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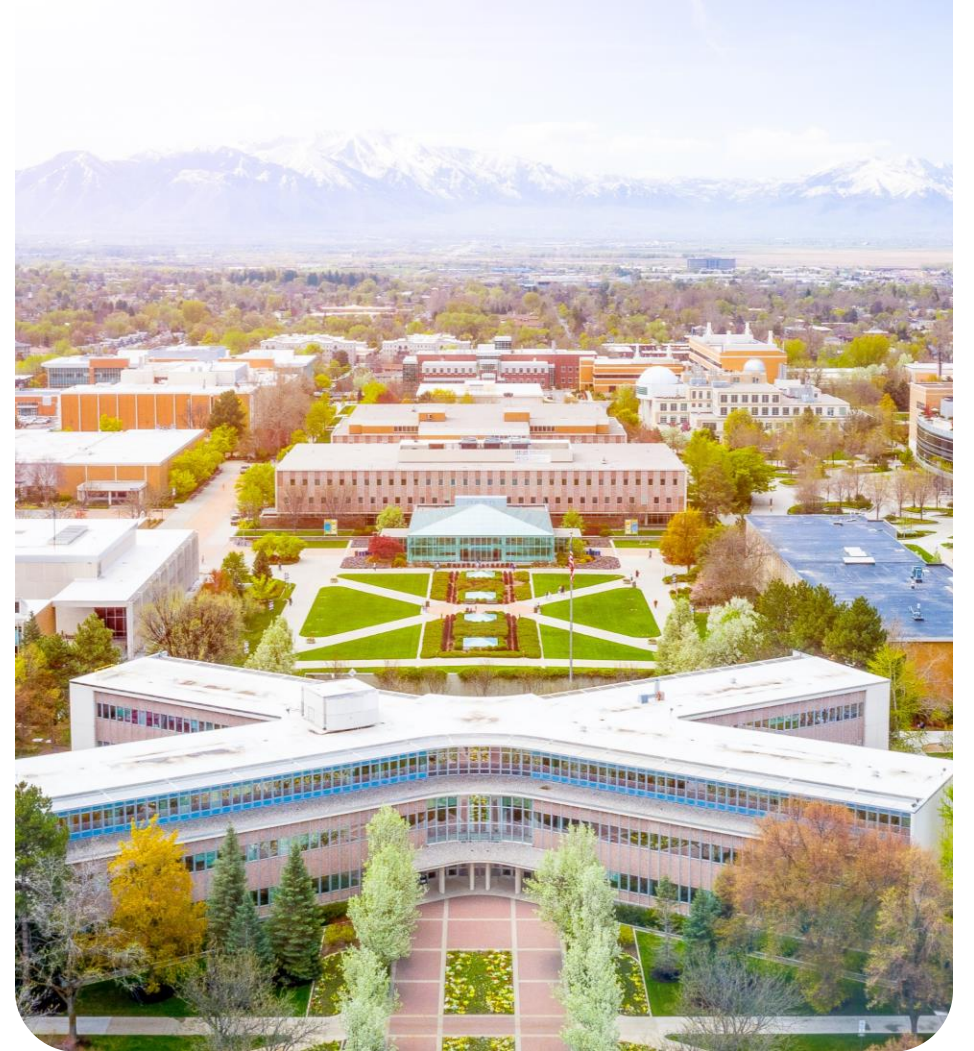
DCE Recruiting Process

HCM End-to-End Testing

4/17/24

AGENDA

- 01 Create and Post a Job Requisition
- 02 Review and Disposition a Candidate
- 03 Hire a Candidate
- 04 Onboard a Candidate



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Concepts for Today

1

Review Workday
business processes

2

Complete a hire and
provide cases

3

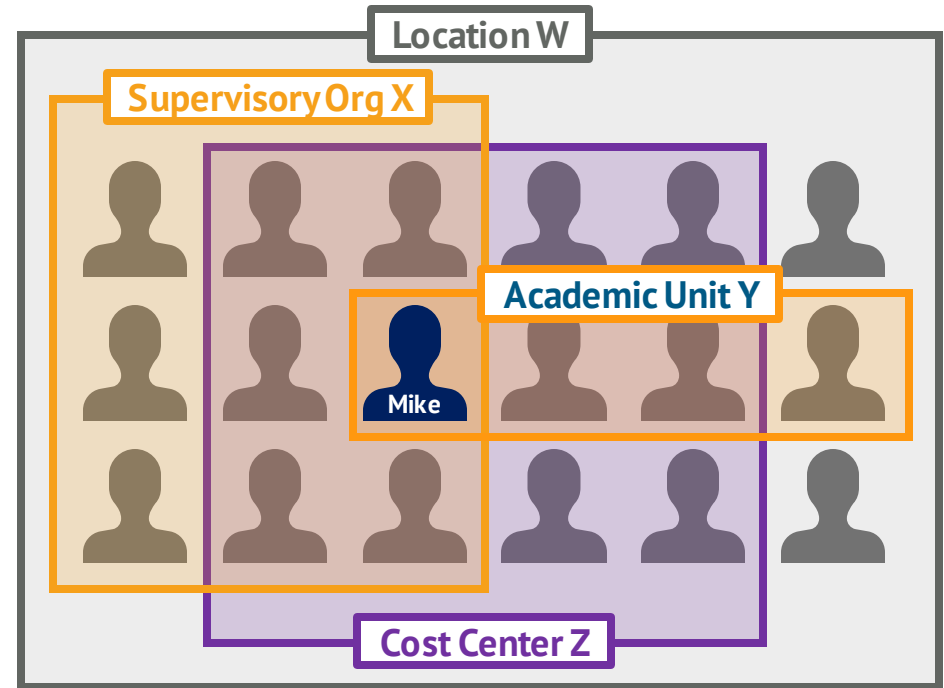
Have each person
begin their cases

Training to Test



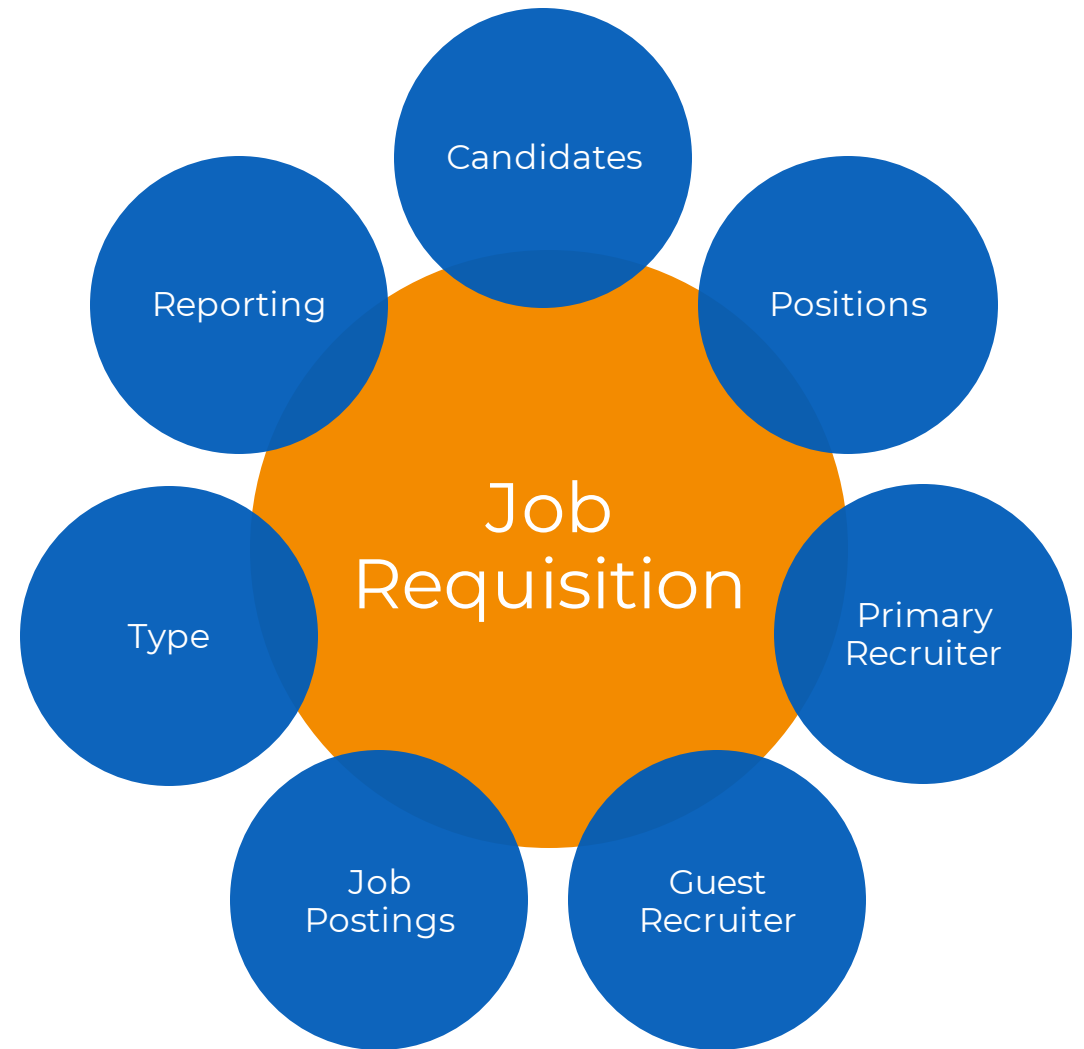
Review questions...

What is an organization?



*Mike works at Location W, reports within **Supervisory Organization X**, is assigned to support **Academic Unit Y**, and records expenses to **Cost Center Z**.*

What is a Job Requisition?





