



Job Aids

[accordion]

General Information

- [Hire, Transfer, Promotion Reason Codes *\(updated as of 2/14/19\)*](#)
- [New - Request Matrix Orgs and Add/Remove Members](#)
- [New - Organization Charts: How to Export to Visio](#)
- [New - Primary Job Retro Calendar](#)
- [Future Dated Transactions](#)
- [Future Dated Transactions for Student Employment](#)
- [Reports](#)
- [Delegation](#)
- [Security and Delegations for Student Employment](#)
- [Managing Your Inbox and Workfeed](#)
- [Understanding the Payroll Process](#)
- [Pay Practice for Multiple Jobs Guidelines](#)
- [Multiple Jobs Benefit Eligibility Cheat Sheet](#)
- [Multiple Jobs Benefit Eligibility Guidelines](#)
- [Multiple Jobs Benefit Eligibility How-To-Charts](#)
- [Multiple Jobs Benefit Eligibility FAQ's](#)
- [Workday Mobile Quick Reference Guide](#)
- [Understanding More About Document Attachments](#)

Transaction Checklists

- [Place on Leave Checklist for Approvers](#)
- [Place on Leave Checklist for Initiators](#)
- [Hire Checklist for Approvers](#)
- [Hire Checklist for Initiators](#)
- [Transfer Checklist for Approvers](#)
- [Transfer Checklist for Initiators](#)

Recruiting

- [New - How to Create an EDO Req and Posting](#)
- [Guide for Recruiters and Primary Recruiters](#)
- [Recruiting Navigation Reference Sheet](#)
- [Reference - Where Are Jobs Posted \(Externally\)](#)
- [Create Job Requisition](#)
- [New Job Requisition Reason Codes](#)
- [Managing Evergreen Requisitions](#)
- [Job Overlap](#)
- [Employment Application Questionnaires](#)
- [Interviews in Workday](#)
- [Hiring Manager View](#)
- [Search Committees in Workday](#)

- [How to Apply as an Internal Applicant](#)
- [How to Apply as an External Applicant](#)
- [Recruiting Notifications and Letter Templates](#)
- [External Candidate Portal](#)
- [Workday Recruiting Training Sessions FAQ's](#)
- [Offer Letter Templates](#)
- [Workday Recruiting Reports](#)

Video tutorials

- **New** - [External Candidate Application Process](#)
- **New** - [Workday Recruiting Reports](#) (Workday Wednesday Recording via Zoom)
- **New** - [Workday Recruitment Verbal Offer](#)
- **New** - [Workday Offer](#)

Position Management

- [Create Position](#)
- [Manage Position Freeze](#)
- [Edit Position](#)
- [Edit Position for Student Employment](#)
- [Edit Position Restrictions](#)
- [Close Position](#)
- [Change Organization Assignments](#)
- [Enter and Update Job Descriptions](#)

Hire

- [Complete Form I-9](#)
- [IRPRA FAQ's](#)
- [Create Pre-Hire](#)
- [Create Job Requisition](#)
- [Hire Employee](#)
- [Auto Assign Pay Group](#)
- [Job Overlap](#)
- [Retiree Return to Work](#) (as of 11/02/16)
- [Hire Emeritus](#)

Additional Job

- [Add Additional Job](#)
- [Add Additional Job for Student Employment](#)
- [End Additional Job](#)
- [End Additional Job for Student Employment](#)
- [Multiple Jobs Benefit Eligibility Cheat Sheet](#)
- [Multiple Jobs Benefit Eligibility Guidelines](#)
- [Multiple Jobs Benefit Eligibility How-To-Charts](#)
- [Multiple Jobs Benefit Eligibility FAQ's](#)

Job Change

- [Transfer, Promote or Change Job](#)
- [Job Overlap](#)
- [Change Job for Student Employment](#)
- [Change Business Title](#)
- [Change Location](#)
- [Request a Transfer](#)
- [Manage Probation Periods](#)
- [Move Workers](#)

- [Phased Retirement](#)
- Please see the [Staff Phased Retirement Program](#) webpage for Phased Retirement forms and template letters.

Compensation

- [Request Compensation Change](#)
- **New - Allowance Codes (effective as of 4/1/19)**
- [Request Compensation Change for Student Employment](#)

Performance Management (Reviews & Goals) Toolkit

- [Guiding you through the Performance Dialogue Process in Workday \(tutorial for all\)](#)
- [Performance Review Presentation](#)
- [Start and Manage Performance Reviews job aid \(for HR\)](#)
- [Employee Quick Reference Guide - Performance Dialogue Process in Workday](#)
- [Manager Quick Reference Guide - Performance Dialogue Process in Workday](#)
- [Goals Job Aid \(for both Employees and Managers\)](#)
- [Performance Reviews & Goals Frequently Asked Questions \(for both Employees and Managers\)](#)

Time Off and Leaves

- [Place Employee on Leave](#)
- [NY Paid Family Leave](#)
- [Place Employee on Leave for Student Employment](#)
- [Return Employee from Leave](#)
- [Return Employee from Leave for Student Employment](#)
- [How to Record Time Off](#)
- [More About the Vacation Reset Process](#)
- [Vacation and HAP Eligibility Quick Reference](#)

Terminations, Permanent Layoffs and Retirement *Newly Updated as of 4/8/19*

- [Terminations, Permanent Layoffs and Retirements](#)
- [Vacation Buyout](#)

[/accordion]
