Casual Hiring Process for IAAs

- Last updated on: 5/27/2026
- Who this guide is for: Administrative Assistants hiring casual employees in WD

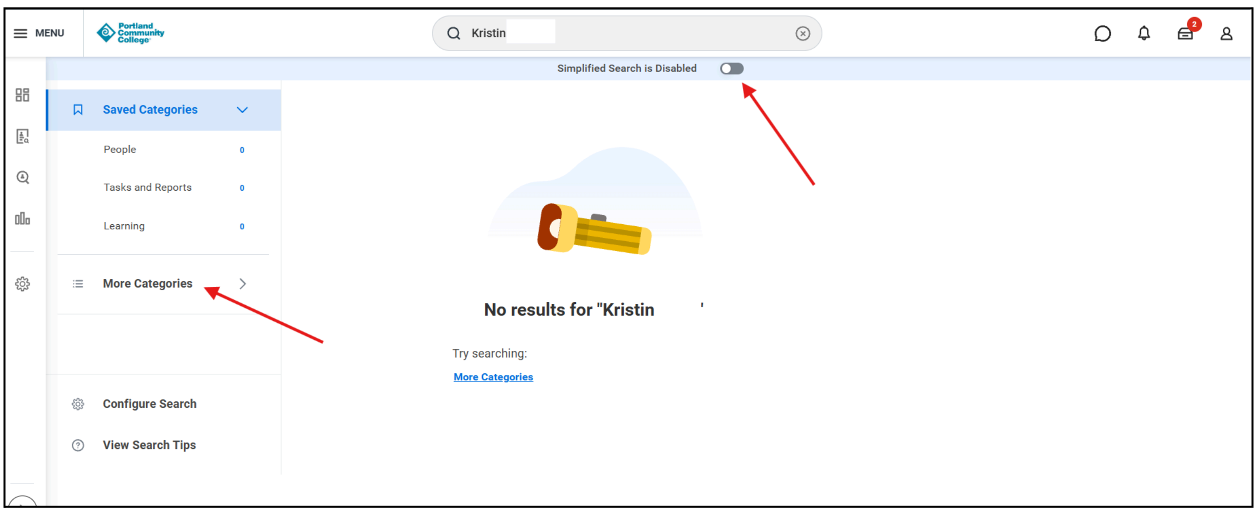
This guide will walk Administrative Assistants through the necessary steps to hire a new casual employee in Workday by:

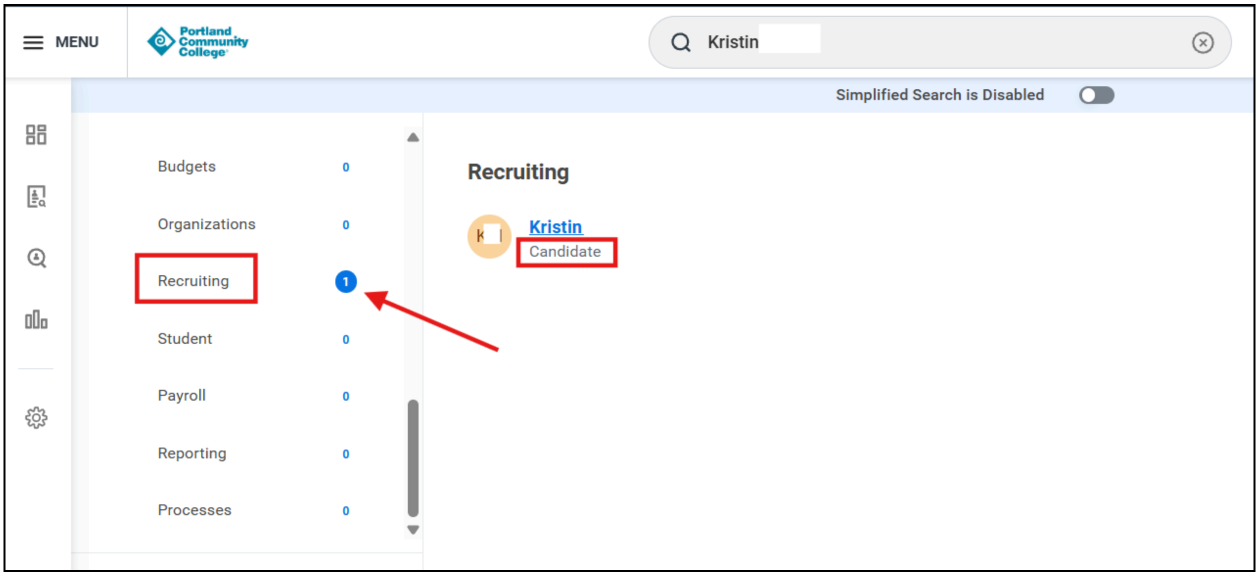
- Creating a Job Requisition
- Adding Applicants
- Moving candidates
- Additional information

Read before continuing:

- **All hiring at PCC starts with a Job Requisition in Workday.**
- Casuals are department recruitment - Job Position Management (JM).
- One Job Requisition can be used for multiple hires, as long as the Job Profile and Cost Center are identical for all of them.
- Terminating at the end of the fiscal year is no longer required - 12/31/2999 end date can be used.

Before beginning, disable simplified search

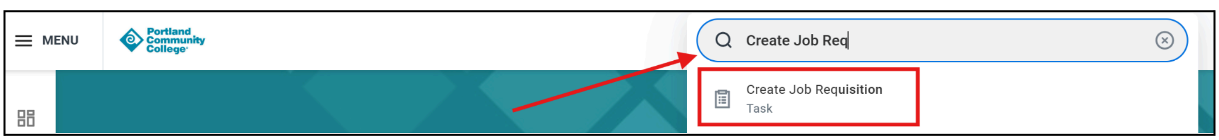




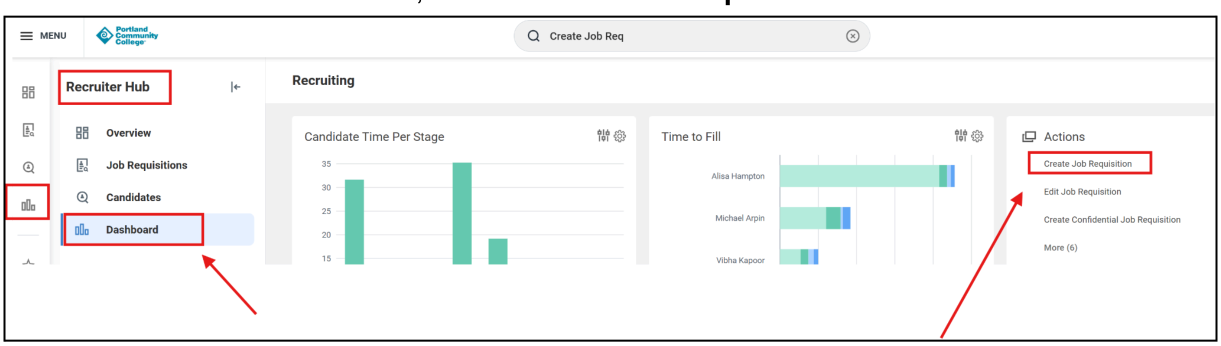
Creating a Job Requisition (JR)

All hiring at PCC starts with a Job Requisition in Workday. A new Job Requisition is required **any time** a person moves into or adds a new position number.

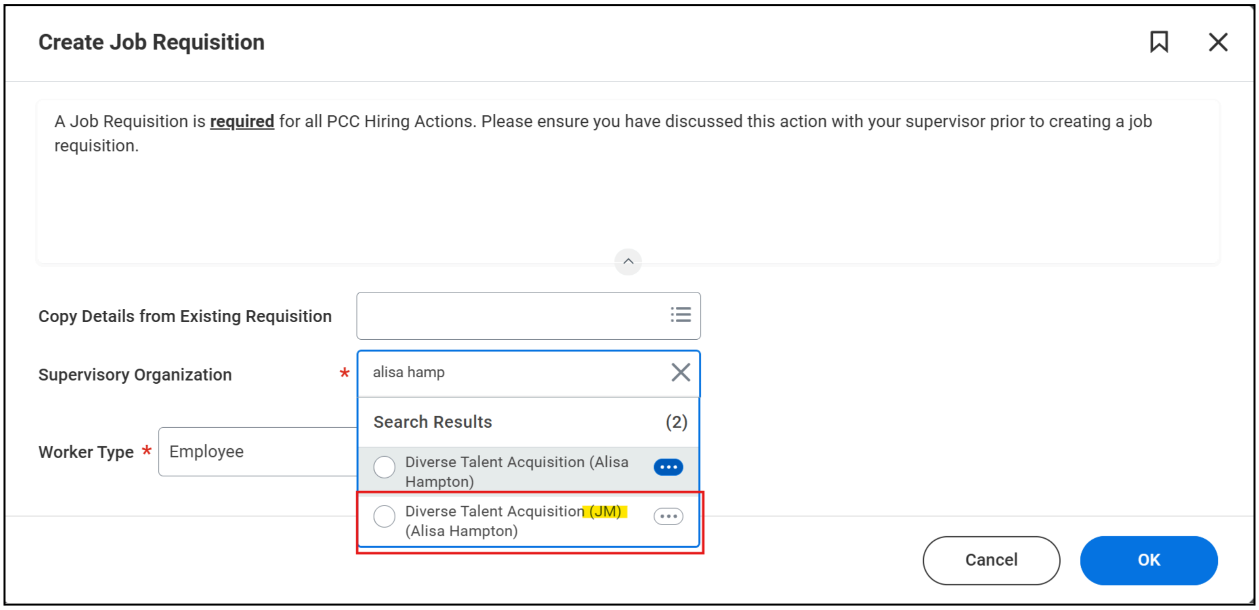
1. In the search bar, type **Create Job Requisition** and select **the task.**



Alternative: In the Recruiter Hub, select **Create Job Requisition** under the Actions menu.



