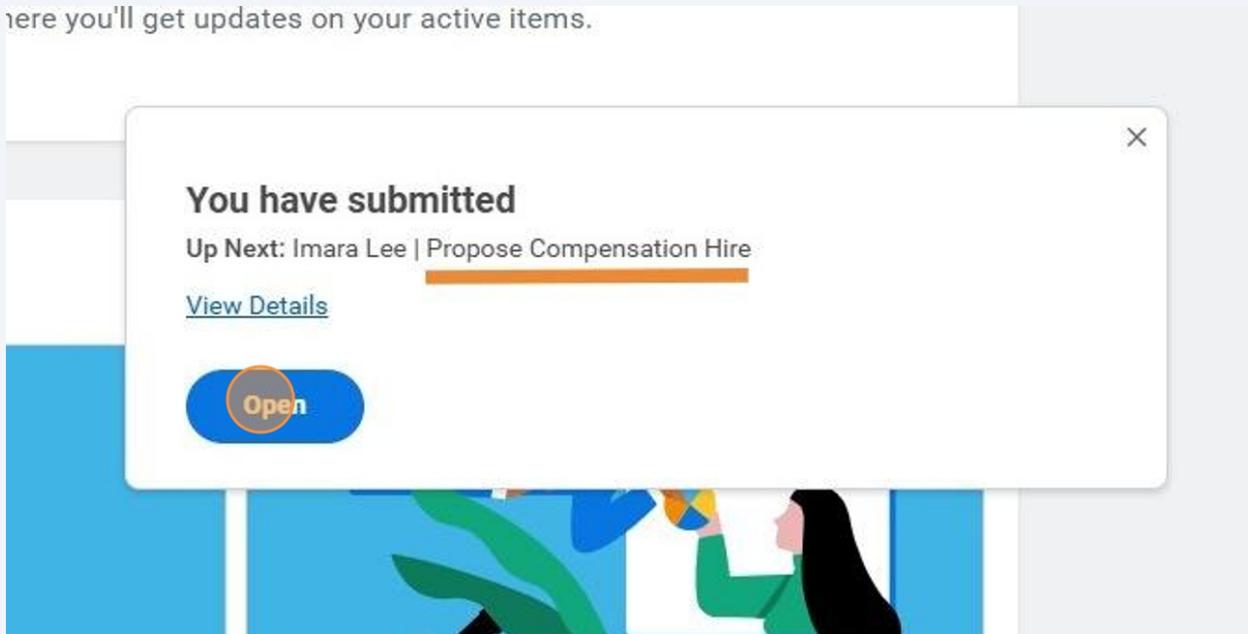
- Company**: Company * (16 Pullman SST, Inc)
- Cost Center**: Cost Center * (161 San Francisco)
- Other**: Worker Classification (Craft / Shop)
- Business**: Business (Pullman Business)

At the bottom, there is a comment box labeled "enter your comment" with three buttons: **Submit**, **Save for Later**, and **Close**. The **Submit** button is highlighted with an orange box.

13 Click Open to Propose Compensation for the Hire.

If you do not Open this task immediately, the task can be found in the Workday Inbox in the top right hand side of the screen

here you'll get updates on your active items.



14

On the Propose Compensation Hire screen, data will be pulled over from previous tasks. Scroll past the "Guidelines" section to locate the "Hourly" Compensation Plan section to enter in the Compensation for the worker.

Do not populate information in to the Guidelines section

Propose Compensation Hire Frosty Snowman Andrew Wing

Compensation

Effective Date & Reason

Effective Date: 02/10/2025

Reason: Hire Employee > Hire Employee > New Hire

FTE: 100.00%

Total Base Pay

Total Base Pay: 0.00 USD Hourly added

Guidelines

Total Base Pay Range: 0.00 - 0.00 USD Hourly added

Submit Deny Save for Later Close

General Compensation Package added

15

Enter appropriate Compensation for the worker and click the check box to save. Click Submit.