Create Requisition and Post a Job

Create Job Requisition/ Evergreen w/ Job Posting Details

Starting as a Manager,

1. Search and select the **Create Job Requisition** task.
2. Select the Supervisory Organization. This can be done by searching by Name.
3. After, it will give two options: “For Existing Position” and “For Multiple Existing Positions.” Select **For Existing Positions**.
4. Worker type will autofill as Employee.
5. After all the required boxes are filled, click **OK**.

Two screenshots of the "Create Job Requisition" form in Workday. The top screenshot shows the initial form with empty fields for "Copy Details from Existing Requisition", "Supervisory Organization", and "Worker Type". The bottom screenshot shows the form after selection, with "Supervisory Organization" set to "CE FSY PR Overhead (Kasey Walker)", "Position" set to "75058846 CE FSY U.S. Counselor - Ryan Burrows (+)", and "Worker Type" set to "Employee". Radio buttons are used to select "For Existing Position".

Create Job Requisition/ Evergreen w/ Job Posting Details (cont.)

6. Click on the **pencil icon** under Recruiting Details.
7. A drop down will appear. Click **Create job Requisition> Administrative**.
8. After, another drop down will appear. Click **Administrative> New Position**.
9. The recruiting start date will autofill to today's date. You may change it if necessary.
10. For the **Target Hire date**, click on the calendar icon. Select the soonest date the candidate can be hired.
11. Click **Next**.

The screenshot displays the 'Recruiting Details' form in Workday. The 'Reason' field is highlighted with a red asterisk and a pencil icon. A dropdown menu is open, showing a search bar and a list of options. The first option, 'Administrative > Contract Complete', is selected and highlighted in blue. Other options include 'Administrative > Leave of Absence', 'Administrative > New Position', 'Administrative > Non-Competitive Fill; No Recruiting Required', 'Administrative > Other', 'Administrative > Promotion', 'Administrative > Resignation', 'Administrative > Retirement', 'Administrative > Temporary Appointment Ending', and 'Administrative > Termination'. Below the dropdown, a search bar is visible with the text 'Search' and a list icon. The dropdown is also highlighted with a blue border.

Recruiting Details

Reason *

Spotlight Job

Replacement For

Ryan Burrows

Reason *

Search

Create Job Requisition > Administrative

Create Job Requisition > CE Contract

Create Job Requisition > Administrative

Administrative > Contract Complete

Administrative > Leave of Absence

Administrative > New Position

Administrative > Non-Competitive Fill; No Recruiting Required

Administrative > Other

Administrative > Promotion

Administrative > Resignation

Administrative > Retirement

Administrative > Temporary Appointment Ending

Administrative > Termination

Search

Create Job Requisition/ Evergreen w/ Job Posting Details (cont.)

12. After, it will bring you to the **Job Detail** page. This page is auto filled with information about the job. You do not have to make any adjustments.

13. Click **Next**.

14. The **Skills** page is next. You can add required or optional skills. You can also leave it blank.

15. Click **Next**.

16. Next is the **Organization** page. This page is not editable.

17. Click **Next**.

Skills

Suggested skills based on Job Details from the requisition and similar worker profiles.
Workday doesn't display suggestions if there are no relevant skills available.



Required Skills

Optional Skills

Create Job Requisition/ Evergreen w/ Job Posting Details (cont.)

18. The next page will allow you to upload any documents. You may leave it blank as well.

19. Click **Next**.

20. Next is the **Assign Roles** page. Click **Add**.

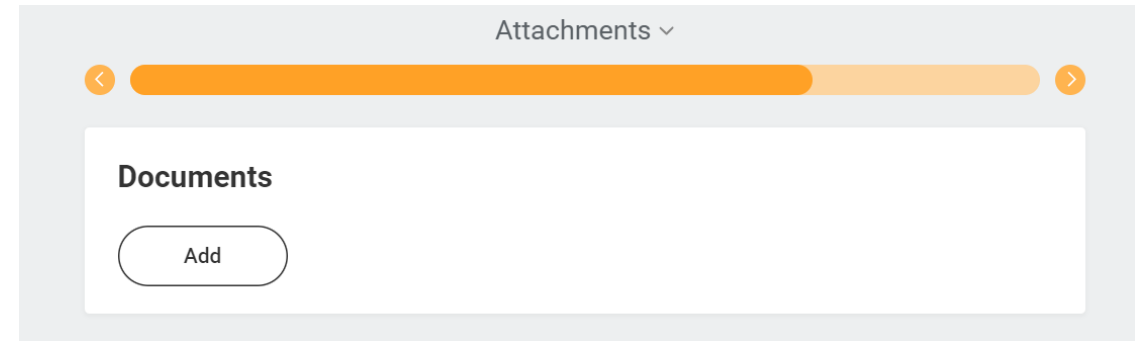
21. Under Role, select Primary Recruiter.

22. Under Assigned To, search and select the desired employee to be the Primary Recruiter.

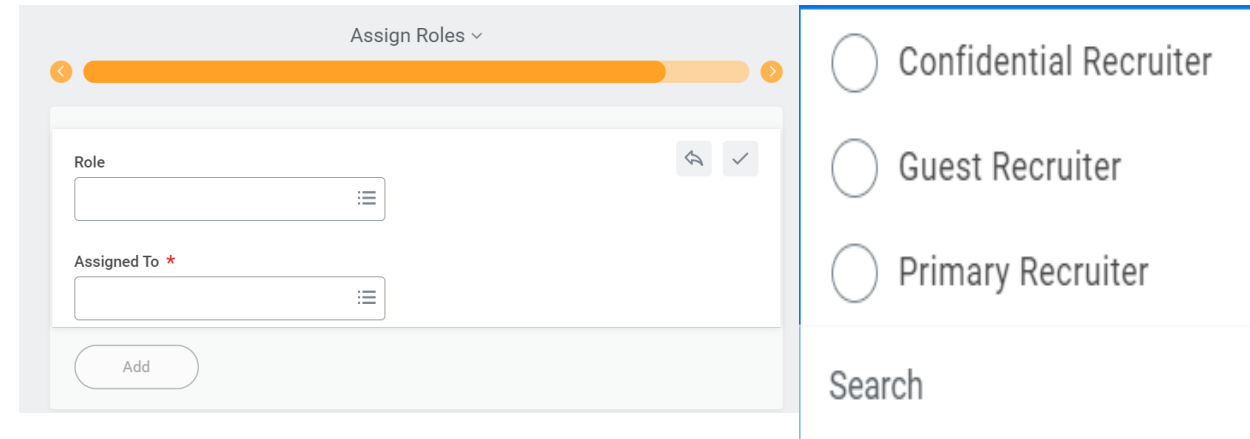
23. Click **Next**.

24. The last page is the **Summary** page.

25. Review the information. If it looks correct, click **Submit**.



The screenshot shows a section titled "Attachments" with a dropdown arrow. Below the title is a progress bar with orange and light orange segments and navigation arrows. Underneath is a "Documents" section with an "Add" button.



The screenshot shows a section titled "Assign Roles" with a dropdown arrow. Below the title is a progress bar with orange and light orange segments and navigation arrows. The main area contains two dropdown menus: "Role" and "Assigned To *". Below these is an "Add" button. To the right of the "Assigned To" dropdown is a search panel with radio buttons for "Confidential Recruiter", "Guest Recruiter", and "Primary Recruiter", and a "Search" input field.

Post Jobs

Starting as the DCE Recruiting Coordinator,

1. Select the **Inbox**. After the job requisition is submitted, it will show up as a task in Inbox of the recruiting coordinator.
2. Select the task starting with “**Post Job: [JR-#]...**”
3. Select where to post the job. You can choose between internal and external sites.
4. Click **OK**.
5. You may add in an End Date for the job posting if needed. After this, click **Submit**.

The job will now be posted!