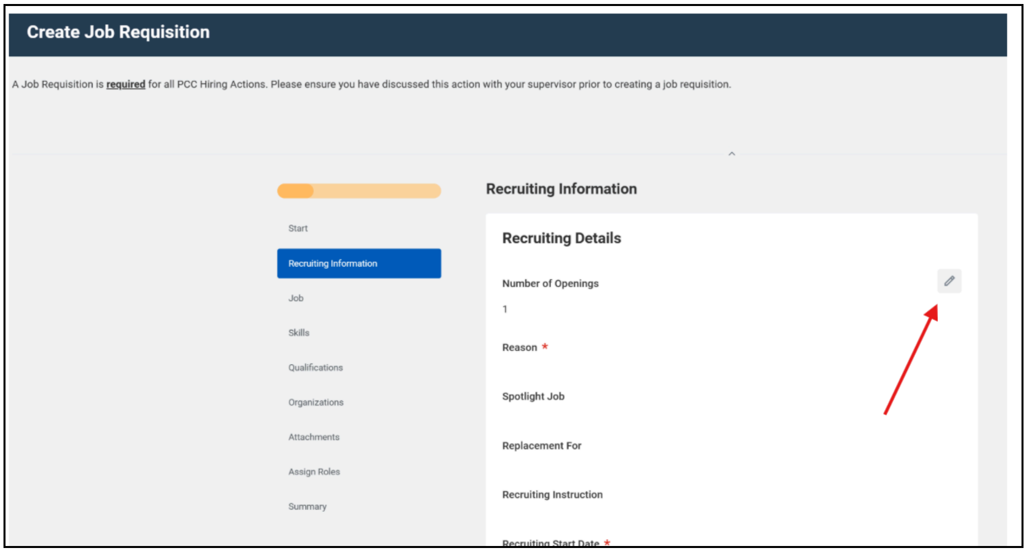
2. Create Job Requisition



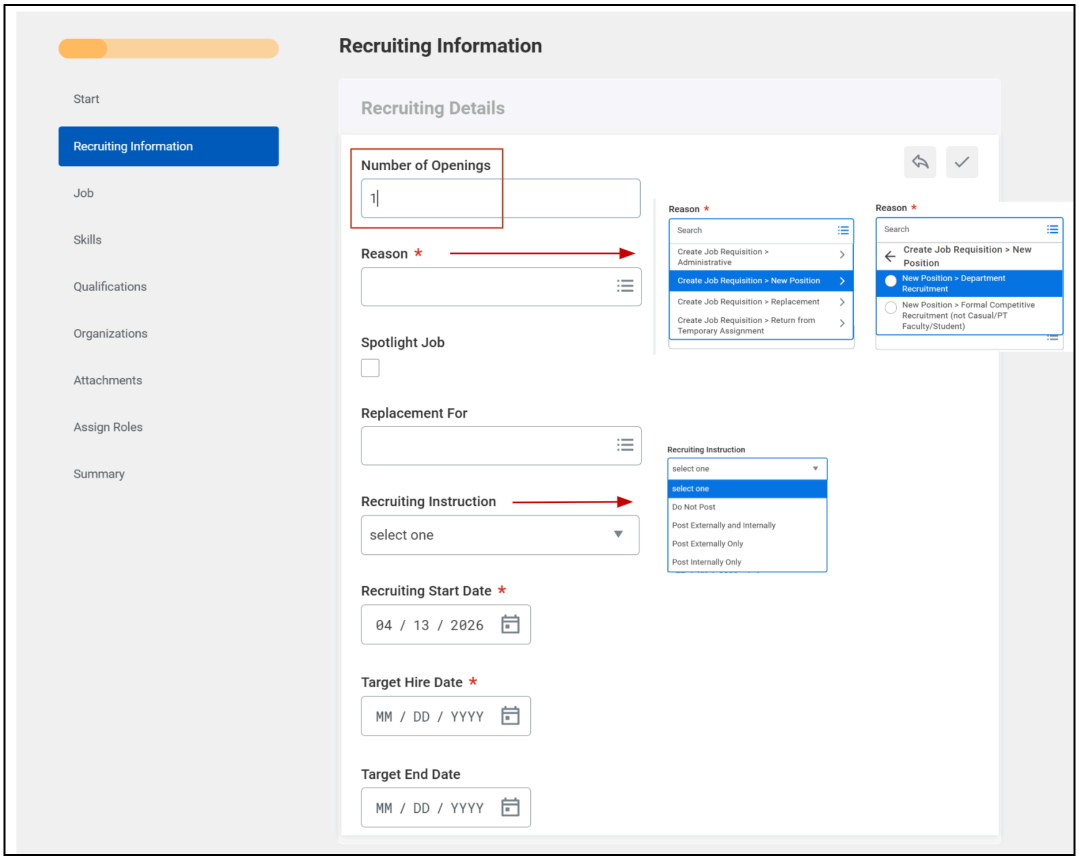
- In Supervisory Organization field:
  - Search by **manager name**.
  - Select the **(JM)** organization for Casual. Each Manager has 2 Supervisory Orgs:
    - Job Management Supervisory Org (JM) - Department Recruitment
      - Use for Casual, Part-time Faculty (including Special Projects), Student (non-work-study) Jobs.
    - Position Management Supervisory Org
      - Use for Academic Professional, Classified, Confidential, Full-time Faculty, and Management Jobs
- Worker Type: **Employee (do not change it)**
  - Copy Details: If you are hiring for a role that has been filled before, use the **Copy Details from Existing Requisition** field and type in **the previous JR#** to save time.

3. Job Requisition Details.

- Click on the pencil to add/edit information.