The screenshot shows a web form for entering compensation. At the top, it lists 'Grade' with 'Hourly' selected and 'Grade Profile' with 'Hourly USA' selected. Below this is a 'Salary' section with an 'Add' button. The 'Hourly' section contains a 'Compensation Plan' dropdown set to 'Hourly Plan', a 'Total Base Pay Range' of '0.00 - 0.00 USD Hourly', an 'Amount' input field containing '30.00', a 'Currency' dropdown set to 'USD', and a 'Frequency' dropdown set to 'Hourly'. An 'Additional Details' link is at the bottom of the form. At the bottom of the page, there are four buttons: 'Submit', 'Deny', 'Save for Later', and 'Close'. Orange boxes highlight the 'Submit' button, the 'Amount' field, the 'Hourly' section, and a checkmark icon in the top right of the 'Hourly' section.

16

Onboarding Setup: Admin Support personnel will be responsible for confirming who a "Helpful Contact" should be for any incoming Craft worker. The OM has the opportunity to add/remove people as necessary, as well as update the Notification Subject/Message that is sent to the Helpful Contact. The Helpful Contact's names will appear on the home page of the worker when the worker logs in to Workday for the first time. Note: there is no action from the Helpful Contact to confirm being a helpful contact. Default contacts include the HR Business Partner & the Office Manager for the Supervisory Organization.

Click Submit when satisfied with Onboarding Setup. After clicking Submit, new hire Onboarding tasks will automatically launch to the employee's Workday account.

Onboarding Setup

Helpful Contacts

Select People

× Imara Lee ...

× Serena Willingham ...

Notify

Notification Subject * You have been selected as a helpful conta

Notification Header
Hiring Manager: Andrew Wing
Worker: Frosty Snowman
Start Date: 02/10/2025