Post Job JR-705 FSU U.S. Counselor - Female (Open) ⋮

Job Posting Site * × Internal ↗ ⋮
× External FSU Employment Site ↗

Preview Job Posting

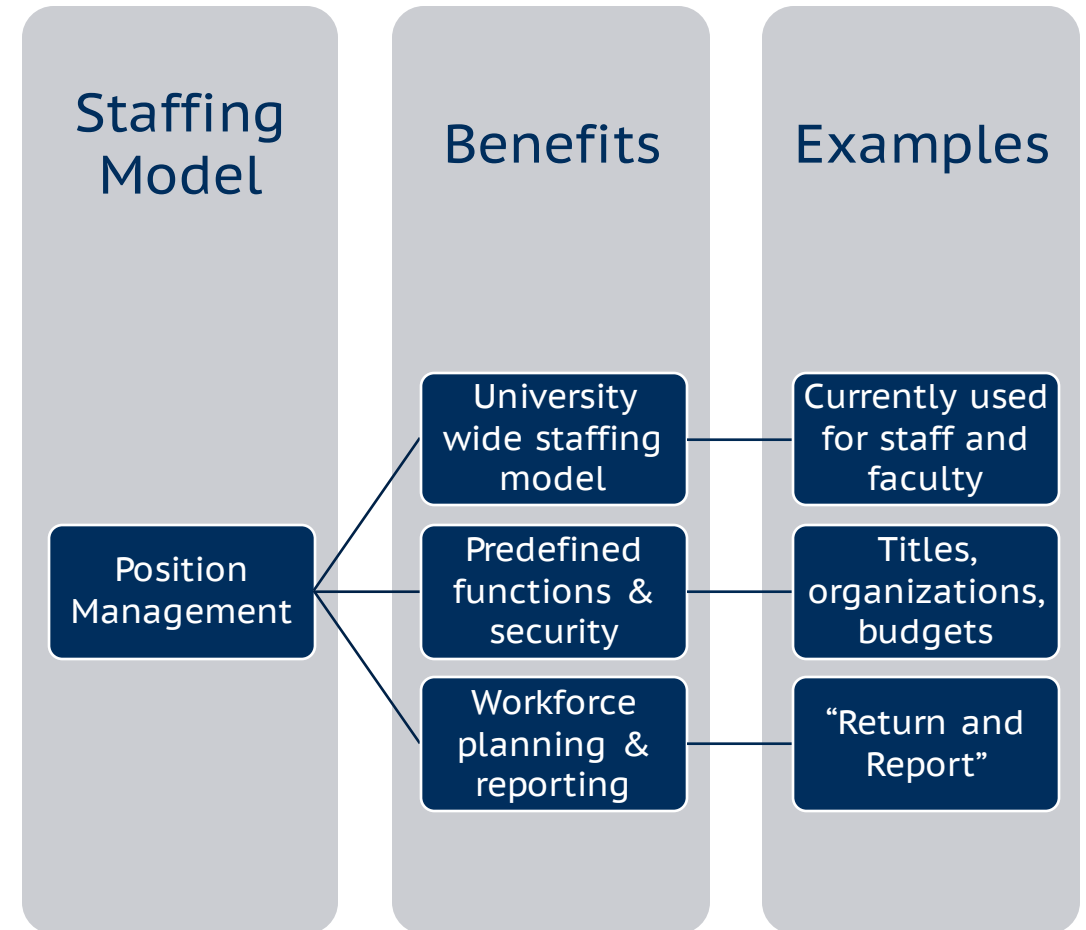
Post Job JR-705 FSU U.S. Counselor - Female (Open) ⋮

2 Items	*Site	*Start Date	End Date	Primary Posting
+	× Internal ↗	04/09/2024 📅	MM/DD/YYYY 📅	<input type="checkbox"/>
-	× External FSU Employment Site ↗	04/09/2024		<input type="checkbox"/>

enter your comment

Process History
Mech Tenney Due 04/11/2024
Post Job - Awaiting Action

What is Position Management?



What is a Career Site?

BYU Careers

- Staff
- Sports Camps Staff

Faculty Careers

- Faculty
- Independent Study Faculty
- BYU Online HS Faculty

Student Jobs (Internal Only)

- Students
- Sports Camps Students

Conferences & Workshops

- Conferences & Workshops
- Education Week
- Adult Religion

EFY Jobs

- EFY Employees
- EFY Faculty

FSY Jobs

- FSY Employees



Exercise Sciences - Postdoctoral Research-1

Apply

- BYU
- Full time
- Posted 30+ Days Ago
- JR-242

Job Summary

Job Title: Exercise Sciences - Postdoctoral Research
Job Classification: Postdoctoral Fellow, Full-Time Researcher

Posting close date: August 31, 2023

Mission of the University

The mission of Brigham Young University – founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints – is to assist individuals in their quest for perfection and eternal life.

Mission Alignment Standards

BYU employees must possess a commitment to the Mission of Brigham Young University and the Aims of a BYU Education. That commitment is demonstrated through the following behaviors, attitudes, and expressions:

[Read More](#) ▾

Candidate Applies

To apply to one of the external DCE career sites, a candidate must make an account. For testing purposes, we are going to create fake accounts.

- When creating a fake candidate, set up their email in the format: “[**First Initial**][**Last Name**]**@byu.edux**”.
- The password for all fake accounts should be “**TestFish!**”.

Create Account

Welcome to your BYU Candidate Home Page

Password Requirements:

- A special character
- A lowercase character
- An alphabetic character
- A minimum of 8 characters
- An uppercase character
- A numeric character

Email Address

Password

Verify New Password

By creating an external account, you are agreeing to the Terms and Conditions of this Career Site. ([Link to the terms below](#))

BYU Terms and Conditions
Brigham Young University (“BYU”) websites may provide links to third party websites that have their own terms of use, privacy policies, and security practices. The inclusion of any third party links is for

[Read More](#) ▾

I acknowledge and I agree.

Create Account

Candidate Applies (cont.)

Once you have created a fake account,

1. Select the Job Requisition you would like to apply to.
2. Click **Apply**.
3. Click **Autofill with Resume** and upload a fake resume. The application should autofill with information (Contact Information, Education, Experience, etc.). Click **Continue**.
4. Complete the required fields on each page, then click **Save and Continue**.
5. On the Review page, confirm the information is correct, then click **Submit**.



Review and Disposition a Candidate

What eligibility checks are there?

Background Check

- Automate to Employee Relations any flags, pending their review
- FSY/EFY Fingerprint BGC will kick off when session assignments made

Ecclesiastical Check

- Integrates with the Church
- Non-member Honor Code form will be automated

References – Final Candidates

- Candidate task to give contact details for their references
- Automates a standardized questionnaire to the references to complete

Work Eligibility

- Social Security Number (pulled in from BC)
- Multiple Employer, ACA
- Integrate with DMBA

Eligibility Check

Starting as DCE Hiring Office Specialist from the job requisition page,


1. Select the **To Do** button next to a candidate.
2. The **Eligibility Check** will appear for the candidate.

The screenshot shows a job requisition page for 'JR-642 E2E FSY Summer Staff (US)-1'. The page includes a sidebar with job listings, a main table of candidates, and a navigation bar. The 'To Do' button is circled in red in the 'Awaiting Me' column for the candidate 'Autumn Walton (Internal) (Student) (APP-1468)'.

Job Application	Step / Disposition	Date Applied	Awaiting Action	Awaiting Me	Church Membership	Jobs Applied to	Resume	Aggregate Total Score	Current Job Title	Source	Candidate Pools	D N H
<input type="checkbox"/>	• Autumn Walton (Internal) (Student) (APP-1468)	Application Received	04/04/2024	11	To Do	Yes	1	Ariana Dumbledore.docx	0		Internal Website -> Current Worker	

Candidate Review (CRL, DMBA, ACA)

3. Fill out any information then
Submit.

Complete To Do Candidate Review - Eligibility Check 

For [Allie Collins \(Internal\) - JR-642 E2E FSU Summer Staff \(US\)-1 \(APP-1467\)](#)

Overall Process [Job Application: Allie Collins \(Internal\) - JR-642 E2E FSU Summer Staff \(US\)-1 \(APP-1467\) on 04/04/2024](#)

Overall Status [In Progress](#)

Instructions [Eligibility Checklist](#)

- Is the Candidate Retired?
- DMBA Check - over 1,000 hours or had benefits
- Multiple Employment with the Church
- ACA check
- Current BYU employment status
- If 1099 within last 6 months or current year
- ITAR Check - for Student/Staff

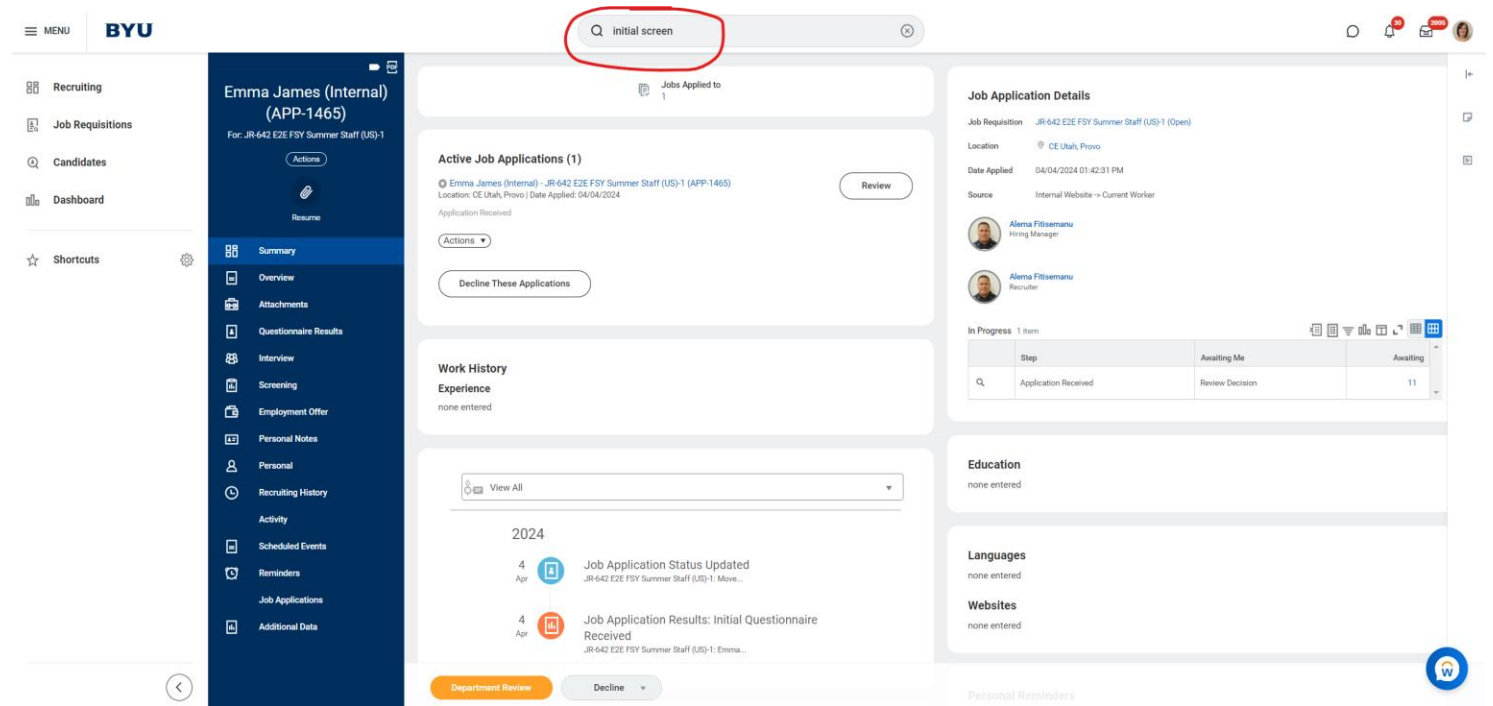
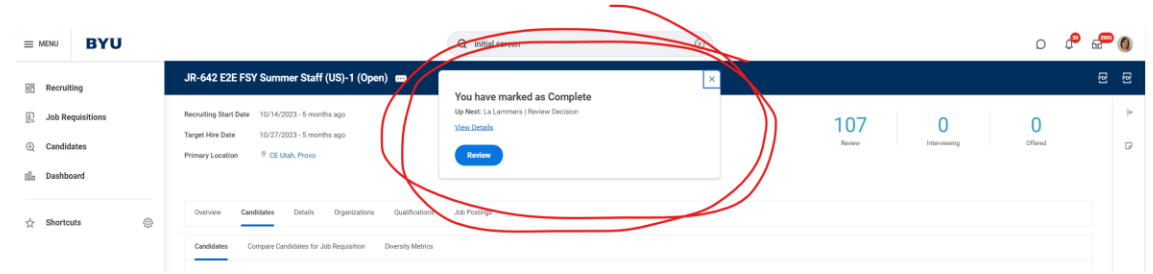
enter your comment

