

## EMPLOYEE LIFECYCLE FOR AGENCY HR

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

### ROLE OVERVIEW

As a member of Agency HR, it's your responsibility to initiate and approve tasks and processes throughout the employee lifecycle.

The high-level **Recruitment**, **Hiring** and **Onboarding** processes include:

Job Requisition Creation → Job Posting → Candidate Application → Review of Candidates → Screening of Candidates → Candidate Assessments (if applicable) → Interviewing of Candidates → Reference Check → Background Check → Offer → Ready for Hire → Hire → Onboarding

### RECRUITMENT PROCESS

As a member of Agency HR, it's your responsibility to create and review job requisitions. The agency primary recruiter will work directly with the hiring manager throughout the interview process for scheduling and management of interview feedback.

Recruiting roles and the HR Specialist role will have access to the **Recruiting** tabs on the left side of Workday@OK to easily view **Recruiting Tasks**, **Job Requisitions** and **Candidates** in various stages of the application process and the **Recruitment** dashboard.

The **Recruiting** application can be accessed through the **Global Navigation** menu or from the Workday@OK homepage by selecting **View All Apps**, then **Recruiting**.

Reference [Recruitment Process for Managers user guide](#) for guidance on the manager experience throughout the recruitment process within Workday@OK.

### HIRING AND ONBOARDING

Once a candidate has been moved to the hire status by the recruiter, the hire process will automatically be initiated.

1. All the required details will default in the hire step based on what was entered throughout the recruitment process.
2. You will receive a Workday@OK **inbox item** to review and approve details of the hire, such as compensation and pay group assignment.

The **Onboarding Setup** process will be triggered when a new employee is hired and when an existing employee transfers to a new agency. If you receive an **inbox item** titled **Onboarding Setup**, you have the ability to display welcome messages and build lists of helpful contacts for the new hire to meet.

Employees will have access to an **Onboarding** dashboard, providing them with a convenient and effective way to monitor their onboarding tasks



Employees will complete the I-9 form as a task during onboarding. The I-9 partner will receive an **inbox item** to review details, complete and approve I-9 verification.

## CHANGE JOB

Reference existing [Job Change for Managers user guide](#) for guidance on how to initiate a **Change Job** process within Workday@OK.

As a member of Agency HR, you will have responsibilities throughout the duration of the process. Depending on the conditions of the process, these responsibilities may include:

1. **Changing Organizational Assignments:** This includes changing organizations, such as company and cost center, for a worker or the position to reflect the new job details.
2. **Assigning a Pay Group:** This includes ensuring the pay group is updated per the new job details.
3. **Proposing a Compensation Change:** If a compensation change is required per the new job details.
4. **Requesting a One-time Payment:** Request one-time payment if applicable for employee.
5. **Maintaining an Employee Contract:** This step will be triggered if there is an employee contract that exists for the worker.
6. **Reviewing Probation Period:** This step will be triggered if there is a company change or if the probation end date is on or after the effective date of the job change.
7. **Reviewing Worker's Company Seniority Date:** This step will be triggered if there is a company change.

## TERMINATION

As a member of Agency HR, you will have responsibilities throughout the duration of the process. Depending on the conditions of the process, these responsibilities may include:

1. Populating **Date of Death:** If termination reason is death.
2. Adding **Retiree Status:** If termination reason is retirement.
3. Managing **Business Processes for Worker:** If there are business processes in-progress for the employee who is being terminated.