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

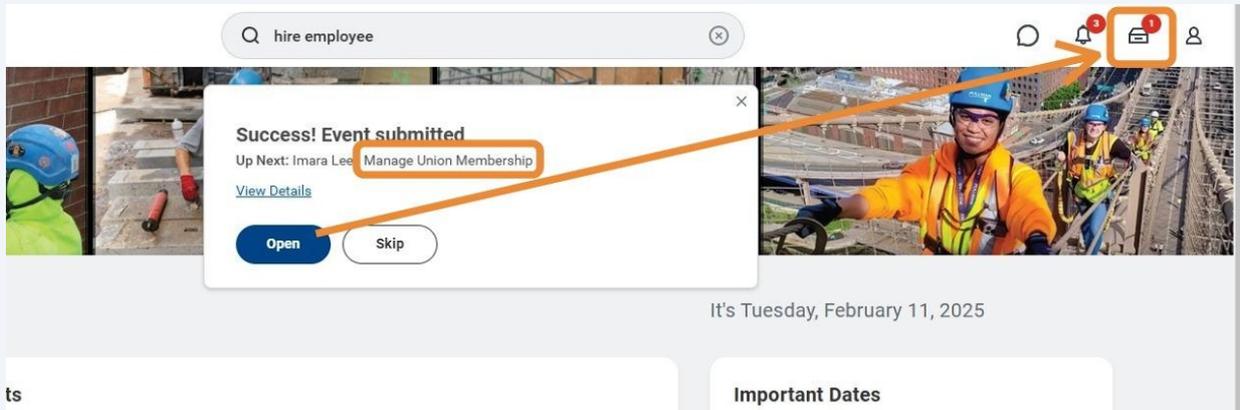
Process History

Imara Lee
Onboarding Setup - Awaiting Action

Submit Save for Later Cancel

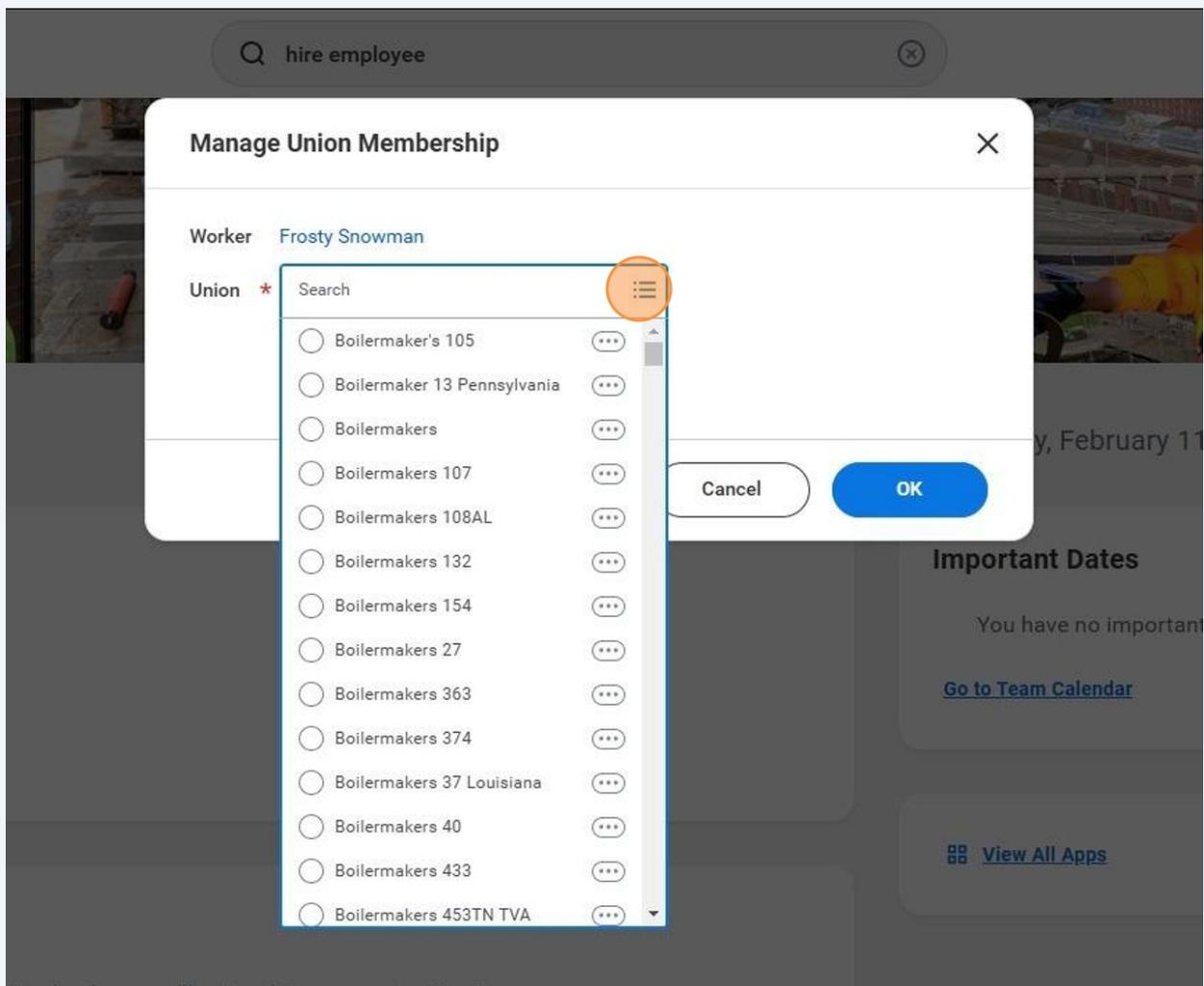
17

Union memberships will be maintained in Workday. Click Open to update the Worker's Union Membership. If this task is skipped, it will remain in the Admin Support's inbox to complete at a later time.

