How to Hire an Employee in Workday: A Step-by-Step Guide

This guide walks you through how to hire an employee in Workday when the individual is already set up as a pre-hire. You'll learn how to locate the pre-hire profile, launch the Hire Employee action, complete the required job and working time details, submit the request, and review the post-submission tasks that follow.

Prerequisites

Before you begin, make sure you have the following:

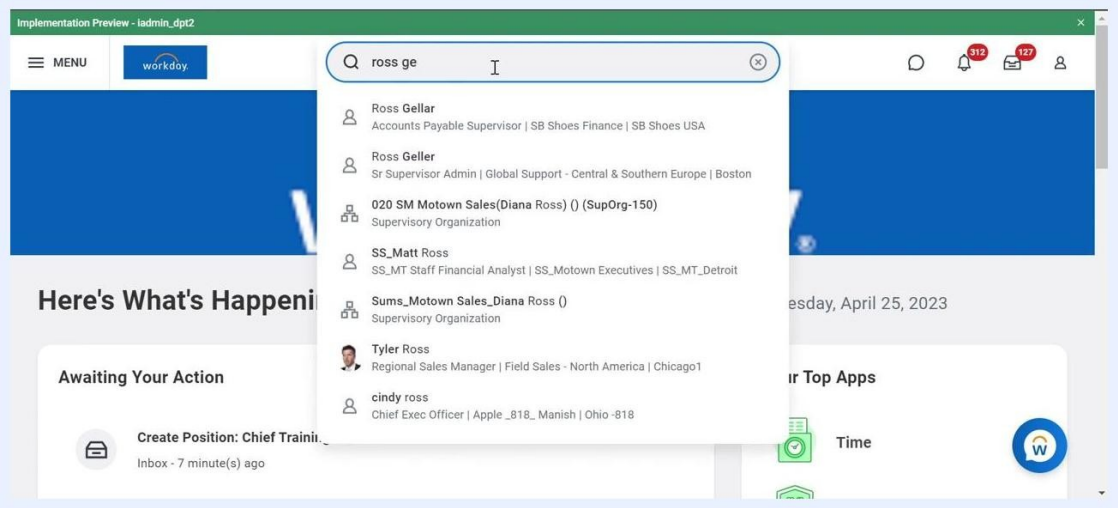
- Access to the Workday application with permissions to initiate a hire action.
- A pre-hire profile already created for the person you intend to hire.
- Knowledge of the supervisory organization, position, and job profile the new hire will be assigned to.

Step 1: Access the Workday dashboard

Open the Workday application and confirm you're on the main dashboard. You should see widgets such as Awaiting Your Action and Your Top Apps, along with a search bar at the top of the screen. This dashboard is your starting point for locating the pre-hire record.

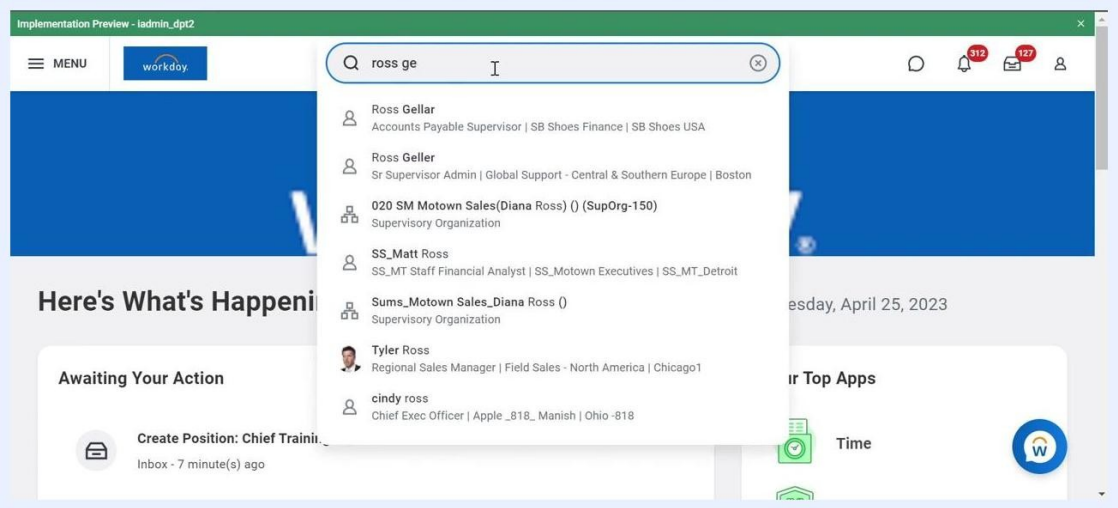
Step 2: Search for the pre-hire employee

Click the search bar at the top of the dashboard and begin typing a relevant keyword, such as a letter of the person's name. A dropdown appears showing Recent Searches along with quick filter options like People, Tasks and Reports, Learning, and Drive.



Workday dashboard with the search bar active, showing recent searches and quick filter options

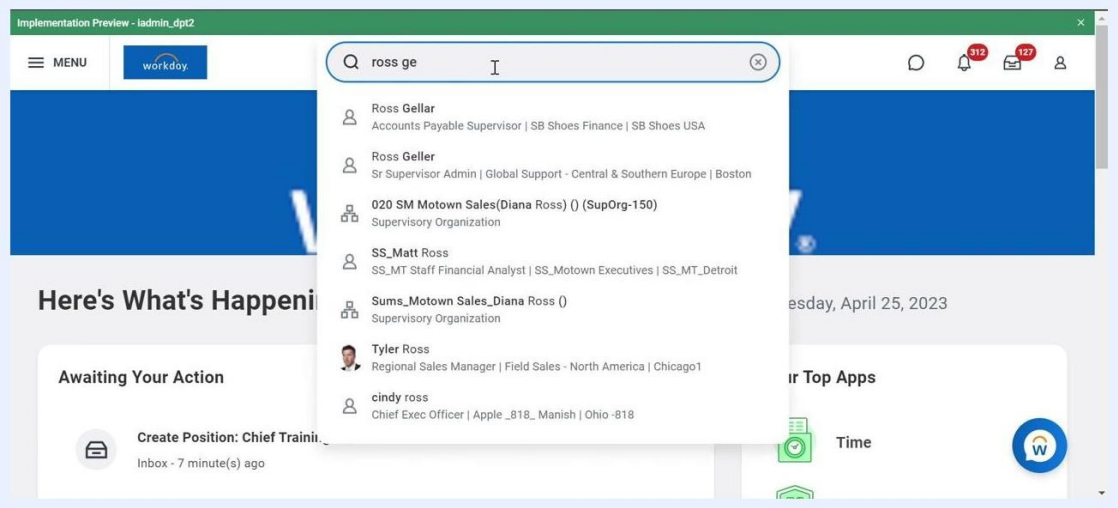
Continue typing the full name or search term (for example, "ross ge"). The dropdown populates with matching people and organizations, allowing you to locate the correct individual.