[Submit](#) [Save for Later](#) [Close](#)

Initial Screen Applicants

Once the 'candidate review' is completed, a new task will appear.

4. Select **Review**. This will take you to **Initial Screen**.



Department Review

5. Click Department Review.

The screenshot displays a recruitment system interface for a candidate named Emma James (Internal), identified by APP-1465. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as Recruiting, Job Requisitions, Candidates, Dashboard, and Shortcuts. A detailed menu for the candidate includes Summary, Overview, Attachments, Questionnaire Results, Interview, Screening, Employment Offer, Personal Notes, Personal, Recruiting History, Activity, Scheduled Events, Reminders, Job Applications, and Additional Data.
- Header:** Shows the BYU logo, a search bar with 'initial screen', and notification icons.
- Main Content Area:**
 - Jobs Applied to:** Shows 1 job.
 - Active Job Applications (1):** Lists the current application for Emma James (Internal) - JR-642 EZE FSY Summer Staff (US)-1 (APP-1465). It includes a 'Review' button and a 'Decline These Applications' button.
 - Work History:** Shows 'Experience none entered'.
 - Timeline:** A vertical timeline for 2024 with two events:
 - 4 Apr: Job Application Status Updated (JR-642 EZE FSY Summer Staff (US)-1 Moved from 'Applied' to 'Application Received')
 - 4 Apr: Job Application Results: Initial Questionnaire Received (JR-642 EZE FSY Summer Staff (US)-1: Emma James submitted 'ICE FSY Default VP')
 - Resume / Cover Letter:** Shows a document titled 'Ariana Dumbidore.docx'.
- Right Panel (Job Application Details):**
 - Job Application Details:** Includes Job Requisition (JR-642 EZE FSY Summer Staff (US)-1 (Open)), Location (CE Utah, Provo), Date Applied (04/04/2024 01:42:31 PM), and Source (Internal Website -> Current Worker).
 - In Progress:** A table with 1 item:

Step	Awaiting Me	Awaiting
Application Received	Review Decision	11
 - Education:** none entered
 - Languages:** none entered
 - Websites:** none entered
 - Personal Reminders:** Create Reminder button, none entered

- Bottom:** A 'Department Review' button is circled in red, next to a 'Decline' button.

Schedule Interviews

Starting as the Recruiter from Inbox,

1. Select the task beginning with “**Department Review: [Candidate Name]...**”.
2. Click the **Move Forward** button at the bottom of the screen.
3. Once you click that button, two options will pop up. Select, **Interview**.

The screenshot displays a recruitment software interface for a candidate named Emma James (Internal), APP-1465. The interface includes a search bar at the top, a sidebar with navigation options like Summary, Overview, Attachments, and Interview, and a main content area with sections for Active Job Applications, Work History, and Resume / Cover Letter. A 'Move Forward' button is highlighted at the bottom of the screen, with a dropdown menu showing 'Interview' and 'Assessment' options.

Created: 04/05/2024 | Due: 04/07/2024

Jobs Applied to: 1

Active Job Applications (1)

Emma James (Internal) - JR-642 EZE FSY Summer Staff (US)-1 (APP-1465)
Location: CE Utah, Provo | Date Applied: 04/04/2024

Department Review

Actions

Decline These Applications

Work History

Experience: none entered

View All

2024

- 5 Apr Job Application Status Updated - JR-642 EZE FSY Summer Staff (US)-1 - Move...
- 4 Apr Job Application Results: Initial Questionnaire Received - JR-642 EZE FSY Summer Staff (US)-1 - Emma...

Resume / Cover Letter

Ariana Dumbiedore.docx

Job Application Details

Job Requisition: JR-642 EZE FSY Summer Staff (US)-1 (Open)

Location: CE Utah, Provo

Date Applied: 04/04/2024 01:42:31 PM

Source: Internal Website -> Current Worker

Ariana Fissemanu - Hiring Manager

Ariana Fissemanu - Recruiter

In Progress: 1 item

Step	Awaiting Me
Department Review	Screen Candidate

Education: none entered

Languages: none entered

Websites: none entered

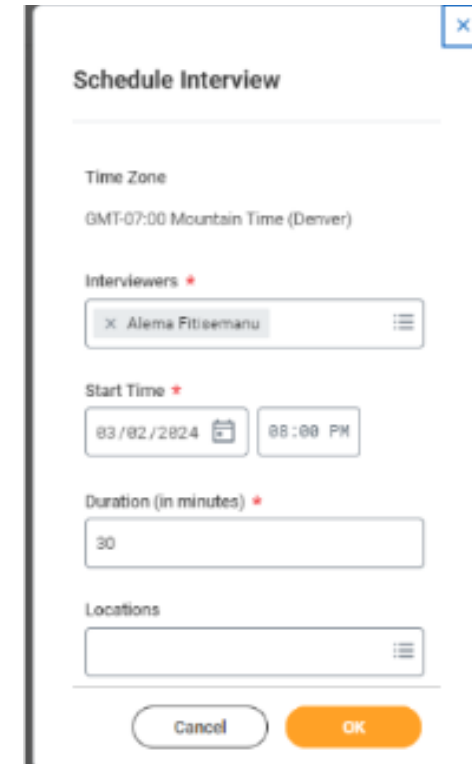
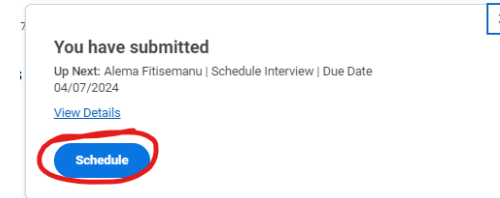
Personal Reminders: Create Reminder

none entered

Move Forward ▾

Schedule Interviews Cont.

4. A pop up box will appear. Select **Schedule**.
5. Fill out the interview information and select **Next** at the bottom of the page.
6. A schedule will appear. Click **Schedule**, fill out the information, then click, **OK**.
7. Click **Next** once you have filled out the interview scheduling information.
8. Finally, select the **Submit** button at the bottom of the screen.

A screenshot of the "Schedule Interview" form. The form includes the following fields: "Time Zone" (GMT-07:00 Mountain Time (Denver)), "Interviewers" (Alema Fitisemanu), "Start Time" (03/02/2024, 08:00 PM), "Duration (in minutes)" (30), and "Locations". At the bottom, there are "Cancel" and "OK" buttons.

Setup HireVue interviews, maintain interview scheduling tool

*For a HireVue interview, after you have moved the candidate forward to interview, and then clicked 'schedule', this screen will appear:

1. Click the box under **Interview Type**.
2. A drop-down menu will appear. Select one of the **HireVue** options.

Screenshot of the HireVue interview scheduling interface. The title bar reads "Schedule Interview Elionor Mistweaver - JR-44 CE FSY US Summer Staff (APP-584)". The form includes fields for "Date" (MM/DD/YYYY), "Time Zone" (GMT-07:00 Mountain Time (Denver)), and a table for "Interviewers" with columns for "Order", "Interviewers", and "Duration (in minutes)". The "Interviewers" table shows two entries: "Angle Murdock" and "Kalen Alpin", both with a duration of 10 minutes. Below the table is a "Location Selection" section with "Next" and "Cancel" buttons. A dropdown menu for "Interview Type" is open, showing options: "Rated Interview - In Person", "Rated Interview - Phone", "Rated Interview - HireVue", "Rated Interview - Video Conference", "Basic Interview - In Person", "Basic Interview - Phone", "Basic Interview - HireVue", "Basic Interview - Video Conference", and "General Authority Interview". The "Rated Interview - HireVue" and "Basic Interview - HireVue" options are underlined in red.

Review Candidates

Continuing as the Recruiter,

1. Type in the **job requisition** in the search bar in this format: **“JR:[job requisition number]”**.
2. Select the job requisition.
3. An overview of the job requisition will appear. Select **Review Candidates**.