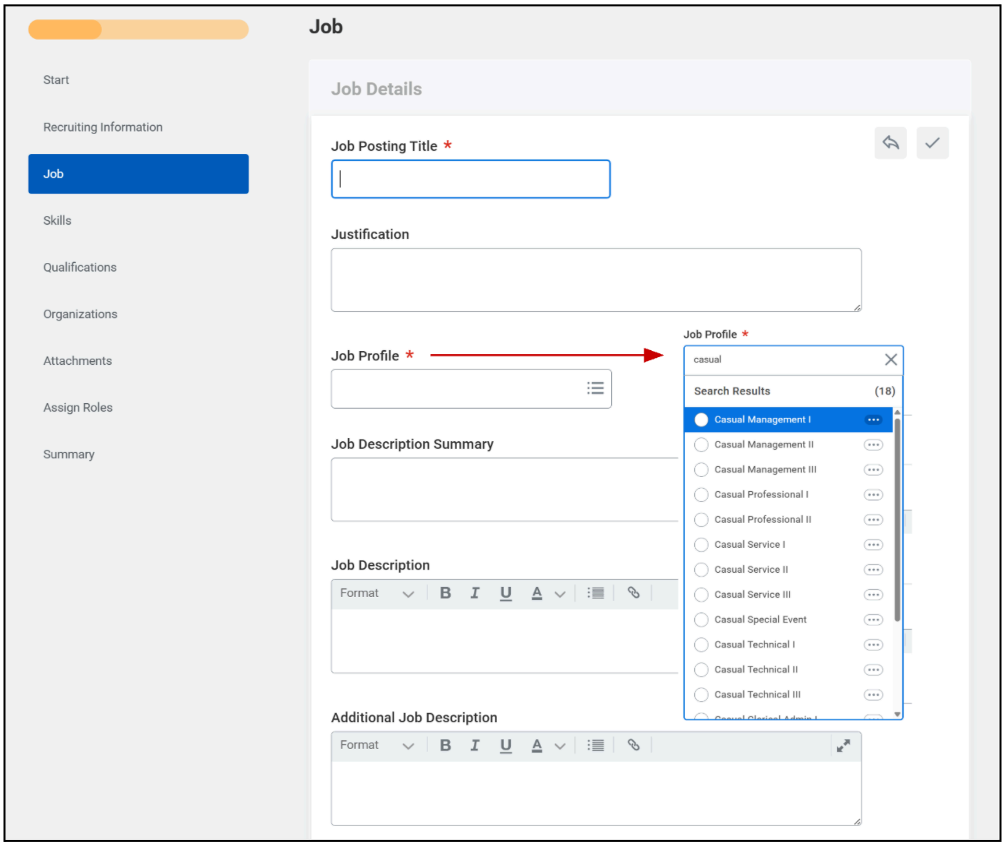


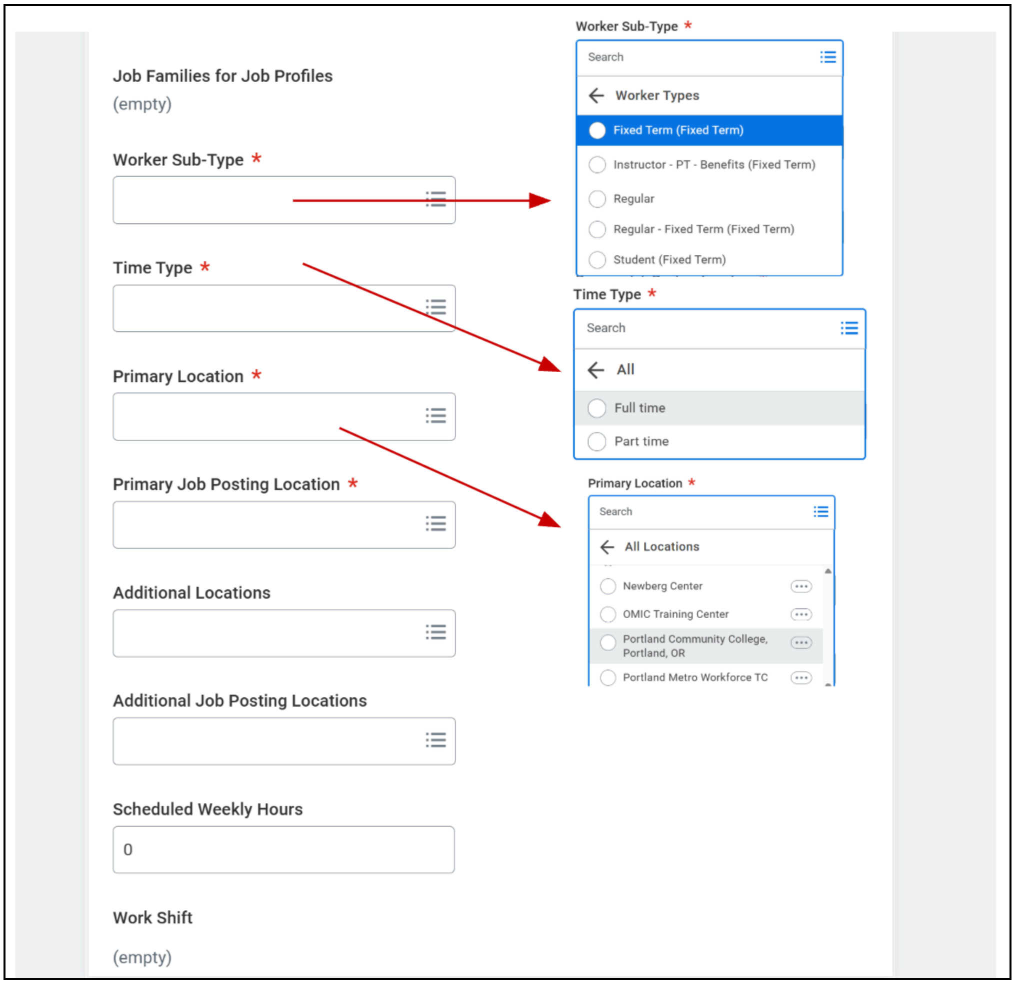
- Recruiting Information:
  - Number of Openings: **Single or multiple. Job Profile and Cost Center must be the same for all.**
  - Reason: Under Create Job Requisition, **select the reason that best describes your request**, as shown in the image below.
  - Recruitment Start Date: We recommend **entering the day you are creating the Job Requisition.** Don't add a future date.
  - Target Hire Date: **The start date, as expected**. It does not need to be exact since it can be changed when hiring a candidate.
  - Target End Date: Required if it's Temporary, PT Faculty, Casual or Student. **Use real end date or 12/31/2999.**



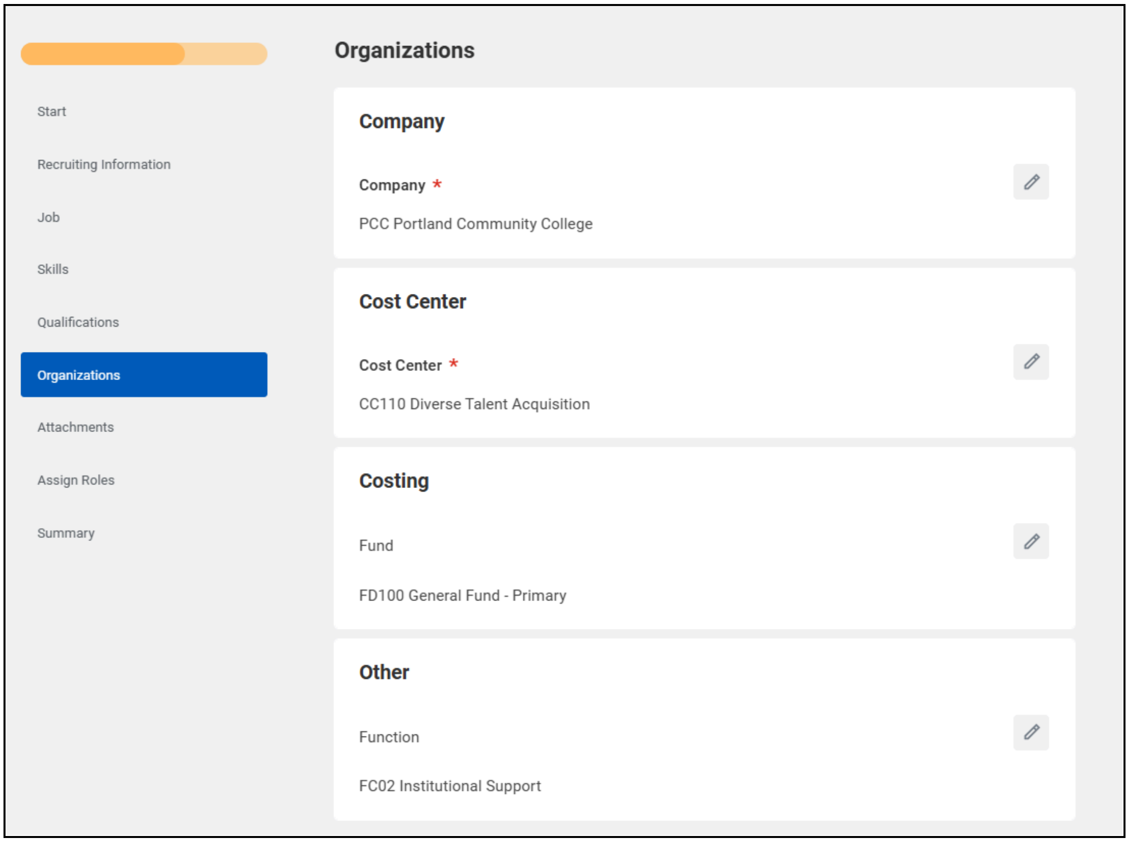
- Job:
  - Job Title**: Create a descriptive title**. E.g.: Digital Literacy Assistant (Casual), Front Desk Receptionist (Casual), Casual Lab Technician, etc.
  - Job Profile: Select **the specific profile** (e.g., Clerical, Technical Assistant, Professional, etc.). See casual job profiles, levels, and pay range here: [Compensation.]
  - Job Description Summary and Job Description: **Add if you intend to post the job.**
- Worker Sub-type: Select '**Fixed Term (Fixed Term)**' for casuals.
  - **Note:** Fixed Term (Fixed Term) is for temporary positions. Casuals and PT Faculty are temporary positions.
  - Student (Fixed-term): for Non-Work Study Student Jobs.
  - Regular: for permanent positions.
  - Don't use: Regular - Fixed Term or Instructor - PT - Benefits (Fixed Term).
- Time Type: Always select **Part Time for casual**.
- Primary Location:
  - Select **primary campus location**. If the job will be posted, select PCC as the primary location to ensure external websites can scrape the posting correctly. Campus location information can be added to the job description.
- Primary Job Post Location: Will be autopopulated based on the primary location.

- Additional location: **Add if necessary.** If the job will be posted, leave it blank. Additional locations can be added to the job description.
- Scheduled Weekly Hours: It defaults to 40. **Enter 0 (zero) or estimate for casual**.

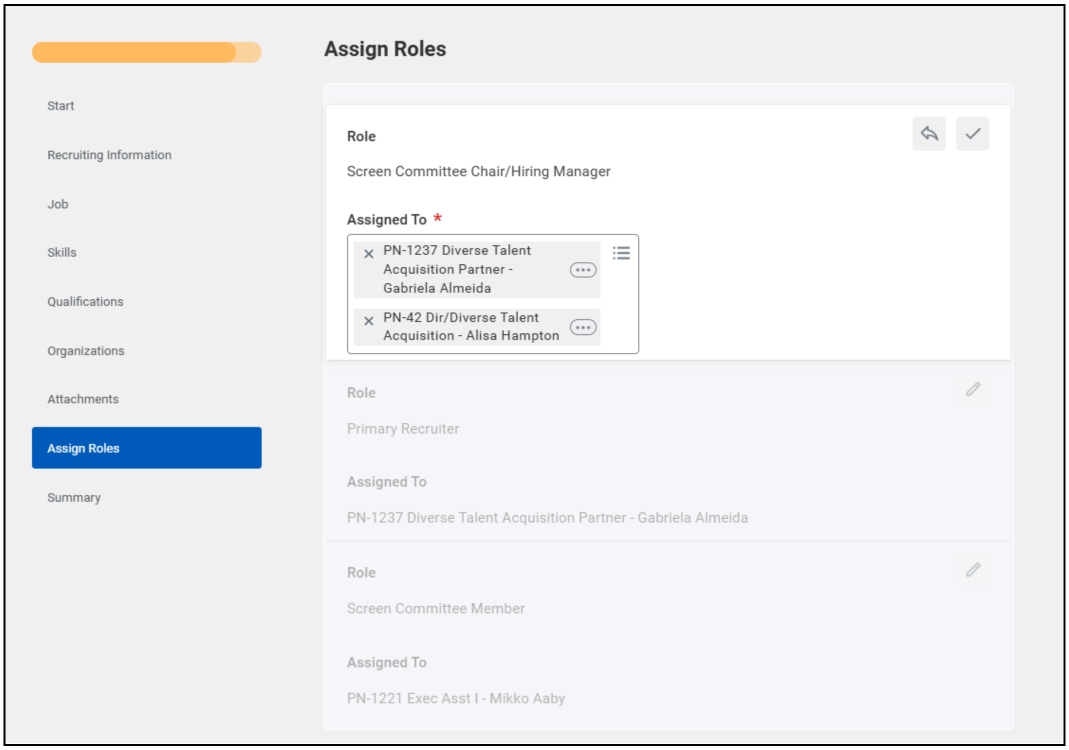




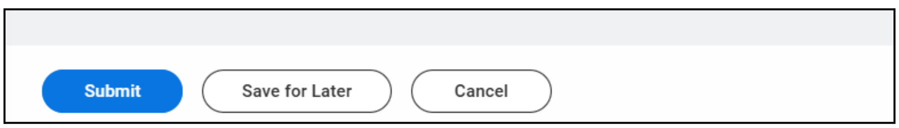
- Skills and Qualifications: **Skip**
- Organization:
    - Company: Select **PCC**.
    - Cost Center: Select **the cost center responsible for funding the position**.
    - Costing and Other: **These fields will autopopulate based on Cost Center**.