Search bar with "ross ge" entered, displaying a dropdown list of matching people and organizations

Step 3: Select the pre-hire profile

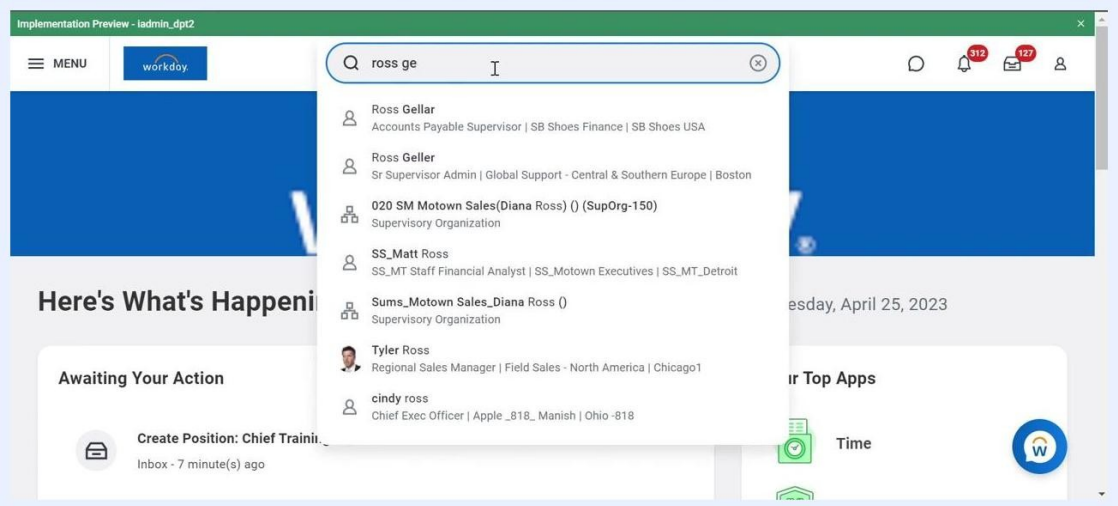
Click the correct pre-hire name from the search results. Workday navigates to the People category and displays a list of matching pre-hire profiles. Confirm the profile details—such as the manager's name and pre-hire status—then click the profile to open it.



People search results for "ross geller" showing multiple pre-hire entries

Step 4: Open the Hire action

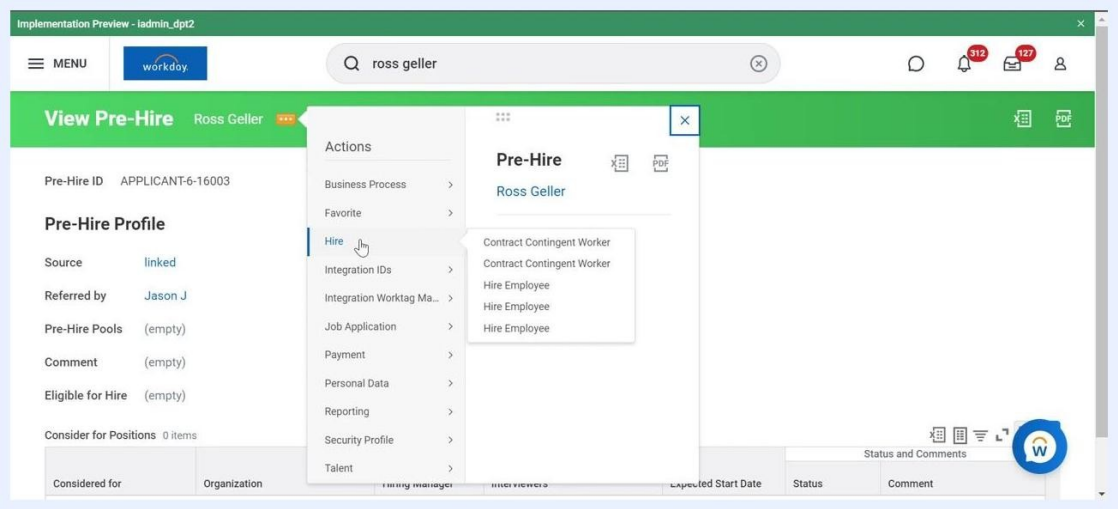
On the pre-hire profile page, locate the Actions menu and hover over or click Hire. A submenu appears with options including Contract Contingent Worker and Hire Employee. Select Hire Employee to proceed.



Pre-hire profile page with the Actions menu open and the Hire Employee option visible