The screenshot displays the Workday interface for a job requisition. At the top, a search bar contains the text "JR:642". Below this, the job title "JR-642 E2E FSY Summer Staff (US)-1 (Open)" is shown, along with the role "Job Requisition". The interface includes a navigation menu with "BYU" and a search icon. The main content area shows the job details, including the recruiting start date (10/14/2023 - 5 months ago), target hire date (10/27/2023 - 5 months ago), and primary location (CE Utah, Provo). A navigation bar at the bottom of the job details section has tabs for "Overview", "Candidates", "Details", "Organizations", "Qualifications", and "Job Postings". The "Review Candidates" button is highlighted with a red circle. Below this, the "Candidate Pipeline" section shows the following data: Active Candidates: 108, Referral: 0, Internal: 108, Inactive: 0. The "Candidates by Active Stage" section shows a funnel with three stages: Application Received (106), Screen (1), and Assessment (0).

Select Candidates for Clearance

4. Select the candidate you would like to move forward.
5. This will bring you to the person's profile. Select **Actions**.
6. This will bring up a drop-down menu. Select **Move Candidate**.
7. Under the Move Forward option, you can select, **Move to Clearance**.
8. Select the **OK** button at the bottom of the page.

The screenshot displays the 'Active Job Applications (1)' section for Emma James (Internal) - JR-642 E2E FSY Summer Staff (US)-1 (APP-1465). The location is CE Utah, Provo and the date applied is 04/04/2024. The interview status is shown. An 'Actions' dropdown menu is open, with 'Move Candidate' highlighted. Below this, the 'Move Candidate' modal is shown with the 'Move Forward' radio button selected. A dropdown menu is open under 'Move Forward', with 'Move to Clearance' highlighted. A 'Comment' field is visible at the bottom.

Move Clearance (Background Checks) Rec Coord (kick off ECCL and References)

Starting as the Recruiter from Inbox,

1. Select the task beginning with “**Move to Clearance:** [Candidate Name]...”
2. Select a background package.
3. Click the **Submit** button in the lower right-hand corner of the screen.

A pop-up will appear for next steps.

Select Background Check Package Emma James (Internal) (APP-1465) ⋮

Jobs Applied to 1

Action Required Move to Clearance

Source Internal Website -> Current Worker

Name * ⋮

Description Basic Expanded

Submit clearance statuses; placeholder TruScreen/ECO

Starting as the Staff Hiring Office Specialist
from Inbox,

1. Select the task beginning with
“**Background Check for Job
Application: [Candidate Name]...**”
2. Fill out the information then click
Submit.
3. A pop up will appear. Select
Review.

Select Background Check Overall Status

Errors and Alerts Found

Job Application: Emma James (Internal) - JR-642 E2E FSY Summer Staff (US)-1 (APP-1465) on 04/04/2024

Jobs Applied to 1

Action Required Move to Clearance

Source Internal Website -> Current Worker

Hiring Manager Alema Fitsemanu

Recruiter Alema Fitsemanu

Background Check

Status Date * 04/05/2024

Status * Search

Error: The field Status is required and must have a value.

Comment

Details

Status	Results URL

History

enter your comment

Process History

Mech Tenney 4 minutes ago

- Move to Clearance - Submitted
- Experience Factor Value - Not Required
- Review Documents - Not Required
- Select Background Check Overall Status - Not Required

Cancel Submit

Initiate Offer

4. Click the **Offer** button on the bottom of the screen.

A new pop-up box will appear for the primary recruiter.

The screenshot displays the BYU Workday recruitment system interface for a candidate named Emma James (Internal). The interface is divided into several sections:

- Header:** Includes the BYU logo, a search bar, and a menu icon.
- Candidate Information:** Shows the candidate's name, ID (APP-1465), and the job title (JR-642 EZE FSYS Summer Staff (US)-1). There are buttons for "Actions" and "Resume".
- Active Job Applications (1):** Lists the candidate's application for the job. It includes a "Review" button and a "Decline These Applications" button.
- Work History:** Shows the candidate's experience, which is currently "none entered".
- Timeline:** A vertical timeline showing the candidate's application progress in 2024:
 - 5 Apr: Job Application Status Updated (JR-642 EZE FSYS Summer Staff (US)-1: Moved from 'Interview' to 'Move to Clearance - Completed')
 - 5 Apr: Job Application Results: Background Check Received (JR-642 EZE FSYS Summer Staff (US)-1: BC STF-Basic Expanded = Completed)
 - 4 Apr: Job Application Results: Initial Questionnaire Received (JR-642 EZE FSYS Summer Staff (US)-1: Emma James submitted 'CE FSYS Default-VS')
- Resume / Cover Letter:** Shows a document titled "Ariana Dumbledore.docx".
- Bottom Navigation:** Includes buttons for "Offer" (highlighted with a red circle), "Decline", and "Start Parallel Stage".

Initiate Offer Cont.

Starting as the Manager from Inbox,

1. Select the task beginning with “**Offer for Job Application:** [Candidate Name]”.
2. Fill out the required fields then click the **Next** button at the bottom of the screen.
3. Select the **Submit** button.

The screenshot shows a web interface for initiating an offer. On the left is a list of tasks under 'All Items' (5 items). The first task is selected: 'Offer for Job Application: Emma James (Internal) - JR-642 E2E FSY Summer Staff (US)-1 (APP-1465)' with a due date of 04/05/2024. The main area shows the 'Initiate Offer for' form for Emma James (Internal) (APP-1465) for JR-642 E2E FSY Summer Staff (US)-1. A progress bar at the top right shows the 'Start' step is active. The form is divided into sections: 'Details' (Target Hire Date: 10/27/2023, Hire Date, Hire Reason, Location: CE Utah, Provo, Document Language: English (United States)), 'Job Details' (Job Profile: CE FSY Summer Staff (U.S.), Business Title: CE FSY Summer Staff (U.S.)), and 'Working Time' (Location Weekly Hours: 40, Default Weekly Hours: 40, Scheduled Weekly Hours). A 'Next' button is at the bottom.

Task	Due Date
Offer for Job Application: Emma James (Internal) - JR-642 E2E FSY Summer Staff (US)-1 (APP-1465)	04/05/2024
Department Review: Allie Collins (Internal) - JR-642 E2E FSY Summer Staff (US)-1 (APP-1467)	04/05/2024
Check Time Entry for Worker: Time Entry: Tyler Young - 45 Hours from 09/30/2023 to 10/13/2023	03/27/2024
Check Time Entry for Worker: Time Entry: Tyler Young - 70 Hours from 03/02/2024 to 03/15/2024	03/20/2024
Check Time Entry for Worker: Time Entry: Tyler Young - 40 Hours from 09/30/2023 to 10/13/2023	03/18/2024

Initiate Offer for Emma James (Internal) (APP-1465) JR-642 E2E FSY Summer Staff (US)-1

Start

Details

Target Hire Date (Job Requisition)
10/27/2023

Hire Date *

Hire Reason

Location *
CE Utah, Provo

Document Language
English (United States)

Job Details

Job Profile
CE FSY Summer Staff (U.S.)

Business Title *
CE FSY Summer Staff (U.S.)

Working Time

Location Weekly Hours
40

Default Weekly Hours
40

Scheduled Weekly Hours

Next

Generate Offer Doc

4. From Inbox, select the task beginning with “**CE FSY Offer Letter: [Candidate Name]...**”
5. Select **Review**.
6. A document will be generated. Review and then select **Submit**. The candidate will be sent the offer doc to sign.

Created: 04/05/2024 | Updated: 04/05/2024

Generate Document Generate Document for Offer (DCE): CE FSY Offer Letter

Drive Document Template CE FSY Offer Letter

Generated Document CE FSY Offer Letter

Created On 04/05/2024 04:02:46.346 PM

Review

CE FSY Offer Letter Source: Offer

File Edit Format Insert Layout

Paragraph 12 B I U

fsy

04/05/2024
Emma James

xjam21006@byui.edu

Summer 2025 FSY (For Strength of Youth) Season Intent to Hire Offer and Acceptance

Dear Emma James

Introduction
This agreement ("Agreement") is between FSY, LLC, a Delaware nonprofit limited liability company with educational, religious, and charitable purposes (the "Employer") and the above-named individual (the "Employee" or "I"). This Agreement is an offer and acceptance of Employer's intent to hire Employee. At Employer's discretion, training and/or FSY session assignments may be formalized in the future by one or more written employment contract(s).

WHEREAS Employer is contracted to provide operational support for the For the Strength of Youth religious youth conferences ("FSY") of The Church of Jesus Christ of Latter-day Saints ("the Church"), and

WHEREAS Employer desires to hire CE FSY Summer Staff (U.S.) on a summer seasonal basis to help pursue the purposes of FSU, which are to help youth grow in their testimonies of Jesus Christ and His Restored Gospel in an environment in which the Holy Ghost is invited to be present, and

WHEREAS the above-named individual has represented that he or she meets the qualifications and desires to be a CE FSY Summer Staff (U.S.) in 2025, and

WHEREAS both parties are committed to excellent support for the purposes of FSU,

THEREFORE, the parties agree as follows:

Conditions of Offer and Acceptance

- 1) Employee agrees to accept training and FSU session assignments as directed by Employer. Employee agrees to perform all job duties and responsibilities reasonably consistent with the job description on the FSU employment web page, as updated from time to time.
- 2) Employee authorizes and agrees to authorize all background and ecclesiastical checks necessary for clearance to work as a CE FSY Summer Staff (U.S.), as determined in the sole discretion of Employer and as directed by The Church of Jesus Christ of Latter-day Saints ("the Church").
- 3) Employee represents and warrants that he or she meets, and will continue to meet throughout the term of this Agreement, the qualifications listed on the FSU employment web page for CE FSY Summer Staff (U.S.) and will perform job duties listed there.
- 4) Employee agrees to learn and strictly honor all FSU youth protection policies, including completion of all required online and in-person youth protection training, as requested by Employer or FSU leadership team members.
- 5) Employee understands and agrees that this Agreement is for seasonal employment, with assignments yet to be determined and made, and that it does not convey or promise any expectation of any employment beyond or in addition to the summer seasonal position as an FSU coordinator. Future employment contracts between Employer

Submit Save for Later Cancel

Candidate Sign Offer

Starting as the Candidate from Inbox,


1. Select the task beginning with “**Review Offer Letter: [Candidate Name]**...”
2. Select the **E-sign by Adobe Sign** button.
3. Follow the directions to sign. When you are finished, click the **Submit** button.