- Attachments: **Skip**
- Assign Roles: There are three roles in the dropdown menu, and you can assign one or more people to each role.
    - **Primary Recruiter**: A Primary Recruiter must be assigned to every Job Requisition. For casual positions, select **Gabriela Almeida**. For all other positions, please contact pccjobs@pcc.edu.
    - **Screen Committee Chair / Hiring Manager**: This role provides full permissions to view the requisition, review candidates, and move applicants through the hiring stages. Always assign the Hiring Manager and the responsible IAA (which can be yourself). You may optionally add anyone else who needs action-level access to the Job Requisition and candidates.
    - **Screen Committee Member**: This role provides view-only access to the Job Requisition and applicant profiles, but does not allow any actions. This is typically not required for casual positions.

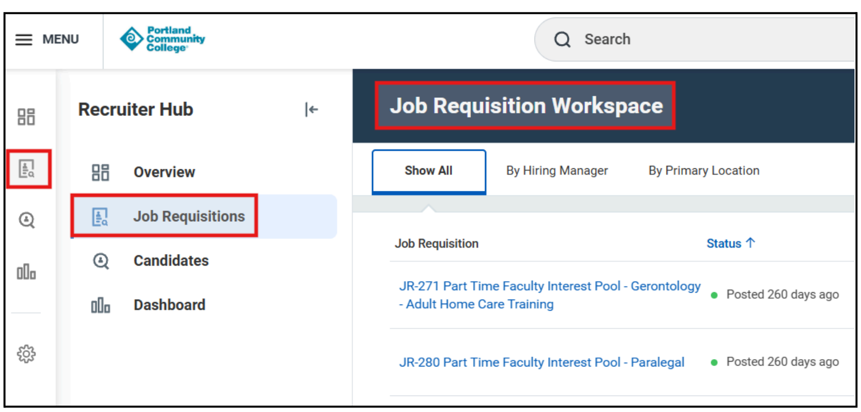


- Summary: **Review** all information and press **submit**.



4. Approval Flow:

- Once you click Submit, the requisition will **automatically route to the Manager and then to the Recruiter for final posting**.
- You can find your Job Requisitions in *Recruiter Hub - Job Requisition Workspace*.



Adding Applicants

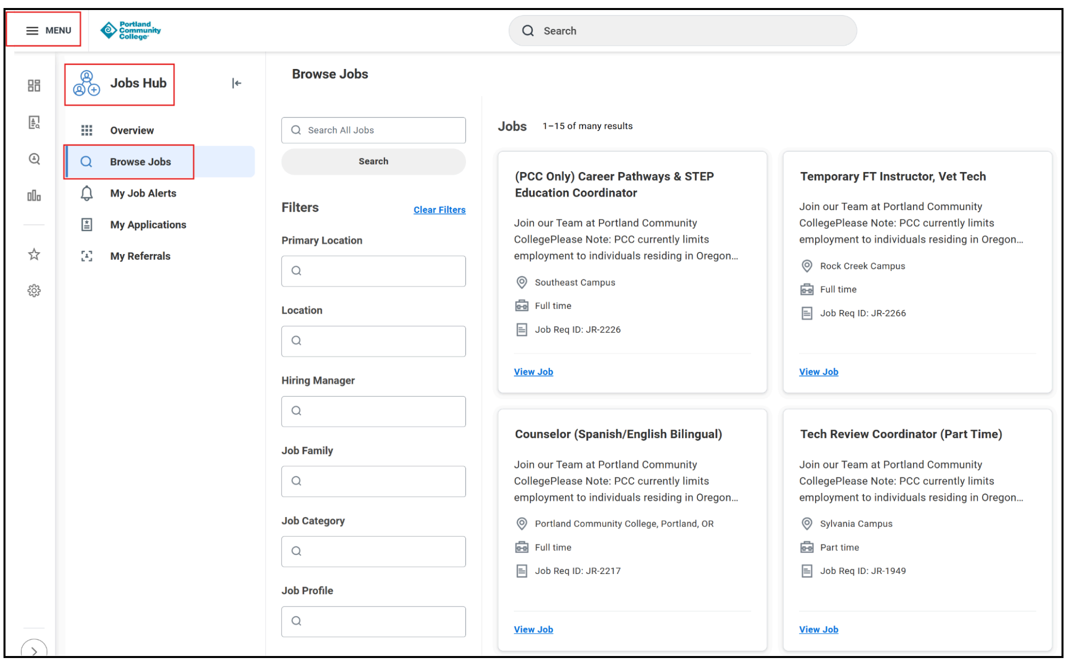
Before adding candidates, it is important to understand the different profiles Workday creates:

- Worker Profile: For current or former employees.
- Candidate Profile: For someone who has applied for a position and is linked to one or more JRs.
- Student Profile: Specifically for PCC students.
- Prospect Profile: For individuals in the system but are not yet linked to a specific job or JR.
- Pre-hire Profile: Automatically created during the hiring process (not manually used).

Methods for Adding Applicants

If the Job Requisition is Posted, candidates should apply for the position:

- Internal Candidates: Access via *Workday Menu > Jobs Hub*

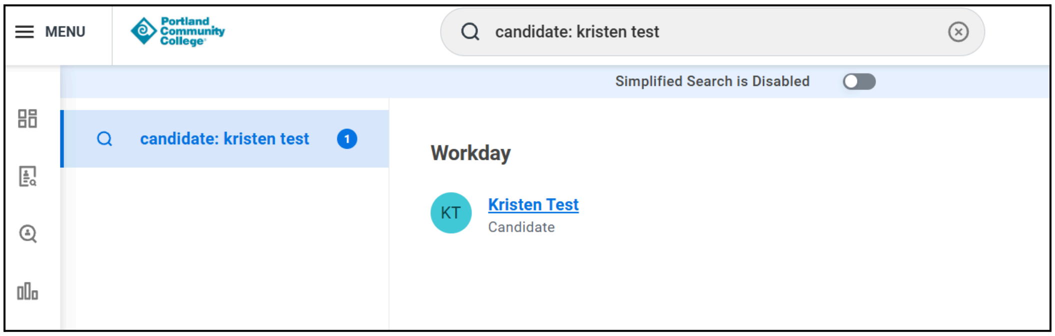


- External Candidates: Access via the [PCC Jobs website]

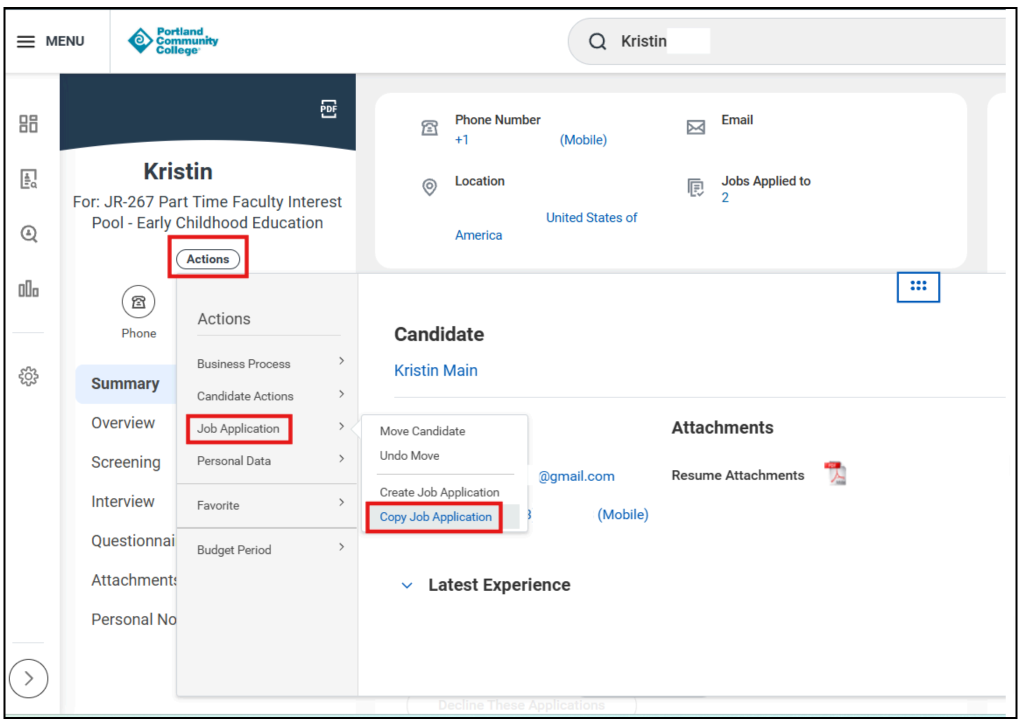
If the Job Requisition is not posted, manually add candidates using one of the following two methods: Copy Job Application or Create a Prospect.

1. Copy Job application
    - Use this if the person already has a candidate profile in Workday from a previous application:

- In the search bar, type **Candidate: nam** (e.g., ‘candidate: kristin test’) and select the candidate profile.

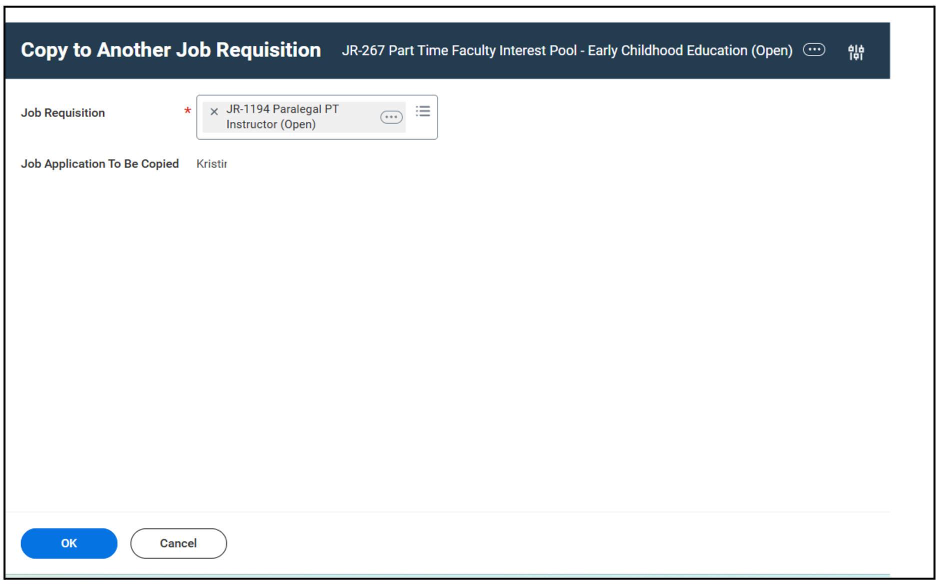


- Select Actions > Candidate Actions > Job Application > Copy Job Application.