Step 5: Choose the supervisory organization

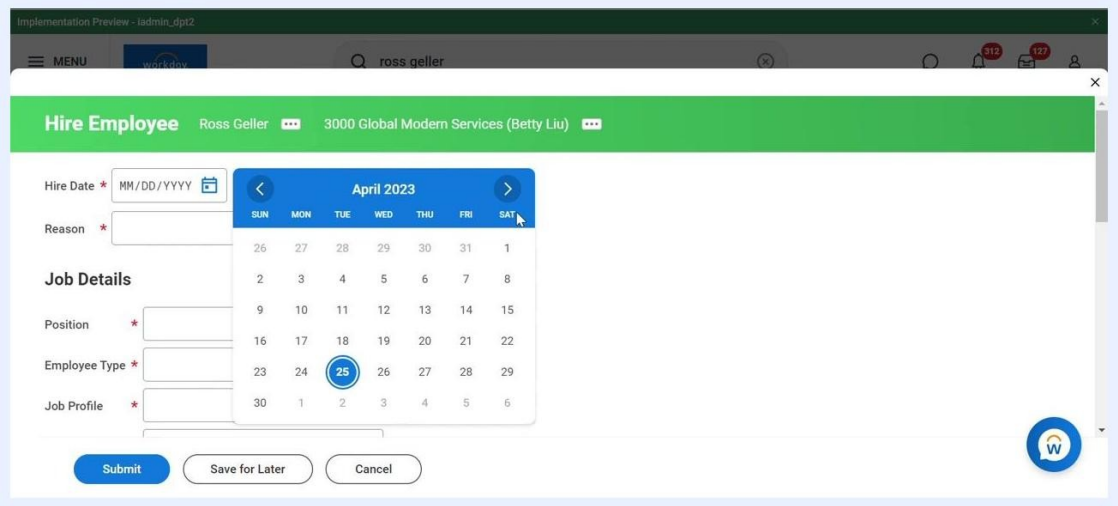
In the Hire Employee dialog, type the relevant organization name into the Supervisory Organization field (for example, "betty"). Select the appropriate organization from the search results.



Hire Employee dialog with the Supervisory Organization field showing search results for "betty"

Step 6: Enter the hire date

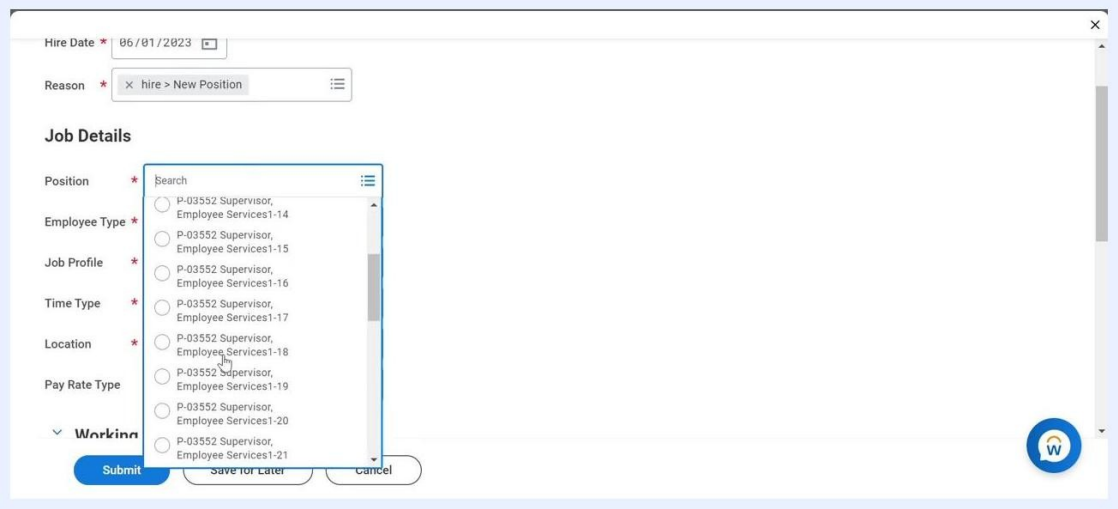
On the Hire Employee form, click the calendar icon and select the desired hire date. Use the calendar's navigation arrows to move to the correct month and date if needed. At this point the Reason, Position, Employee Type, and Job Profile fields are still to be completed.



Hire Employee form with the calendar open to select the hire date

Step 7: Specify the reason for hire

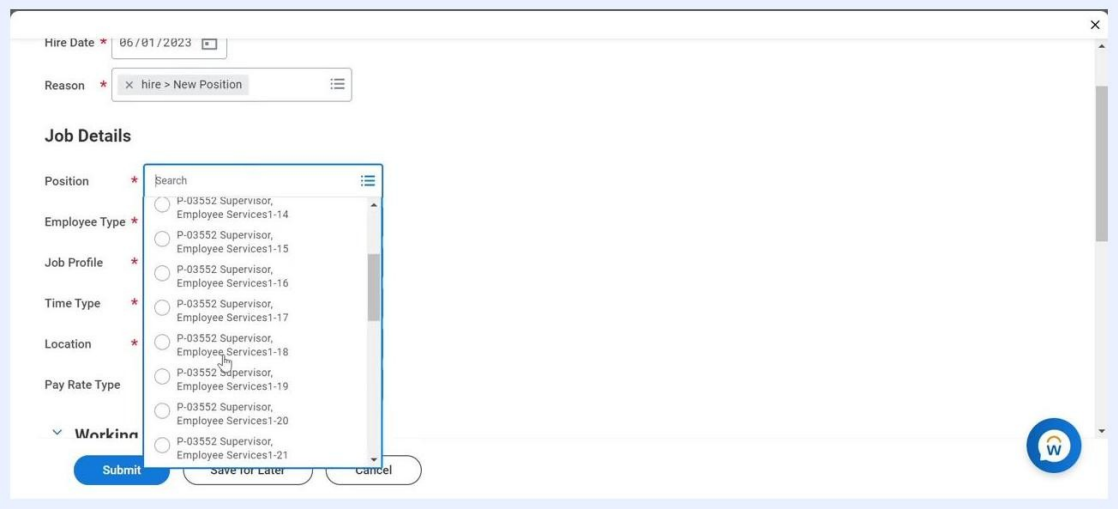
In the Reason field, type or select the appropriate reason (for example, "hire > New Position"). Confirm the correct option is selected from the dropdown.



Reason dropdown open with "hire > New Position" being selected

Step 8: Select the position

In the Position field, search for the appropriate role. Review the list of available positions and select the correct one for the new hire.