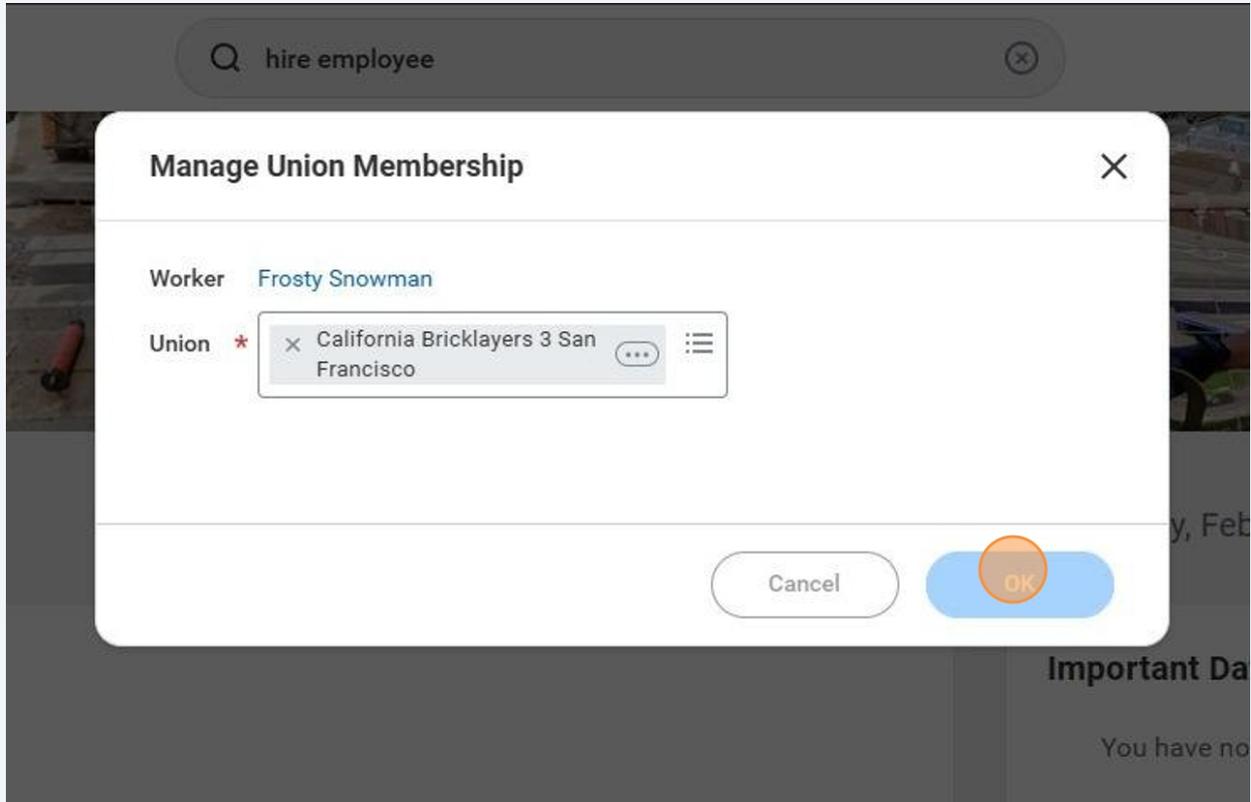


18

After clicking Open, a drop down will be available to locate the appropriate Union for the worker. You are able to type in to this field to search for a Union as well.



19 Identify the union and click OK



20

On the Manage Union Membership screen, Start Date & Type are required fields. Click Submit.

Note: the only option for Union Type is "Regular - Active - Pays Dues"

Manage Union Membership 01A 101

Worker Frosty Snowman
Union California Bricklayers 3 San Francisco
Original Hire Date 02/10/2025

Membership Information

1 item

*Start Date	End Date	*Type	Notes
02/10/2025	MM/DD/YYYY	Regular - Active - Pays Dues	