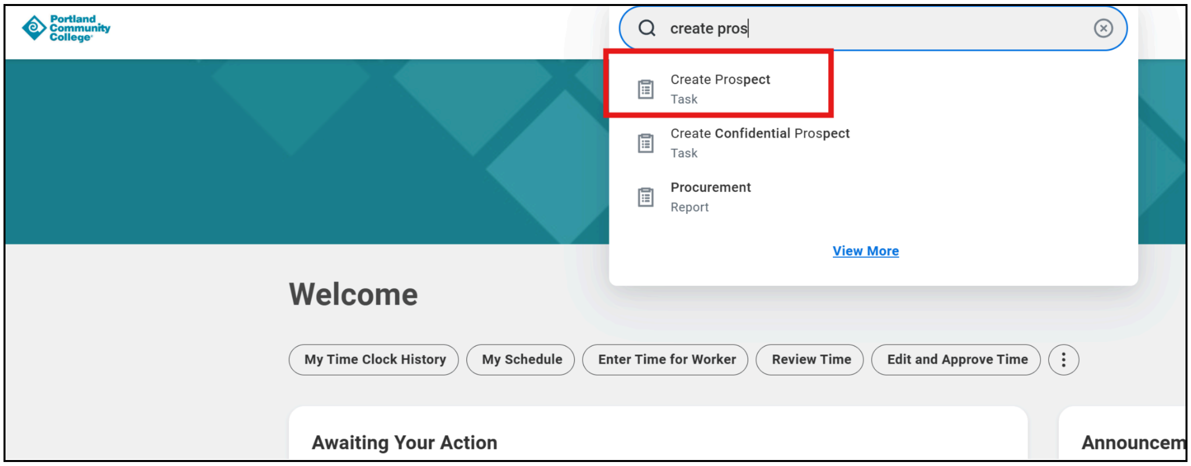


- Select one of the Job Applications to be copied

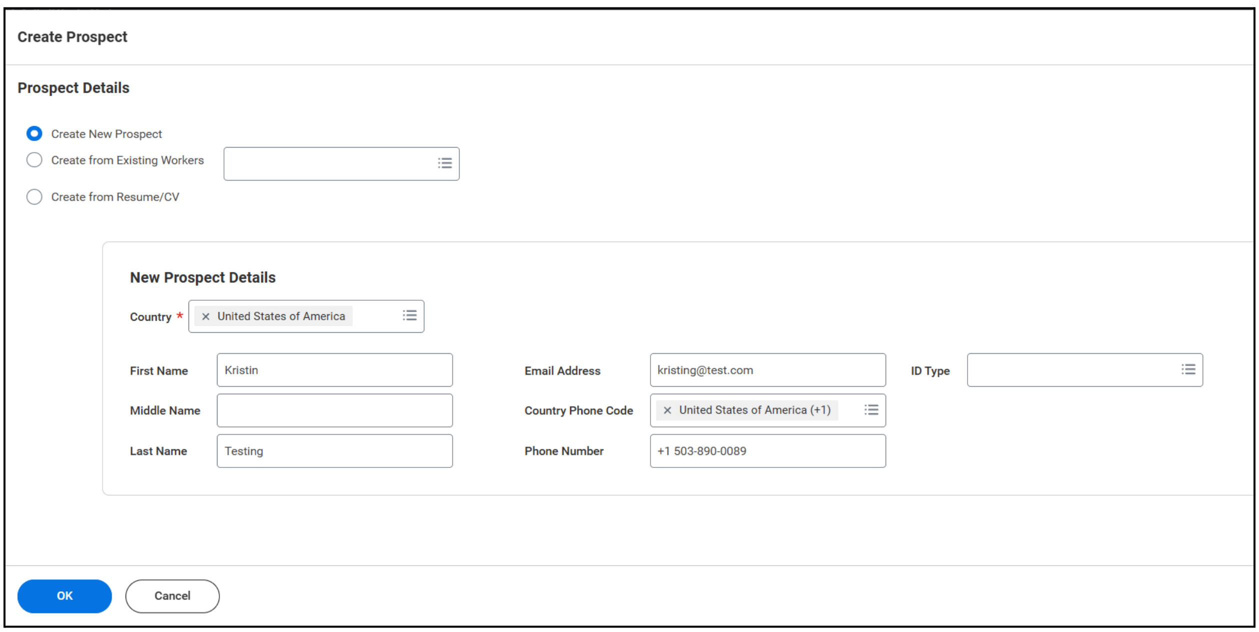
- Search for **your current Job Application**
- Press **Okay**.



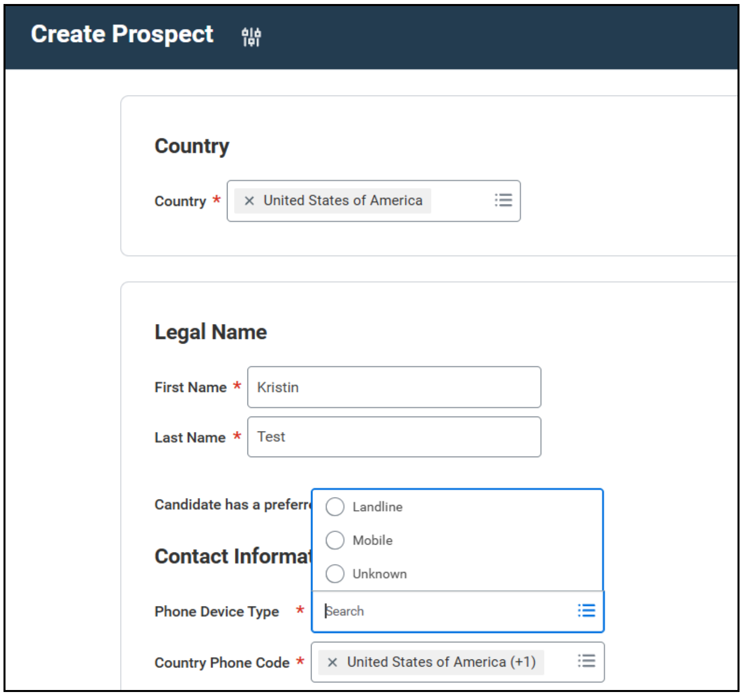
2. Create a Prospect
    - Use this to manually enter a new person into the system who is not yet linked to a Job Requisition.
    - Type **create prospect** in the search bar and select **the task**.



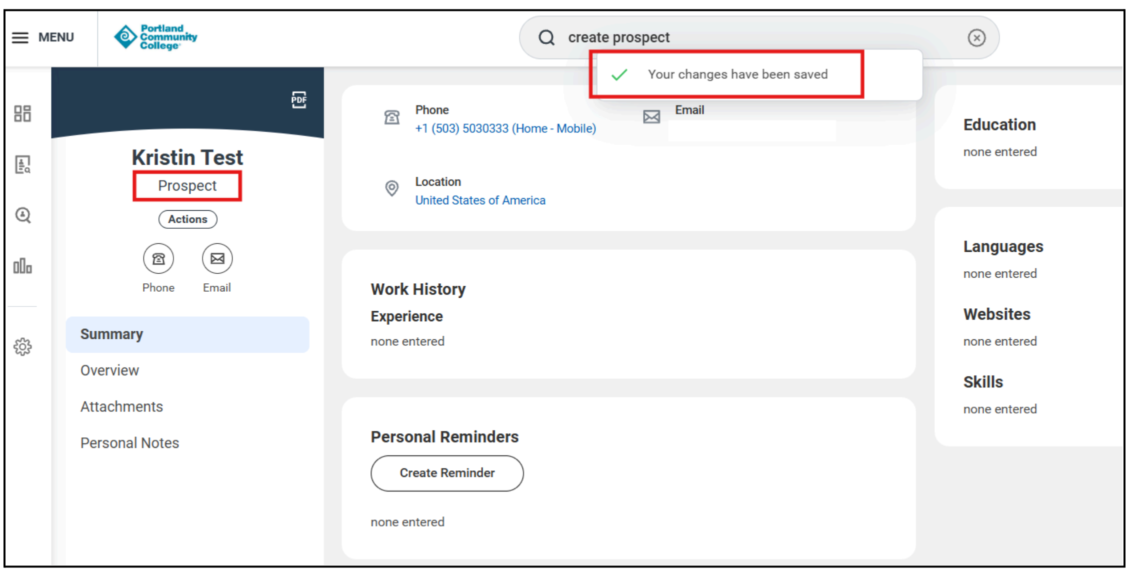
- Select **Create New Prospect**.
- Add the **candidate's name, phone number, and email address** to create a prospect



- Add **the Phone Device Type** and **submit it**.