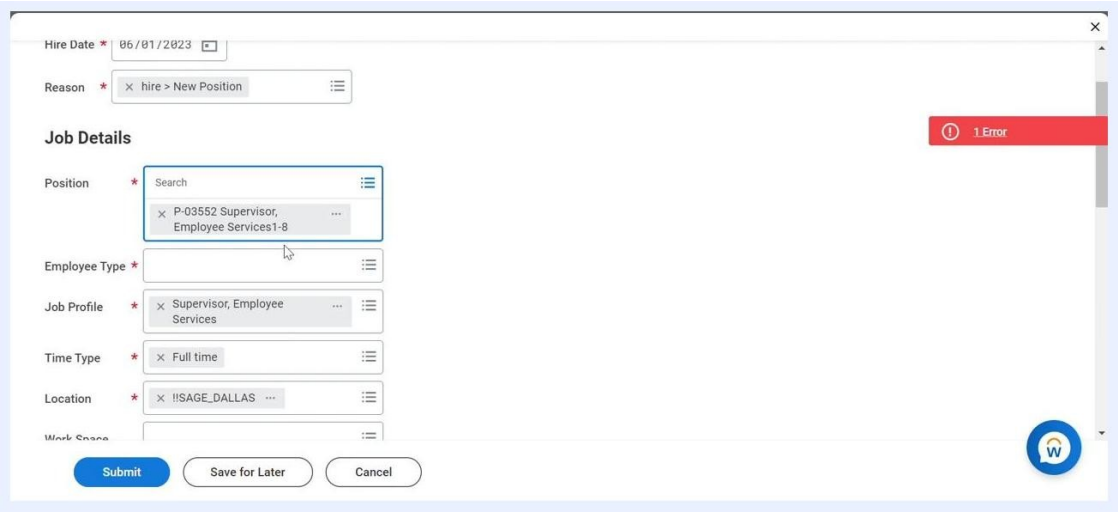
Position dropdown open with a list of available supervisor positions

Step 9: Review job details

Confirm that the core job details are filled in, including:

- Hire Date
- Reason
- Position
- Job Profile
- Time Type
- Location

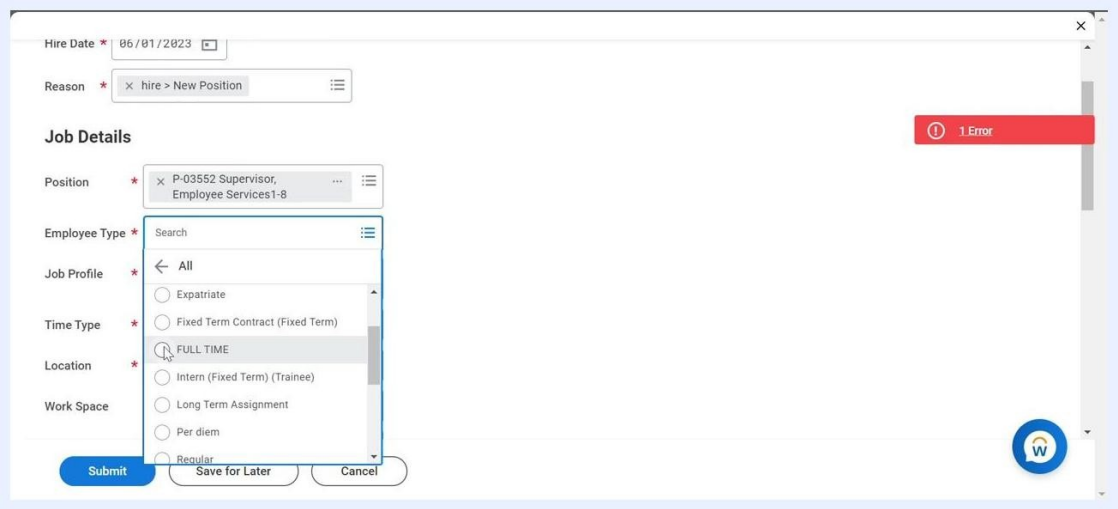
If a required field is still missing, a red error indicator appears at the top right (for example, "1 Error"). The Submit, Save for Later, and Cancel buttons are available at the bottom of the form.



Job Details section with required fields filled in and an error indicator visible

Step 10: Select the employee type

Click the Employee Type field to open the dropdown, scroll through the options, and select the appropriate type (for example, FULL TIME). Confirm the selection appears in the field.



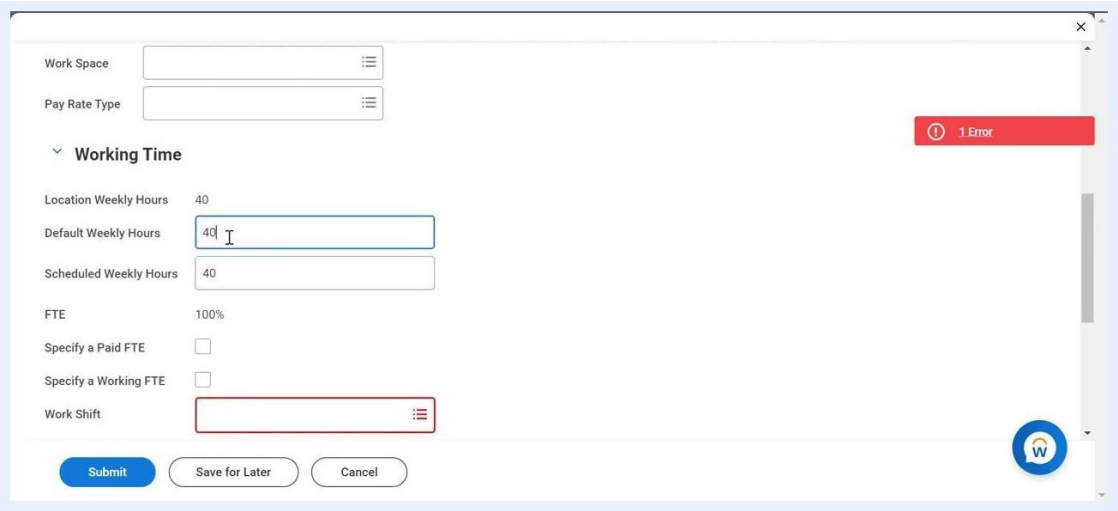
Employee Type dropdown open with "FULL TIME" being selected