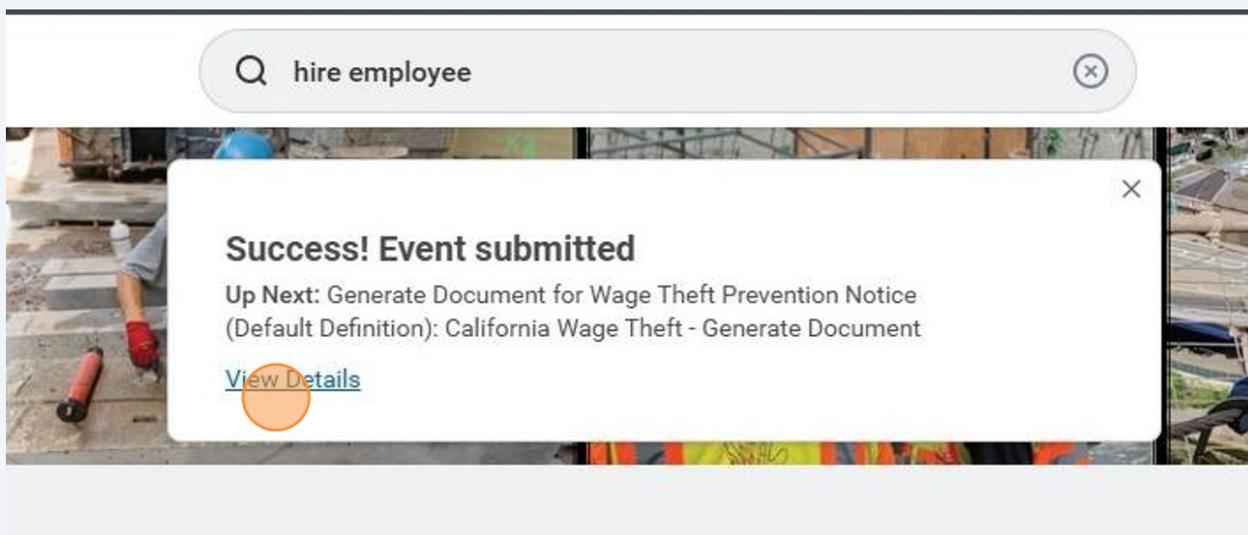
Process History

- Imara Lee
Union Membership Event - Awaiting Action

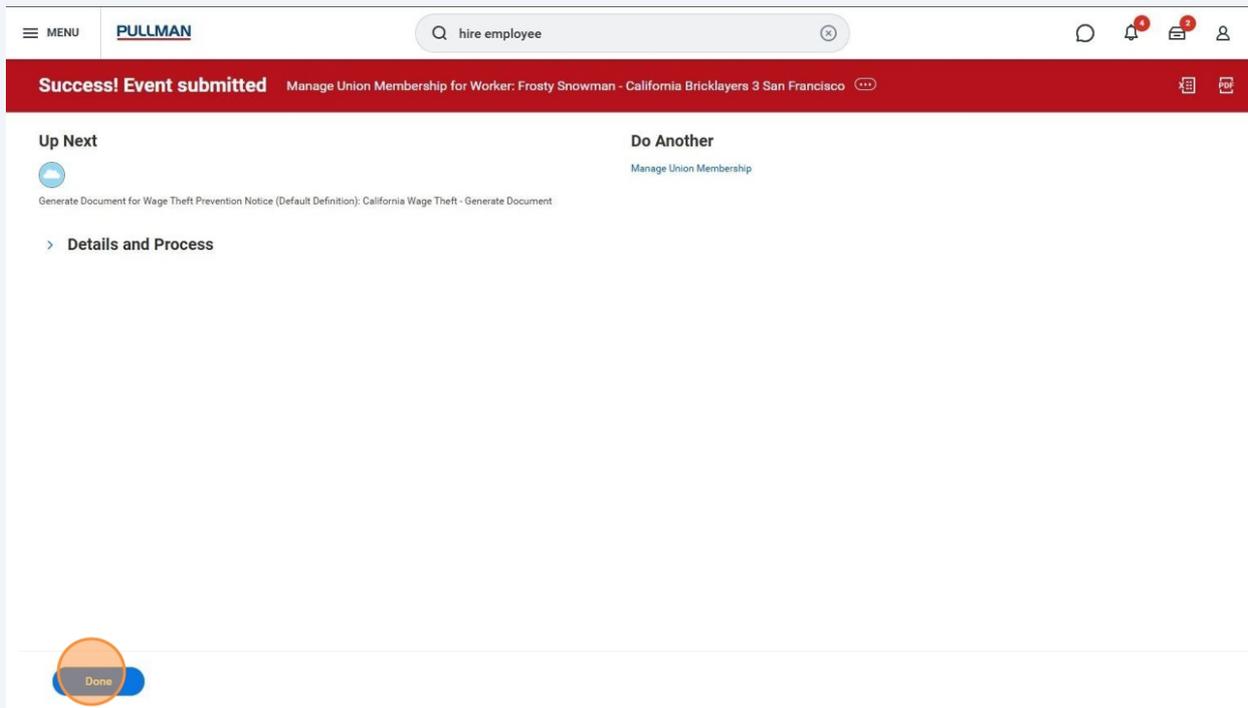
Submit Cancel

21

This step (Generate Wage Theft Prevention Notice) is only applicable to hires in California & New York. This step will not appear for workers hired in any other state. Click View Details to generate the Notice automatically. Then click Done on the next page



22 Click Done to have the notice generate and be sent to the Employee



23 Employee will receive a Welcome Email with instructions on how to gain access to the Workday system. From there, they will be guided through the Onboarding experience all within Workday!