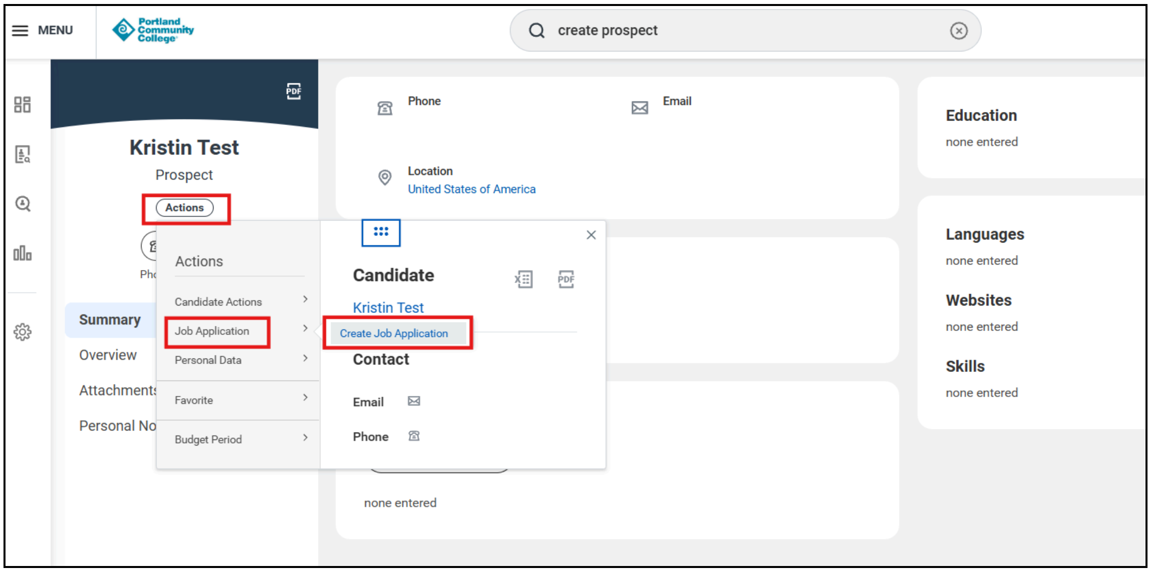
- A prospect profile will be created.



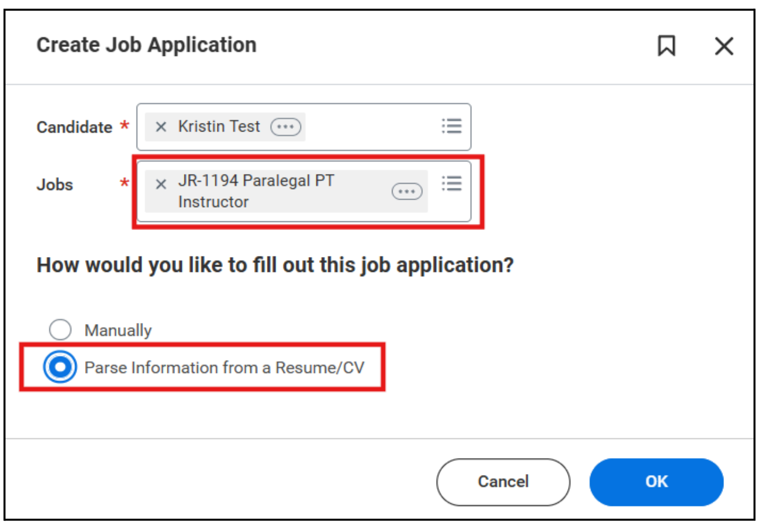
Add the Prospect to the Job Requisition

Once the Prospect profile is created, you must link it to the specific job opening.

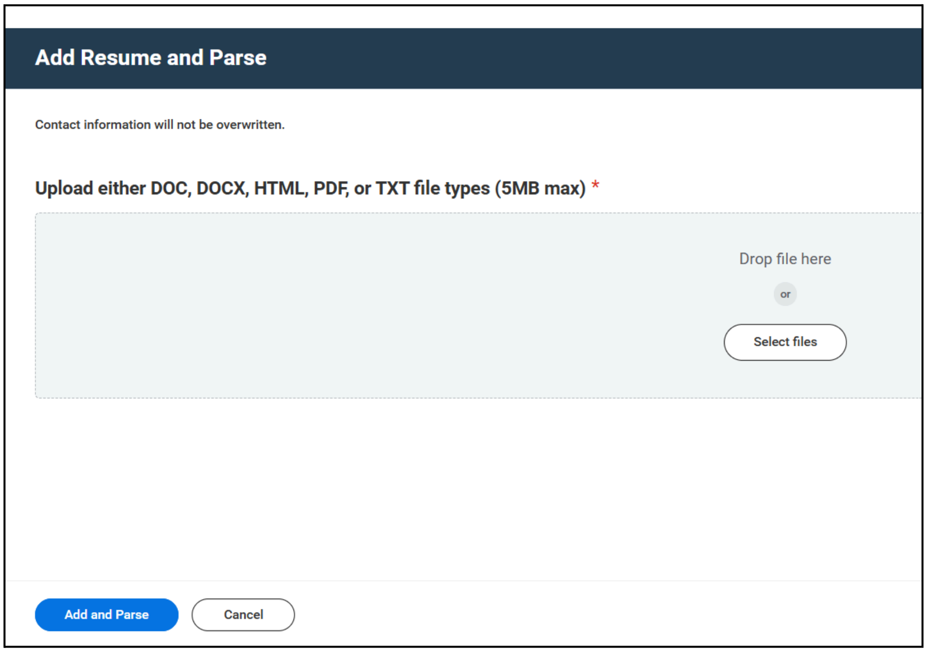
- From the Prospect profile, select *Actions* > *Job Application* > *Create Job Application.*



- Search for the Job Requisition **by the job requisition number**, **by words in the job requisition title**, or by selecting **Job Requisition by Manager**.
- Select the option to **Parse Information from a Resume/CV.** Press **OK**.

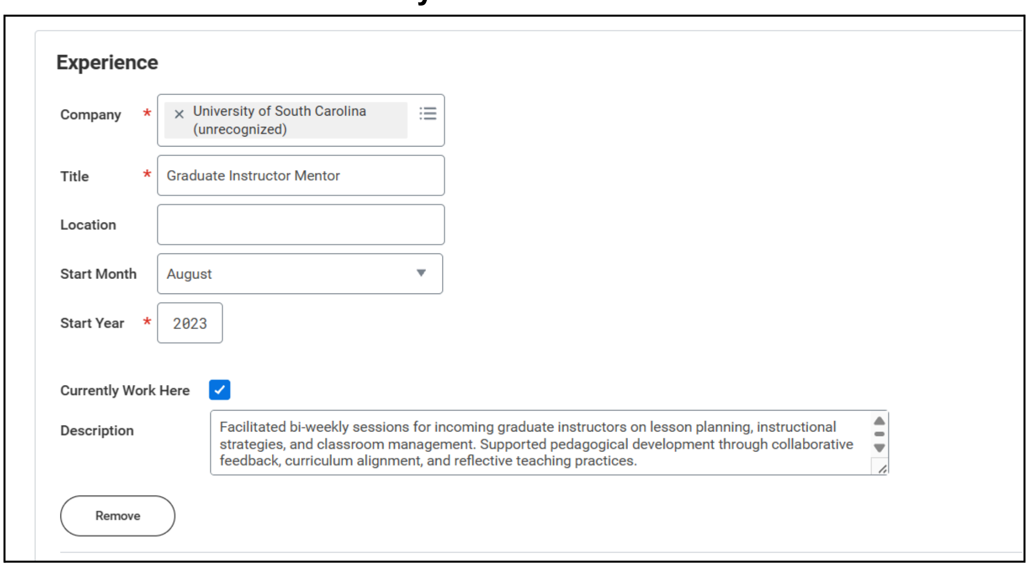


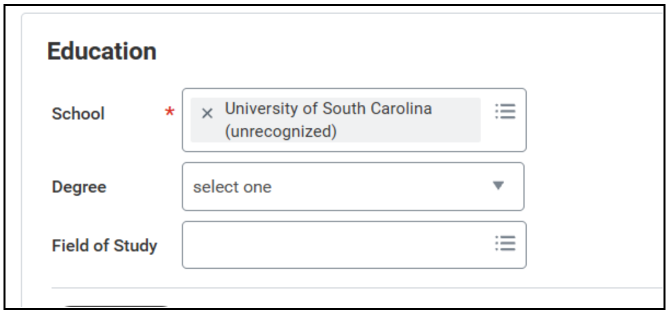
- Upload **the candidate's resume** and press **Add and Parse**.



Note: You can choose to fill out the job application manually. In this case, the system will require at least the school field and a resume/cover letter to be uploaded. We highly recommend adding the resume and candidate information to their profile.

- Review Fields: **Check all parsed information for accuracy**. You may need to manually correct fields or remove extra past experiences using the Remove button.
- Minimum Requirements: The application requires **at least one work experience entry and one education entry.**

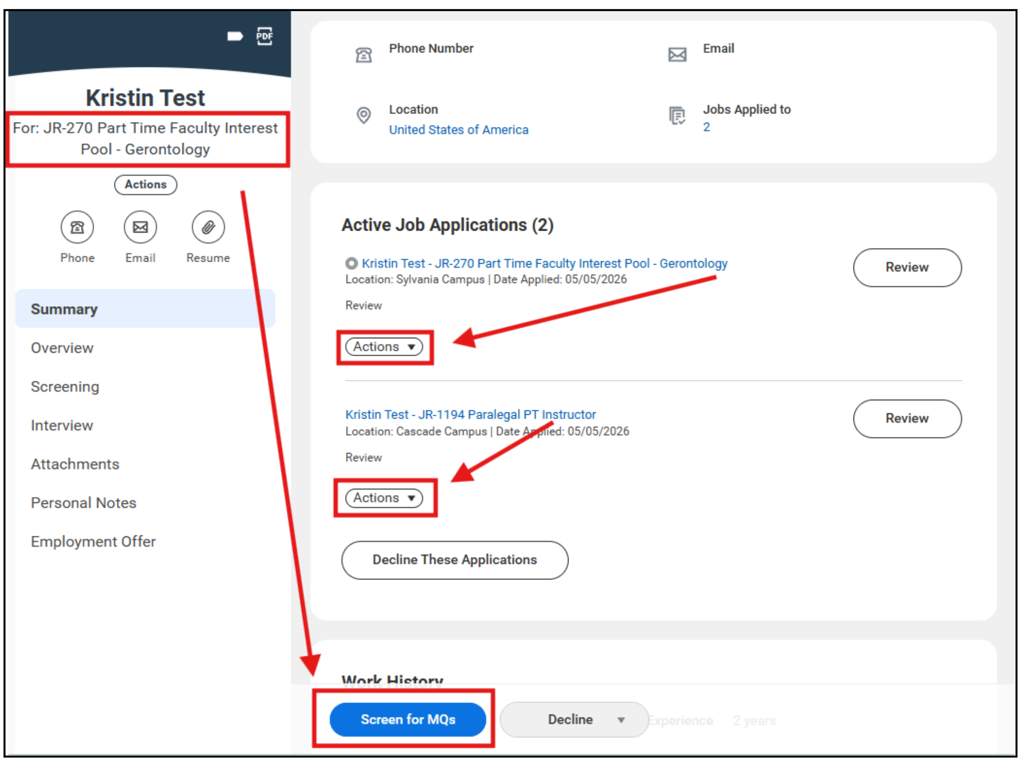




- Alert Messages: You may see an alert for unrecognized fields (e.g., if a school name isn't in the standard database), but this will not block you from submitting the application.