Step 11: Enter working time details

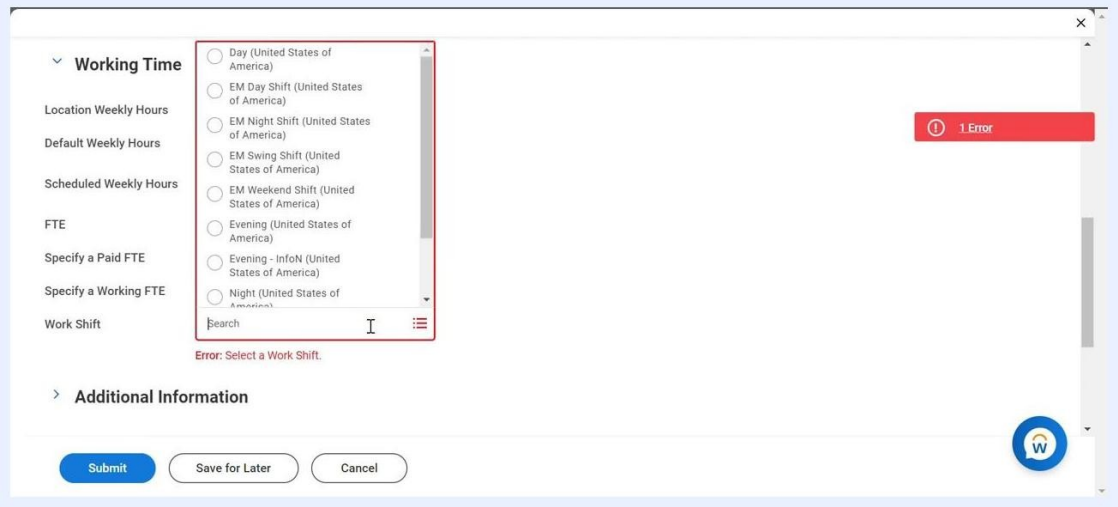
Scroll to the Working Time section and enter the following:

- Location Weekly Hours — pre-filled (for example, 40).
- Default Weekly Hours — enter the value and adjust as needed.
- Scheduled Weekly Hours — enter the value and adjust as needed.
- FTE — pre-filled (for example, 100%).

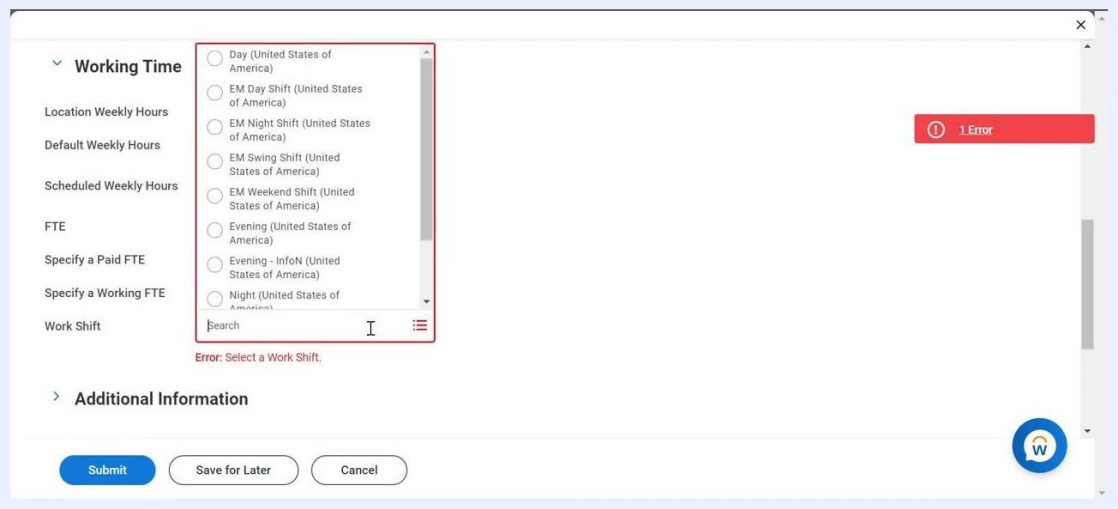
If you change the weekly hours, make sure Default Weekly Hours and Scheduled Weekly Hours match. Leave Specify a Paid FTE and Specify a Working FTE unchecked unless your situation requires them.



Working Time section with weekly hours being edited



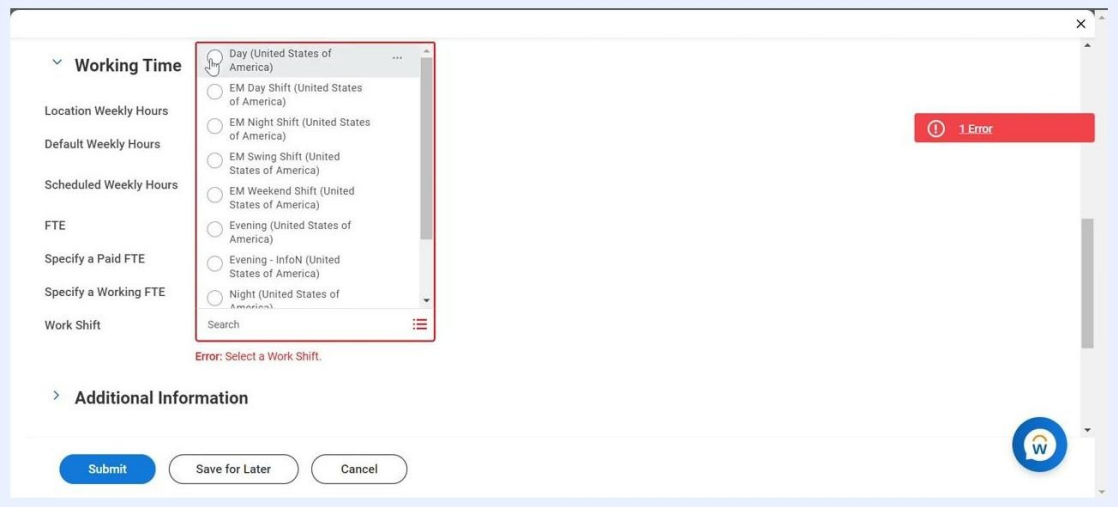
Working Time section with both weekly hours set to 35



Working Time section with Default Weekly Hours set back to 40 and Scheduled Weekly Hours at 35

