DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Extra Help/Temporary Hire Checklist

Additional resources for hiring Extra Help/Temporary employees can be found on HR's **Hiring Resources** page here: https://uada.edu/employees/business-office/human-resources/hiring-resources.aspx

Requests to hire any Extra Help/Temp should be completed at least 10 business days prior to the anticipated hire date to allow appropriate approvals in Workday.

Task	Completed
1. **Complete the Extra Help/Temporary Hire Request (Optional if AES hire)** Complete the Extra Help/Temporary Hire request form found on the **Hiring Resources** page. You'll need the candidate's name, anticipated hire date, hourly pay rate, brief job description, and the candidate's resume or skill set so that HR can verify the individual meets the minimum qualifications for the selected position.	
2. **Create a Position** Find your Manager's supervisory organization by typing their name into Workday's search tool. If an appropriate position is not available under the Manager's Staffing tab, use the **Create Position** QRG to add a position. Note: For Extra Help/Temp positions, it's not necessary to complete the responsibilities on the Qualifications tab.	
3. **Create a Job Requisition** A Job Requisition will need to be created for every Extra Help/Temporary hire. Do this by following the **Create a Job Requisition** QRG.	
4. **Ask the candidate to apply to the Evergreen Requisition "UADA – Temporary Positions"** Point the candidate to our jobs portal to apply: https://uada.edu/jobs/	
5. **Create the Offer for Job Application and Generate Document tasks in Workday** Once HR has moved over the candidate from the Evergreen requisition, you will receive an Offer for Job Application in your inbox. Once the offer is approved, a Generate Document task will appear in your inbox to complete the offer letter. Once all parties approve the offer letter, it will route to the candidate's Workday application account for acceptance.	
6. **Communicate with the Manager and the candidate** Ensure that you communicate with the Manager and the candidate if they have tasks to approve in Workday. You can track the business process in the job requisition by clicking on the candidate's profile, then **Recruiting History** (to see recruiting history) or **Employment Offer** (to see the offer status).	
7. **IT account (Microsoft, email, etc..) set up** Connect with the IT Services desk at services.uada.edu for questions or assistance with new hire accounts set up.	

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