A task will then be sent to the primary recruiter to make an offer decision.

Review Offer Letter [Review Documents for Offer for Job Application: Err](#)

Documents

On this page, you can only download the original, unsigned version of the document.

Document  CE FSY Offer Letter 2024-04-05.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving your browser.

E-sign by Adobe Sign

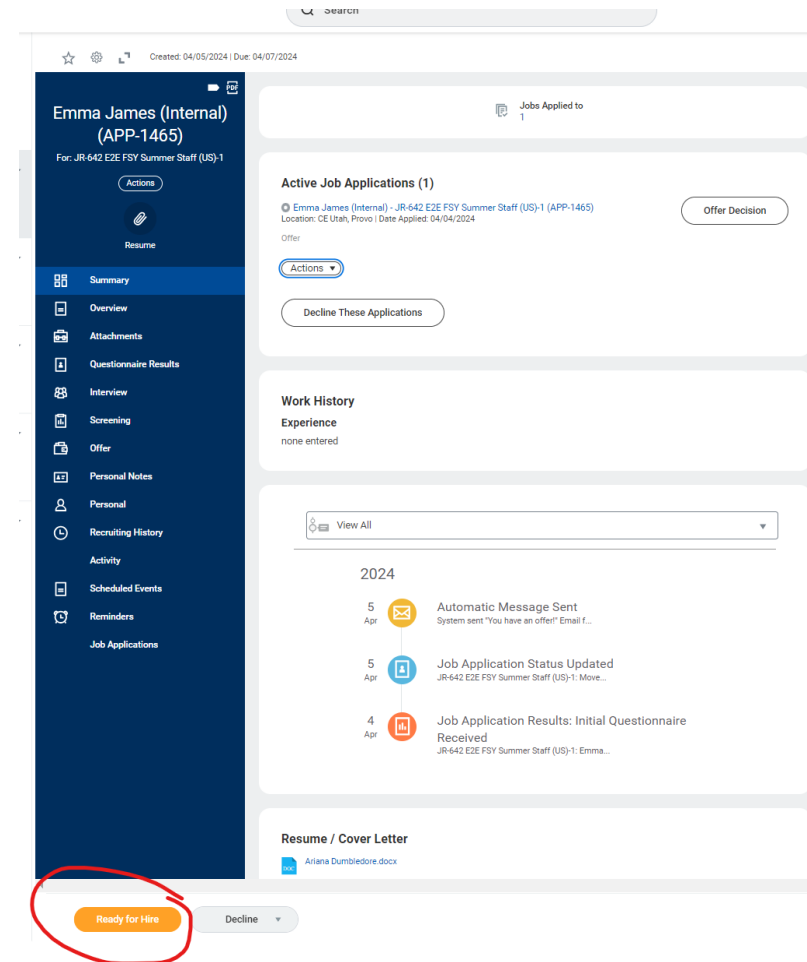
E-sign by Adobe Sign

Don't Accept

Move Candidate to Ready for Hire

Starting as the Recruiter from Inbox,

1. Select the task beginning with **“Offer for Job Application: [Candidate Name]...”**.
2. Select the **Ready for Hire** button on the bottom of the page. A pop up will appear for next steps.



A photograph of a modern office building with large glass windows and a tree in the foreground. The building is white with blue-tinted glass. A large blue banner with rounded corners is overlaid in the center, containing the text "Hire a Candidate" in white. The background shows a street with trees and mountains under a bright sky.

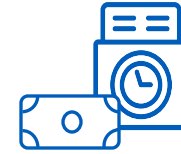
Hire a Candidate

How do we hire?

- DCE will primarily use the 'Expedited' Hire Business process
 - Half the steps
 - Less approvals
- Workday provides many Business Processes, and some do similar things. Additional future training will help everyone know the best process to use for various situations
 - Hire
 - Hire Employee
 - Hire Student
 - Add Additional Job
 - Change Job
 - Transfer
 - Swap

How do we pay contracts?

Hourly



Period Activity Pay



Salary



Academic Pay



- We also will do other payments, like awards, through One-Time Payments

Hire (Expedited) BP

Starting as the Manager from the Home Page,

1. Select the Manager's **Inbox**.
2. Select the task beginning with "**Hire:** [Candidate Name]..."
3. Enter the Candidate's Hire Date and Hire Reason. The other information should automatically populate.
4. Click the **Submit** button.

The screenshot shows a web application interface for hiring. On the left, a 'Search Results' panel displays a single item: 'Hire: Alaric Saltzman - 75500961 CE FSY Summer Staff (US)-100' with a date of '03/07/2024' and a star icon. The main form is titled 'Revise Employee Hire' and is for 'Alaric Saltzman' under 'CE FSY PR Overhead (Kalen Alpin)'. The form includes fields for 'Hire Date' (MM/DD/YYYY), 'Reason', 'Initiated From' (Job Application: Alaric Saltzman - JR-430 CE FSY Summer Staff (US)-100 (APP-711) on 03/05/2024), 'Job Details' (Position: 75500961 CE FSY Summer Staff (US)-100), 'Job Requisition' (JR-430 CE FSY Summer Staff (US)-100 (Open)), and 'Employee Type' (Seasonal (Seasonal)). At the bottom, there are buttons for 'Save for Later' and 'Submit'.

Add PAP

Starting as a DCE Hiring Office Specialist,

1. Select the **Inbox**.
2. Select the task beginning with “**Period Activity Pay: [Candidate Name]...**”.
3. Select the Academic Period from the drop-down by Academic Year or by searching through All Academic Periods.
4. Click **OK**. The Add Period Activity Pay Page will open.

All Items 1814 Items

Search: All Items

[Advanced Search](#)

- Period Activity Pay: Alaric Saltzman -** 04/08/2024 ☆
Due: 04/09/2024
Effective: 04/15/2024
- Period Activity Pay: Bonnie Bennett -** 04/04/2024 ☆
Due: 04/05/2024
Effective: 04/01/2024
- End Additional Job: Lydia Dahlke** 03/28/2024 ☆
Due: 03/30/2024
Effective: 09/01/2023
- End Additional Job: Lydia Dahlke** 03/28/2024 ☆
Due: 03/30/2024

Created: 04/08/2024 | Due: 04/09/2024 | Effective: 04/15/2024

Add Period Activity Pay

Effective Date: 04/15/2024

Academic Period * Winter 2024 (01/01/2024-04/30/2024)

Period Activity Rate Matrix * Period Activity Rate Matrix

Cancel OK

Add PAP (cont.)

5. Fill out the following required information: Reason, Activity, Comment, Start Date, End Date, Work Hours Per Week, & Assigned Unit Rate. Confirm that Total Amount, Start Date, and End Date are correct.

6. Click **Submit.**

Add Period Activity Pay Alaric Saltzman

Position: 75500961 CE FSY Summer Staff (US)-100 (Position Fill:04/15/2024,Alaric Saltzman) Total Amount: 1,000.00 USD

Academic Period: Winter 2024 (01/01/2024-04/30/2024)

Rate Matrix: Period Activity Rate Matrix

Reason: x Period Activity > Adding Period Activity Pay > New Hire

1 item

*Activity	*Activity Dates	Reportable Hours	*Units	*Compensation	Payments
<p>Activity *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> x CE NT - CE Non-Teaching ⋮ </div> <p>Task</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Comment</p> <div style="border: 1px solid gray; padding: 2px;">FSY 2024 - Summer Staff U.S.</div>	<p>Start Date *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> 04/15/2024 📅 </div> <p>End Date *</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> 04/30/2024 📅 </div> <p>Use as Payment Date Range <input checked="" type="checkbox"/></p> <p>Weeks in Activity Period: 2.29</p>	<p>Work Hours Per Week</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">40</div> <p>Work Hours Per Activity Period</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">0</div> <p>Weekly Service Hours</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">40</div> <p>Suggested Weekly Service Hours: 40.00</p> <p>Total Service Hours for Activity Period: 91.60</p>	<p>Unit Type</p> <p>Flat Amount</p> <p>Quantity *</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">1</div> <p>Default Quantity: 0</p> <p>Assigned Unit Rate *</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">1,000.00</div> <p>Default Unit Rate: 0.00</p>	<p>Total Amount *</p> <div style="border: 1px solid gray; padding: 2px; text-align: center;">1,000.00</div> <p>Currency: USD</p> <p>Costing Overrides</p> <div style="border: 1px solid gray; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>	<p>Start Date</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> 04/15/2024 📅 </div> <p>End Date</p> <div style="border: 1px solid gray; padding: 2px; display: flex; align-items: center;"> 04/30/2024 📅 </div> <p>Do Not Pay <input type="checkbox"/></p> <p style="text-align: center;">Customize 2 Payments</p> <p>Customized <input type="checkbox"/></p> <p>Remaining Balance: 1,000.00</p> <p>Paid to Date</p>

Review/Approval PAP

Starting as the Manager,

1. Select the Manager's **Inbox**.
2. Select task starting with **"Period Activity Pay: [Candidate Name]..."**.
3. Review the Candidate's PAP. If it looks correct, click **Approve**.