Step 12: Select the work shift

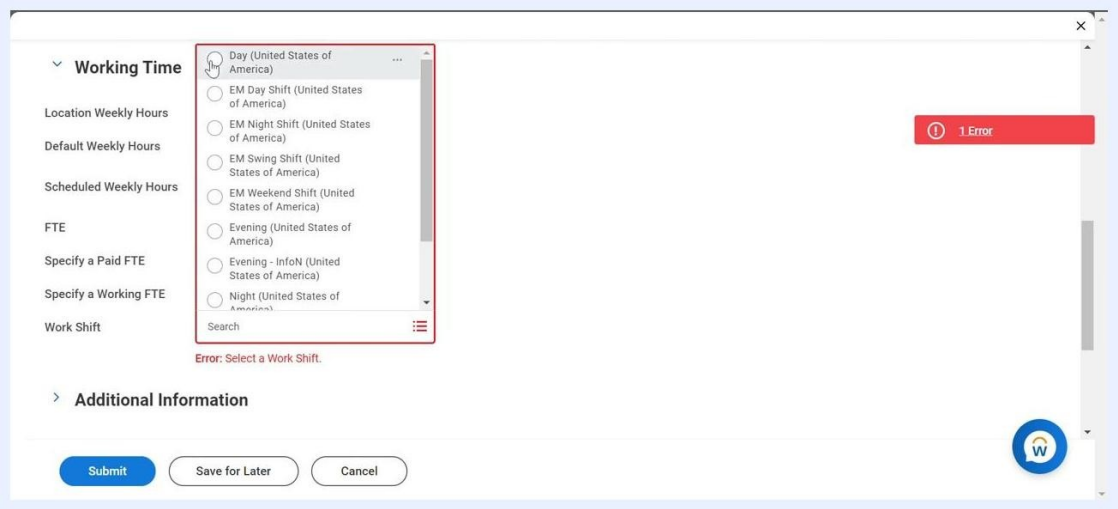
Click the Work Shift field to open the dropdown. Review the available options, such as Day, EM Day Shift, EM Night Shift, EM Swing Shift, EM Weekend Shift, Evening, and Night (all United States of America). Select the appropriate shift—for example, Day (United States of America). Once selected, the "Error: Select a Work Shift" message disappears.



Work Shift dropdown open with "Day (United States of America)" being selected

Step 13: Add additional comments

In the Additional Information section, locate the comment field and enter any relevant notes about the hire. Review the related links provided, such as Business Policy Document and Curious?, for further guidance.

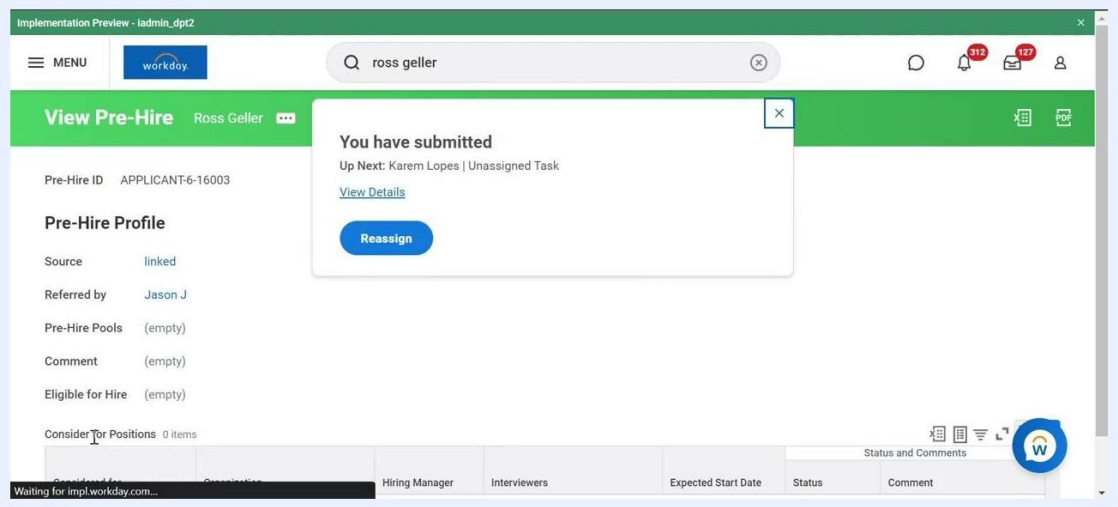


Additional Information section with a comment entered

Step 14: Submit the hire request

Review all entered information for accuracy, then click the blue Submit button at the bottom of the form to finalize the hire. You can also use Save for Later to pause and return to the form, or Cancel to discard your changes.

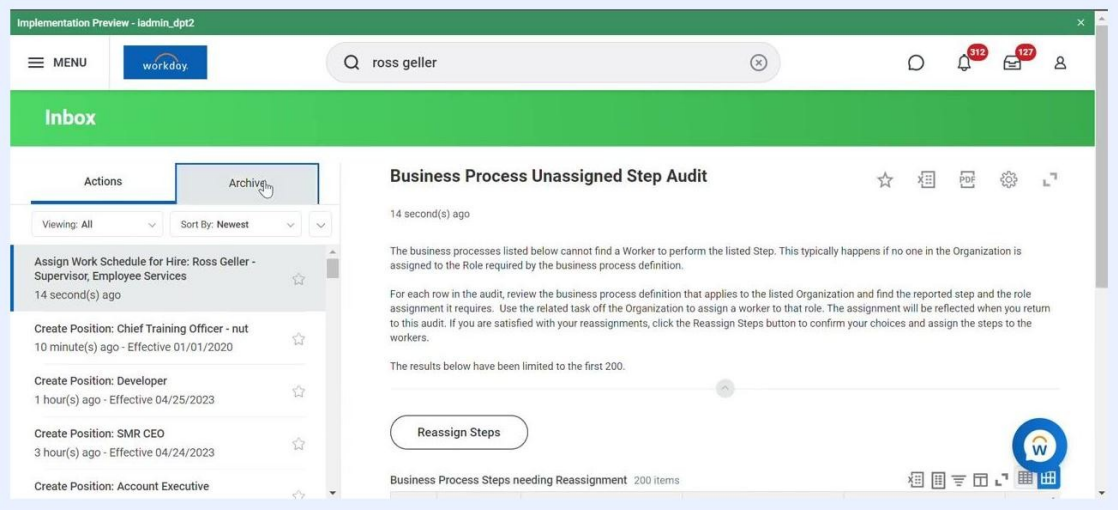
After submission, a confirmation message appears along with the next assigned task. Options to View Details or Reassign the task are available on the pre-hire profile page.