Moving Applicants

1. Initial Action: Locate the candidate's profile in the *JR > candidates tab* or **using the search bar**.
2. Use the **Actions button** under the Job Requisition title, or the **blue Screen for MQs button** at the bottom of the page to move them.
3. **Always check if the job requisition under the candidate's name is correct,** since a candidate can have more than one job application.



- Step 1 - Screen for MQ: The first move is always from Review to Screen for MQ.
- Step 2 - When a candidate is selected for hire, move them directly from Screen for MQ to Make Offer.

Note: For casual candidates, you do not need to move them to the *Interview* or *Reference Check* steps. They are optional. You can also use the *Decline* option for not-selected candidates and move them to *Does not meet MQ*, *Candidate Voluntary Withdrawal*, *Not Selected to Move Forward*, or other options. Contact the Primary Recruiter if you would like to send the candidate a notification email.

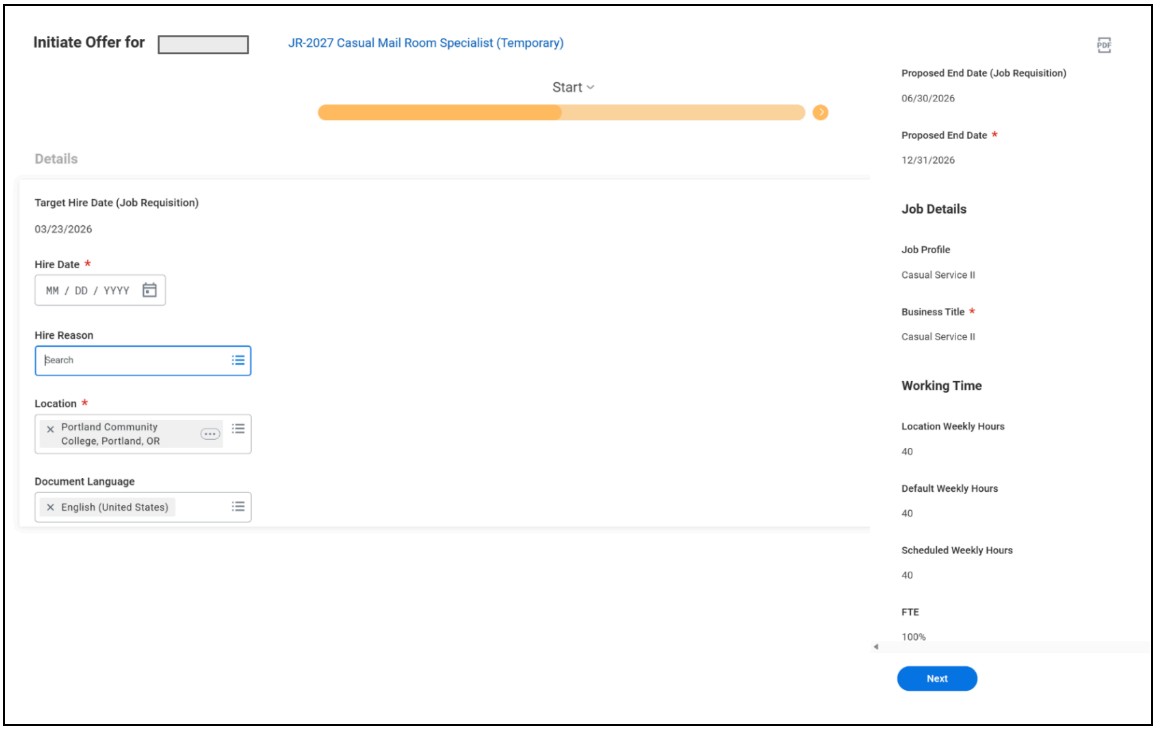
Initiating the Offer

First Task

Offering information is the responsibility of the Manager. The Manager will have two tasks related to the offer: first, they must enter the start and end dates, as well as review the details of the position. Start/end dates inputs ensure the following:

- **Workday Date Rule**: The Start Date in the offer must be on or after the Recruiting Start Date listed in the Job Requisition. Workday will trigger an error and block the offer submission if an earlier date is entered. It is okay if it is before or after the target hire date.
- **I-9 Legal Compliance**: The selected start date must allow enough time for federal compliance:
  - New hires must complete Section 1 no later than their first day of work.
  - Employers must complete Section 2 within three (3) business days of that start date.

Choose **12/31/2999 as the end date** if you don't have a specific end date, so the position will stay active.

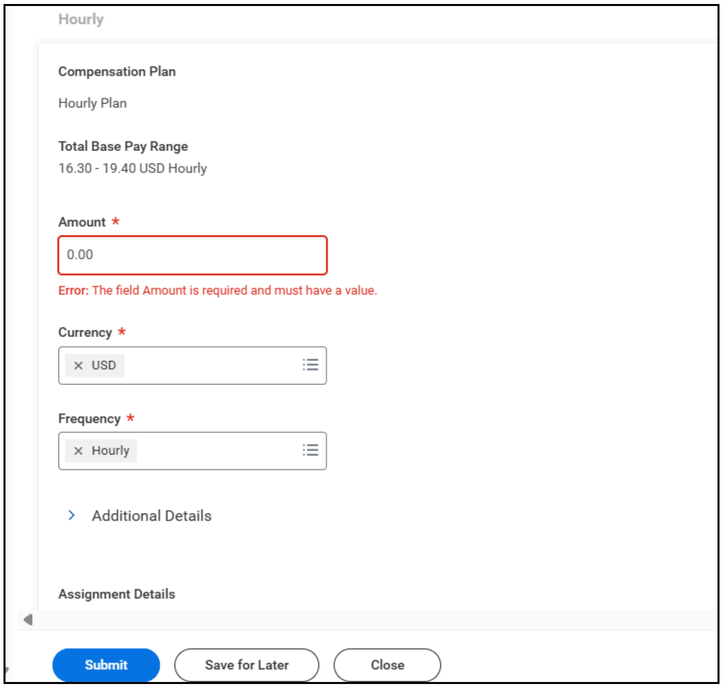


Second Task

The second offer task relates to Compensation. The manager will add the hourly rate.

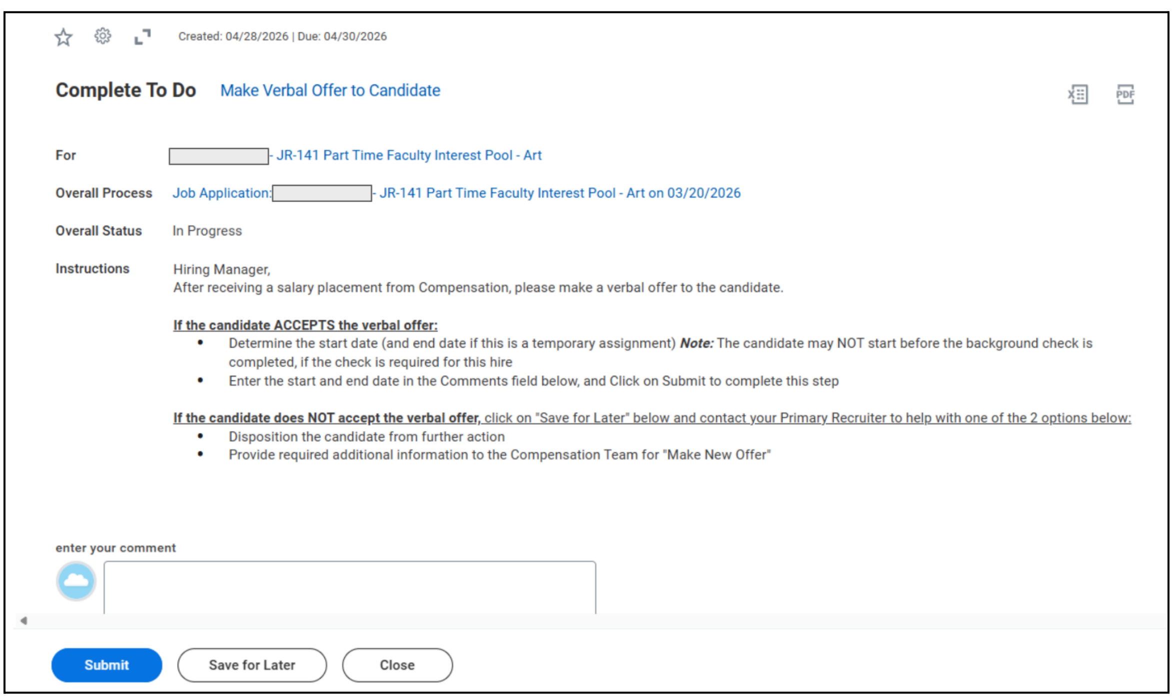
Note: If the pay rate is above the pay range, WD will give an alert, but the offer still can be submitted. It will route to compensation and a chain of approvals. The Manager should add a comment justifying the pay rate above the range.

- Submit: Press **Submit** to route the details for the next stage.



Making Verbal Offer (Manager)

- Verbal Confirmation task. The Manager confirms the candidate accepts the offer.
    - If Accepted: **Submit the task**.
    - If Not Accepted: Do not submit; press **Save for Later** and contact your Primary Recruiter.



Generating the Offer Letter (Recruiter)

- The recruiter generates the document based on the offer details submitted by the Manager.
- We usually don't send offer letters to Casuals, but the document can be accessed in the Offer tab of the candidate's profile.