Review Period Activity Pay: Alaric Saltzman - 75500961 CE FSU U.S. Counselor ...

For Hire: Alaric Saltzman

Overall Process Period Activity Pay: Alaric Saltzman - 75500961 CE FSU U.S. Counselor

Overall Status In Progress

Due Date 04/09/2024

Details to Review

Effective Date 04/15/2024

Employee Alaric Saltzman

Position 75500961 CE FSU U.S. Counselor (Position Fill:04/15/2024,Alaric Saltzman)

Academic Period Winter 2024 (01/01/2024-04/30/2024)

Rate Matrix Period Activity Rate Matrix

Reason Period Activity > Adding Period Activity Pay > New Hire

Assignments 1 item

Modified/Added?	Activity	Activity Dates	Reportable Hours	Units	Compensation
<input checked="" type="checkbox"/>	Activity * CENT - CE Non-Teaching Comment FSY 2024- Summer Staff U.S.	Start Date * 04/15/2024 End Date 04/30/2024 Weeks in Activity Period 2.29	Work Hours Per Week 40 Weekly Service Hours 40 Suggested Weekly Service Hours 40 Total Service Hours for Activity Period 91.6	Unit Type Flat Amount Quantity 1 Default Quantity 0 Assigned Unit Rate 1,000.00 Default Unit Rate 0.00	Total Amount 1,000.00 Currency USD

Approve

Send Back

Deny

...

Review/Approval PAP (cont.)

Starting as the Manager's Manager,

1. Select the Manager's Manager's **Inbox**.
2. Select task starting with **"Period Activity Pay: [Candidate Name]..."**
3. Review the Candidate's PAP. If it looks correct, click **Approve**.

Review Period Activity Pay: Alaric Saltzman - 75500961 CE FSY U.S. Counselor

For Hire: Alaric Saltzman

Overall Process: Period Activity Pay: Alaric Saltzman - 75500961 CE FSY U.S. Counselor

Overall Status: In Progress

Due Date: 04/09/2024

Details to Review

Effective Date: 04/15/2024

Employee: Alaric Saltzman

Position: 75500961 CE FSY U.S. Counselor (Position Fill:04/15/2024,Alaric Saltzman)

Academic Period: Winter 2024 (01/01/2024-04/30/2024)

Rate Matrix: Period Activity Rate Matrix

Reason: Period Activity > Adding Period Activity Pay > New Hire

Assignments 1 item

Modified/Added?	Activity	Activity Dates	Reportable Hours	Units	Compensation	Payments
<input checked="" type="checkbox"/>	Activity * CE NT - CE Non-Teaching Comment FSY 2024- Summer Staff U.S.	Start Date * 04/15/2024 End Date 04/30/2024 Weeks in Activity Period 2.29	Work Hours Per Week 40 Weekly Service Hours 40 Suggested Weekly Service Hours 40 Total Service Hours for Activity Period 91.6	Unit Type Flat Amount Quantity 1 Default Quantity 0 Assigned Unit Rate 1,000.00 Default Unit Rate 0.00	Total Amount 1,000.00 Currency USD	Start Date 04/15/2024 End Date 04/30/2024 2 Pay Customize <input type="checkbox"/> Remaining 1,000.00 Paid to Da 0.00 USD

Generate Contract

Starting as a DCE Hiring Office Specialist,

1. Select the **Inbox**.
2. Select the task starting with “**Generate Continuing Education Contract: [Job Information] (Position Fill: [Hire Date], [Candidate Name]**”.
3. Click **Review**.
4. Review the CE Contract. If everything looks correct, click **Submit**.

CE Contract
File Edit Format Insert Layout

Paragraph 12 B I U A

fsy

03/07/2024

Dear Alaric Saltzman

Introduction This letter includes the assignment and payment details associated with your previous Offer Letter for 04/15/2024 through 04/30/2024 to teach:

Assignment Assignment is for the following course(s): **FSY 2024- Summer Staff U.S.**

AUTHORIZATION:

Employee Signature: {{Sig_es_signer1:signature}}
Date: {{Dte_es_signer1:date}} Rev

Submit Save for Later Cancel

Approve Contract

Starting as the Candidate being hired,


1. Select the Candidate's **Inbox**.
2. Select the task starting with “**Period Activity Pay: [Candidate Name]...**”.
3. Click **E-sign by Adobe Sign**.
4. Select the blue **Continue** button. Then, the Candidate signs where the blue arrow indicates.
5. Select **Click to Sign**.
6. Click **Submit**.

Now, the employee is hired!

Print Generated Document [Review Documents for Period Activity Pay: Alaric Saltzman - 75500961 CE FSY U.S. Counselor](#) ⋮

Documents

On this page, you can only download the original, unsigned version of the document.

Document  CE Contract 2024-04-08.pdf

Instructions <SAMPLE TEXT>

How to complete this task:

- Click on the **eSign by Adobe**
- After you have signed, you will be brought back to this task
- Once complete, click **Submit**

Please reach out to Human Resources if you have any questions.

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

E-sign by Adobe Sign

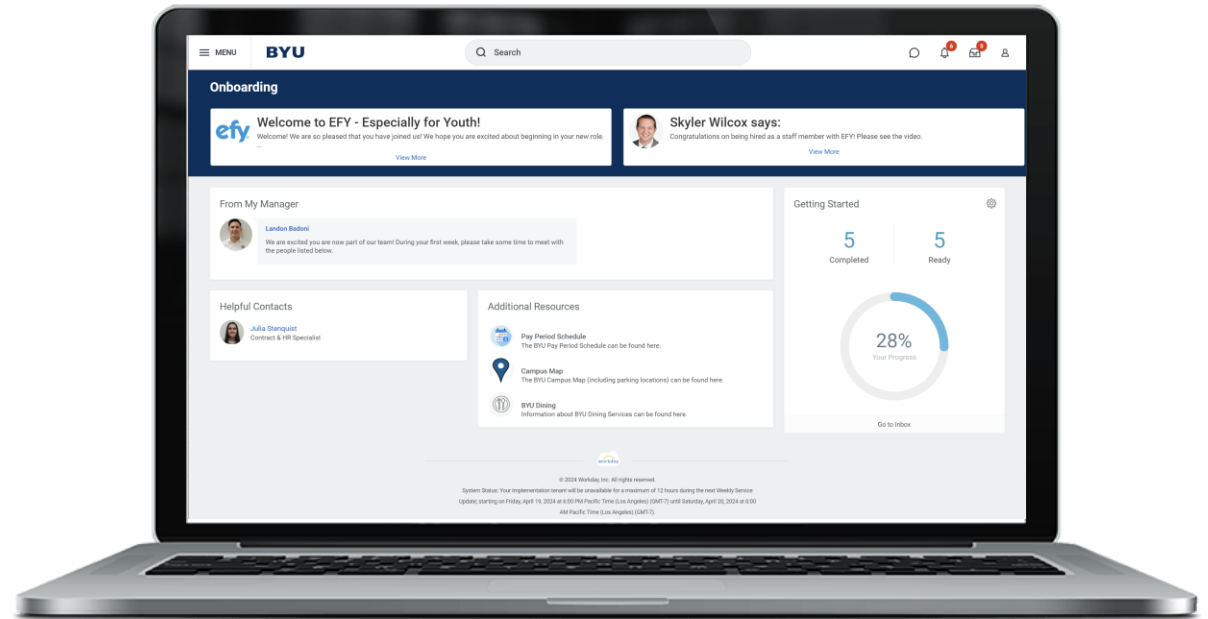
[E-sign by Adobe Sign](#)

A photograph of a modern, multi-story building with a facade of large glass windows and light-colored panels. The building is partially obscured by a large, vibrant blue banner with rounded corners. In the foreground, there are several green trees and a paved road. The background shows a clear blue sky and distant mountains. The overall scene is bright and sunny.

Onboard a Candidate

What's in Onboarding?

All the steps to prepare to work...



Onboarding Waves

Pre-hire	Wave 1	Faculty Agreements	Update Employee Profile	Dress & Grooming Agreement	Government ID & Legal Name	
	Wave 2	Form I-9	Voluntary Information Forms	Payroll Forms		
Hired	Wave 3	New Employee Orientation	Required Trainings	Talent Review	Conflict of Time & Interest	Other BYU Tasks...

Setup Onboarding

Starting as the Manager,

1. Select the **Inbox**.
2. Select the task starting with “**Onboarding Setup for Hire: [Candidate Name]...**”.
3. The **Onboarding Setup** screen appears. You can select People to Meet and Helpful Contacts for the Candidate.
4. Click **Submit** once the fields are completed.

The screenshot displays a search interface with a search bar containing "Search: Search Results" and a "Save" button. Below the search bar, there is a link for "Advanced Search". The search results show a task titled "Onboarding Setup for Hire: Alaric Saltzman - 75500961" with a date of "04/08/2024" and a star icon. Below the title, it says "CE FSY U.S. Counselor on 04/15/2024" and "Effective: 04/15/2024".

The "Onboarding Setup" screen includes a "Message" field with the text: "We are excited you are now part of our team! During your first week, please take some time to meet with the people listed below." Below the message, there are two sections: "People to Meet" and "Helpful Contacts".

The "People to Meet" section has a "Select People" dropdown menu and a "Notify" checkbox.