Submission confirmation message on the pre-hire profile page

Step 15: Check your inbox for new tasks

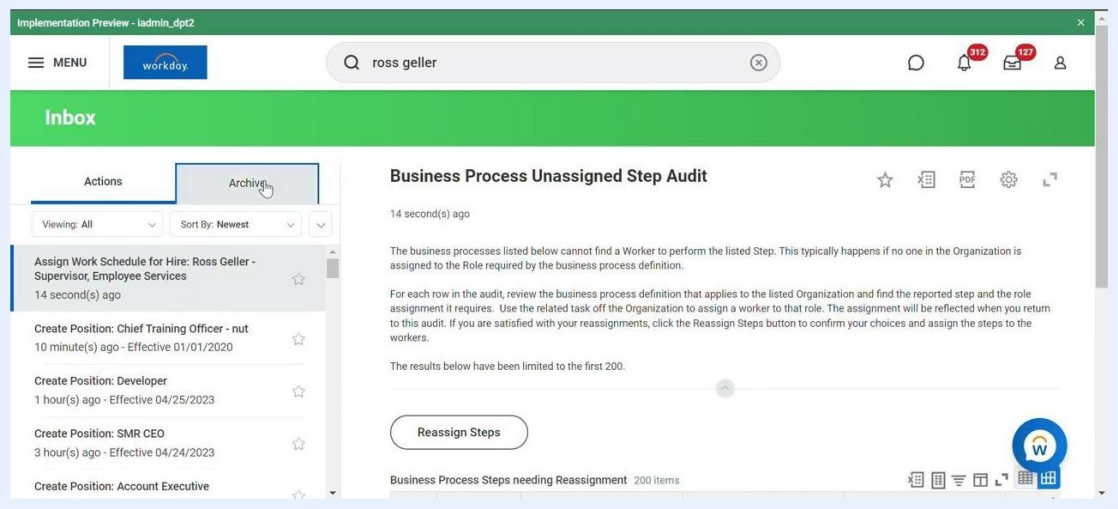
Navigate to your Workday Inbox to find any new tasks generated by the hire, such as "Assign Work Schedule for Hire." The Inbox also displays other recent and pending tasks, along with notification icons showing alert and message counts.



Workday Inbox with a new task for assigning a work schedule highlighted

Step 16: Review the business process audit

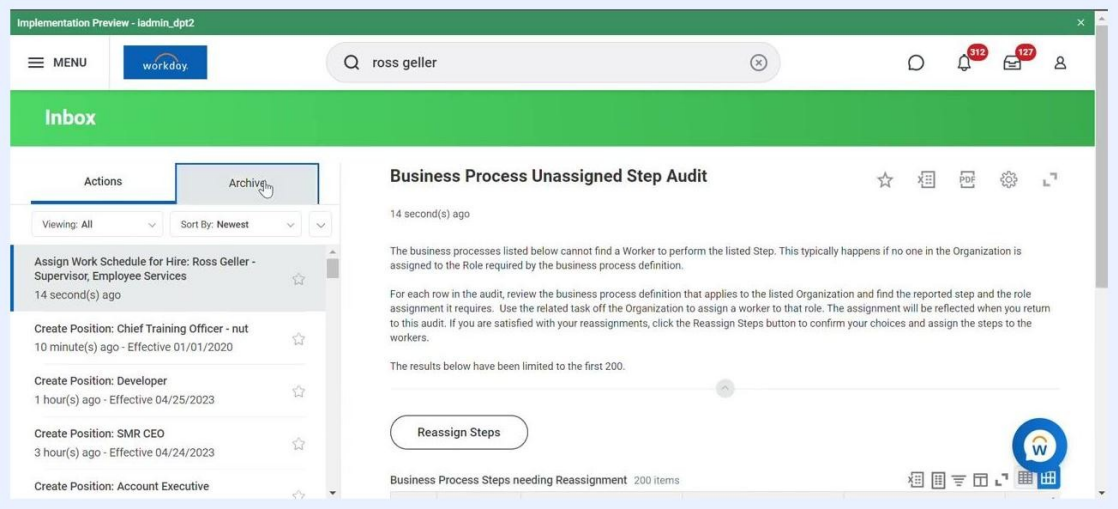
Navigate to the Archive tab to view completed or system-generated audit messages. Review the Business Process Unassigned Step Audit, which explains when a step cannot be assigned because no worker is available for the required role. Follow the instructions to review the business process definition and assign a worker, then use Reassign Steps to confirm if needed.



Business Process Unassigned Step Audit message with instructions and the Reassign Steps button

Step 17: Verify hire completion

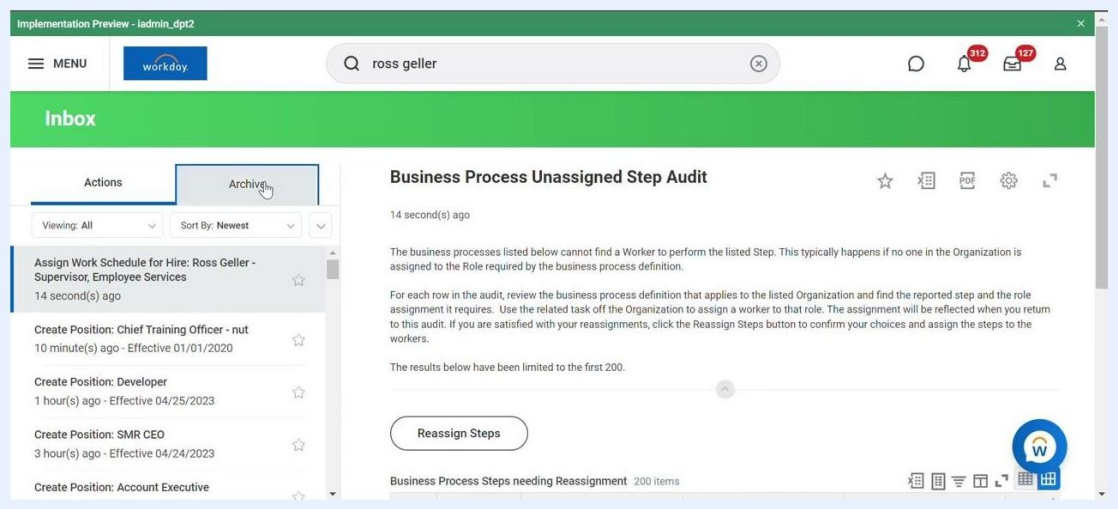
In the Archive tab, locate the hire entry with the status "Successfully Completed: Multiple Parties." The right pane shows the process details, including the position, overall process name, overall status, and due date. Under My Actions, review any pending items and click Reassign if you need to delegate the next step.