Final Steps

Background Check

The recruiter initiates this step if it was previously required; if not, it will be skipped. Casuals are not required to undergo a background check, but it's recommended, especially if the work involves minors, room access, or money. If the background check is required for the casual position, the IAA or Manager should communicate it to the recruiter by adding a comment during the process of moving the candidate forward in Workday, or sending an email to pccjobs@pcc.edu

Ready for Hire

The recruiter moves the candidate to this final status to complete the Job Requisition process.

Note: After a candidate is moved to Ready for Hire, they may remain in that stage within the Job Requisition even after they have officially started. You can also see the word "Completion".

Overview | Candidates | Details | Organizations | Qualifications | Job Postings

Mass Actions

51 items

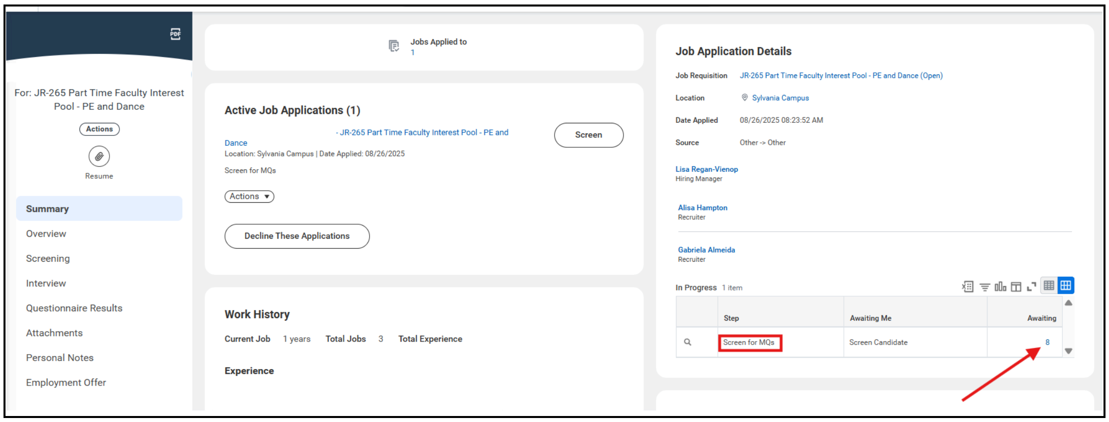
Stage	Name	Action	Awaiting Action	Step	Job Application Date
Ready for Hire		No		Ready for Hire (Recruiter Only)	11/14/2025
Ready for Hire		No		Ready for Hire (Recruiter Only)	07/30/2025
Ready for Hire		No		Completion	03/10/2026
Ready for Hire		No		Ready for Hire (Recruiter Only)	10/03/2025

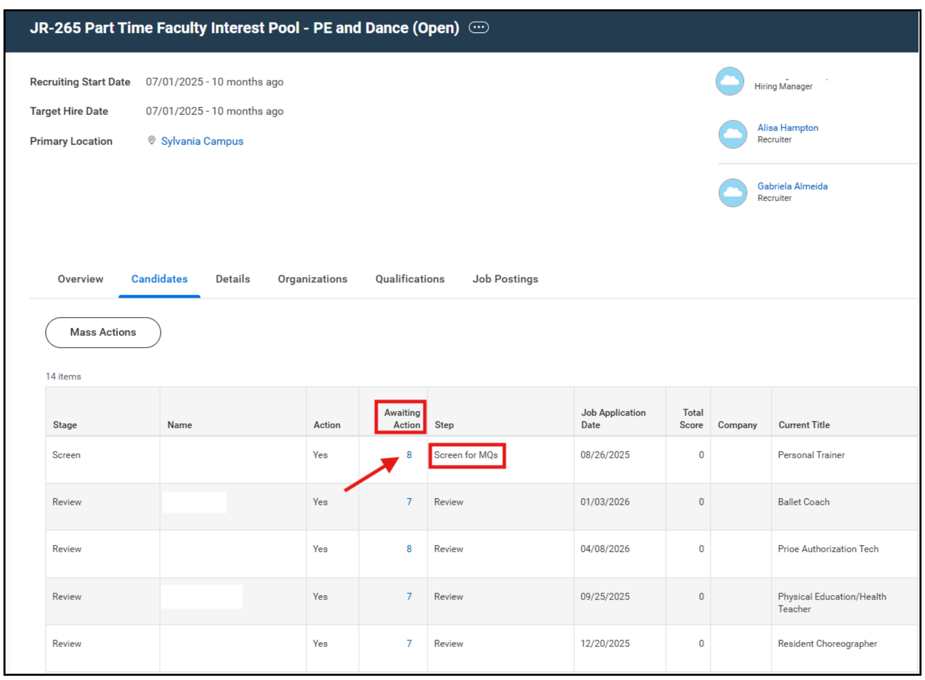
Status Tracking

Once you have initiated moves, you can monitor a candidate's progress in two primary locations:

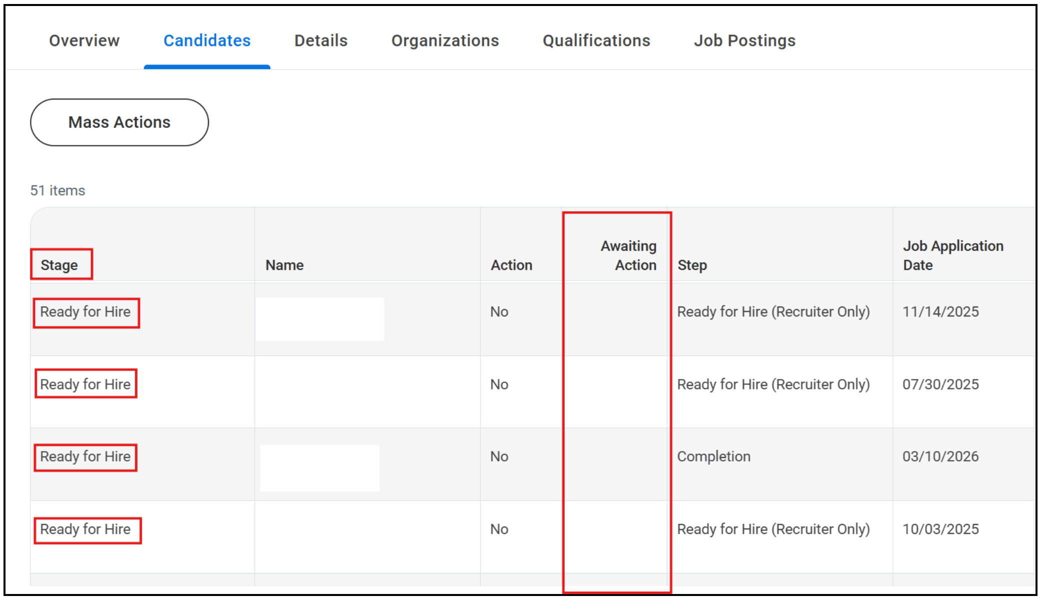
- In the Candidate Profile
- In the *Job Requisition > Candidates Tab*

By clicking the specific number under the awaiting action column, Workday will display the names of the individuals who currently have that specific task in their inbox.





If a candidate is in the Ready for Hire stage and there is no awaiting action, it means that the Hiring Process related to the Job Requisition is complete.



Stage	Name	Action	Awaiting Action	Step	Job Application Date
Ready for Hire		No		Ready for Hire (Recruiter Only)	11/14/2025
Ready for Hire		No		Ready for Hire (Recruiter Only)	07/30/2025
Ready for Hire		No		Completion	03/10/2026
Ready for Hire		No		Ready for Hire (Recruiter Only)	10/03/2025

After the Ready for Hire Stage

Post-Ready for Hire Workflow

1. For New Casual Hires

- Ready for Hire (Recruiter): The recruitment phase is officially closed.
- Assign Organizations (Recruiter): The recruiter ensures the new employee is in the correct department, company, and cost center.
- Set Up Onboarding (Manager): The Hiring Manager receives a task to initiate the onboarding process, which triggers the new hire's welcome tasks and required paperwork.
- When the hire business process is completed (the Ready for Hire move and subsequent tasks), the new employee information is sent to Banner through the integration process. During the overnight integration run, Banner either matches the individual to an existing record or creates a new one. For new records, Banner generates a GNumber and pushes it back to Workday to update the worker's profile.
- Completing the Banner integration is what creates the employee's email and system logins. So, the integration is successful when the employee's Workday profile populates with their GNumber (instead of a TEMP number) and their active PCC email address.
    - Note: To avoid integration failures or duplicate record creation, ensure you have unique identifiers for candidates with common names. When applicable, ask the candidate for their Date of Birth, and/or Social Security Number and send it to the PDS team in advance (hris-group@pcc.edu).

2. For Existing Employees (Adding an Additional Job)
If the candidate is already a PCC employee and is taking on a casual position as an additional position, the process involves more administrative coordination to link the jobs:

- Ready for Hire (Recruiter): The recruitment phase is officially closed.
- Staffing Action, Add Additional Job (Recruiter): The recruiter submits the task of adding the new position to the worker's existing profile.
- Revise Add Additional Job (Recruiter): The recruiter reviews the hire to ensure all job details (pay, hours, location) are accurate.
- Review Start Additional Job (HRIS): The HR Information Systems team reviews the transaction for data integrity.
- Switch Primary Job (HRIS): If necessary, HRIS determines which position should be designated as the ‘Primary Job’ for benefits and system routing.
- Set Up Onboarding (Manager): The Hiring Manager receives a task to initiate the onboarding process, which triggers the new hire’s welcome tasks and required paperwork.

Additional Information

- Casual job profiles, levels, and pay range here: Compensation
- Onboarding guides:
    - Complete I-9 Form: How to complete an I-9 form for newly hired employees.
    - Initiate, Manage, and Track Onboarding: Key onboarding steps for new employees.
    - Complete New Hire Onboarding: New hire onboarding for outside hires.
    - Account Claim and Login Instructions for New Hires: How to claim your MyPCC account and access PCC’s systems.

Have Questions?

For additional support, contact pccjobs@pcc.edu.