Hire completion details with the next action and Reassign button

Step 18: Review hire details

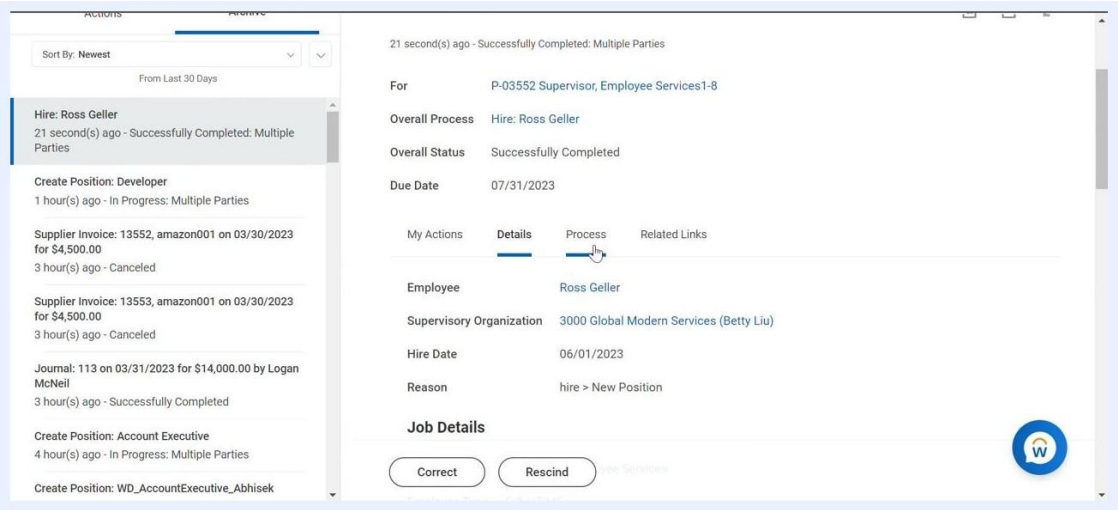
Click the Details tab to confirm the employee name, supervisory organization, hire date, and reason for hire. Additional job details appear below this summary. Use Correct or Rescind at the bottom if changes or cancellation are required.



Details tab showing employee, organization, hire date, and reason

Step 19: View the event summary

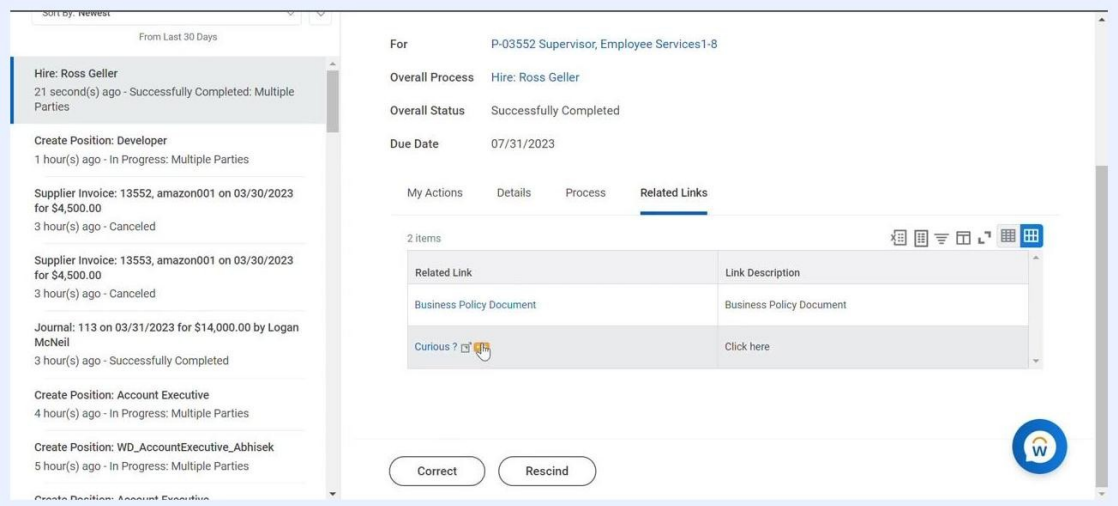
The View Event screen summarizes the completed hire, showing the position, overall process, overall status, and due date. Tabs for My Actions, Details, Process, and Related Links let you review or take further action. Use Correct or Rescind if post-completion changes are necessary.



View Event summary for a completed hire with navigation tabs and action buttons

Step 20: Access related links and documentation

Click the Related Links tab to view supporting resources, including the Business Policy Document and a Curious? link for additional guidance. Open these links as needed for policy information.



Related Links tab with Business Policy Document and Curious? links

Summary

You've now completed the full process of how to hire an employee in Workday, from locating a pre-hire profile and launching the Hire Employee action to entering job and working time details, submitting the request, and reviewing post-submission tasks. Always confirm that all required fields are completed and that error messages are resolved before submitting a hire request. Use the comments section to document any additional context, and check your Inbox and Archive regularly for follow-up tasks or audits. Use Reassign, Correct, or Rescind as appropriate to manage the workflow, and consult related policy documents for compliance and best practices.