The "Helpful Contacts" section has a "Select People" dropdown menu with "Hallie Coburn" selected.

At the bottom of the screen, there are three buttons: a menu icon (three dots), "Save for Later", and "Submit". A circular logo with a "W" is also visible in the bottom right corner.

Onboarding

Starting as the Candidate,

1. Select the **Inbox**. There will be many New Hire Tasks to be completed.
2. Select each task from the Inbox named below, complete the required fields, then click **Submit**.

- Personal Information Change
- Home Contact Change
- Onboarding for [Candidate Name]
- ID Change
- State Tax Election
- Federal Tax Election
- Payment Election
- Veteran Status Identification
- Disability Self-Identification
- Complete Form I-9*
- Complete Remote Form I-9*

Section 2 I-9

Once the Candidate completes Section 1 of the Form I-9 in their inbox, it goes to the I-9 Coordinator from the DCE Hiring Office to complete Section 2.

Starting as the I-9 Partner,

1. Select the **Inbox**.
2. Select the task starting with “**Complete Form I-9: [Candidate Name]**”.
3. Click the **Next** button at the bottom of the screen.
4. Select the **Approve** button to complete the process.

Manage Remote Form I-9 for Alaric Saltzman

Section 2 Reviewer's Information

Review the authorized representative's information. Workday sent a one-time link to them to complete Section 2 of the Form I-9.

Relationship * Friend

Email * tehanit@byu.edu

Section 2 Reviewer's Name Tehani Travis

Phone Number * (702) 286-2223

One-time Link <https://wd2-impl.myworkdaysite.com/RemoteReview/byu8/RemoteFormI-9/>

Review Form I-9

Review the Form I-9 and determine if it needs to be sent back for correction.

> [View Form I-9](#)

Next Send Back Section 1 Send Back Section 2 ...

Remote I-9 Approval

If the job requires a Remote I-9 to be completed, while completing Section 1, the Candidate will be required to submit information for an I-9 Partner. The I-9 Partner will verify the Candidate's I-9 documents and complete Section 2. The I-9 Partner will be emailed a link to complete this, but the link will also be in the Candidate's Inbox. This may be a friend, family member, or coworker.

To complete Section 2 of the Remote I-9, start as the Candidate,

1. Select the **Inbox**.
2. Select the task beginning with **“Complete Remote Form I-9: [Candidate Name]”**.
3. Verify the information matches their documents, then select **Approve**.

Review Form I-9 Alaric Saltzman ⋮

Note Review this form for completeness before submitting. When this Form I-9 is printed, any fields left blank will be populated with N/A indicating the field is not applicable.

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 07/31/2026

>START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

[Form I-9 Instructions](#)

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation

Approve

Send Back

Save for Later


⋮

Approve/Submit I-9

To complete approve and submit the I-9, begin as the I-9 Validator,

1. Select the **Inbox**.
2. Select the task beginning with, "**Complete Form I-9: [Candidate Name]**".
3. Verify the information from Section 2 matches the I-9 document, then select **Approve**.
4. You may then select **Submit** to complete the process.

The primary recruiter will then receive an inbox task to make an interview decision.

Review Form I-9 Alaric Saltzman 

Note Review this form for completeness before submitting. When this Form I-9 is printed

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047

Expires 07/31/2026

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[Form I-9 Instructions](#)

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Section 2 or Supplement B, Reverification and Rehire. Treati

Section 1. Employee Information and Attestation

Approve

Send Back

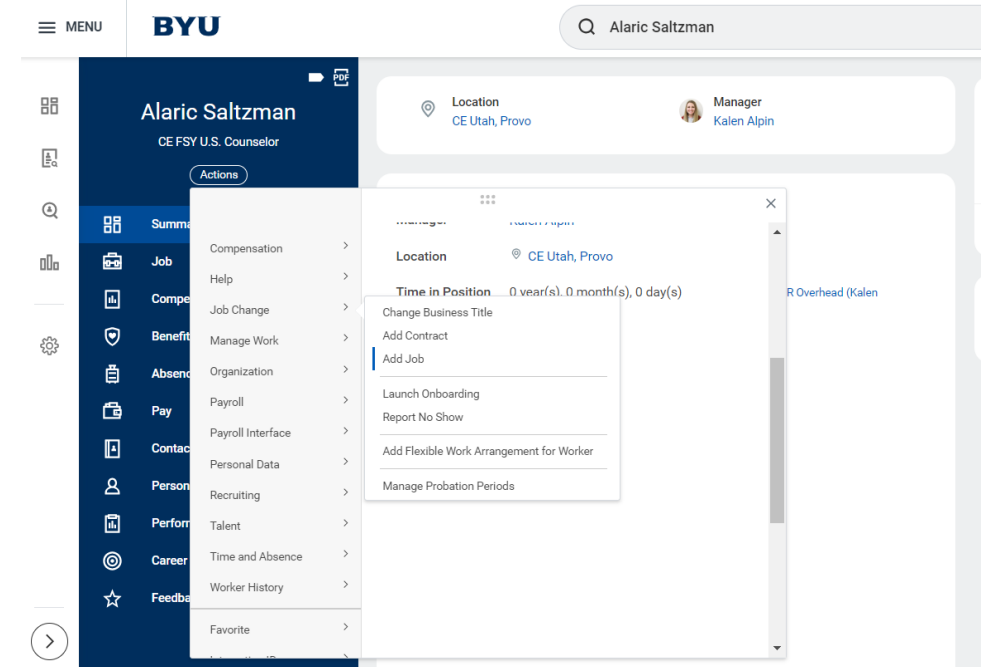
Save for Later

...

Add Additional Job (Continuing Education)

Starting as a Staff Hiring Office Specialist,

1. Type the **Candidate's name** you want to add an additional job to in the search bar.
2. Select the Candidate.
3. Select **Actions** under the Candidate's name on their profile.
4. Under the Job Change section, select **Add Job**.
5. Fill in the supervisory organization of the additional job.
6. Select **OK**.
7. Fill out the information for the additional job and then select **Submit**.



Direct Hire

Starting as a DCE Hiring Office Specialist,

1. Search and select the Job Requisition for Direct Hire.
2. Click the **three dots** next to “Position Restrictions”.
3. Select **Hire**, then select **Hire Employee**.
4. Select **Create a New Pre-hire**, then click **OK**.
5. Input the First and Last Name, and an Email or Phone Number, then click **OK**.
6. Input Hire and End Employee Dates, then click **Submit**.
7. Continue the process as you would with any pre-hire.

You can find the pre-hire in the system by looking them up in the search bar.

Position 75049024 Adjunct Faculty - Teaching - Cesar Melo (Position Vacate:04/16/2024) ...

Supervisory Organization: Dean's Office of Humanities - Spanish & Portuguese (Scott Alvord)

Position Restrictions 75049024 Adjunct Faculty - Teaching - Cesar Melo (Position Vacate:04/16/2024) ...

Organization Assignments: Company: Brigham Young University
Cost Center: CC10129 Spanish and Portuguese
Fund: FD01 Appropriated
Hiring Office: Faculty Hiring Office
Program: PG1000 Instruction & Academic Depts

Worker: Cesar Melo

Job Details

Employee Type: Faculty

Job Profile: Adjunct Faculty - Teaching

Actions

- Position Restrictions >
- Additional Data >
- Business Process >
- Compensation >
- Favorite >
- Hire >**
 - Hire Employee**
 - Hire Student
- Integration IDs >
- Job Application >

Position Re

75049024 Adj

Workers

Supervisory Org

If not from Recruiting, start Background Check

Start as a faculty hiring administrator,

1. Select the **Inbox**.
2. Select the task starting with “**Background Check for Hire: [Candidate Name]**” task.
3. Select the appropriate background check package.
4. Click **Submit**.

The background check will be processed automatically.

- If there are any required documents to complete (ecclesiastical endorsements, etc.) they will be sent to the inbox of the Candidate.
- The Candidate should complete the documents and select **Submit**.

The screenshot shows the Workday interface for selecting a background check package. On the left, the 'All Items' list includes tasks such as 'Background Check for Hire: George Russell' (due 04/13/2024), 'Faculty Offer Letter: Jack Sheridan - JR-707 Visiting Faculty (APP-1498)', 'Faculty Offer Letter: Joey Barnes - JR-630 Geography CFS Professorial Faculty (APP-1551)', 'Faculty Offer Letter: Tim Matheson - JR-717 History CFS Faculty Professorial (APP-1556)', and 'University Interview: Carolee Sanders (Internal) - JR-714 Chemistry & Biochemistry CFS Professorial Faculty (APP-135)'. The 'Background Check for Hire: George Russell' task is selected. On the right, the 'Select Background Check Package' form is displayed. The 'Name' field is set to 'BC STF-Basic Expanded' and is highlighted with a red box. Below it, the 'Description' is 'Basic Expanded'. There is a comment field with the text 'Testing Elaina'. The 'Process History' section shows 'Amy Eddington' with the status 'Background Check - Awaiting Action' and a due date of '04/13/2024'. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

Cases Reminder

Please be very careful and thorough as you are testing.

Review the details of each question, offer letter, contract, and all processes that may have changed since Angie has left. Please provide feedback on anything that is wrong or inconsistent with potential changes.

If we do not catch them now, we will have to wait 3-6 months after Go Live.

Thank you so much for all that you do!



THANK YOU!

What's next?

1

Record feedback for
follow up session

2

Next major effort for
Program Granite is
Payroll Parallel

3

CoE training next
month

'Operations' training
this summer

User training this fall

An aerial photograph of a university campus. In the foreground, there are several large, modern brick buildings with white accents. A wide, paved walkway winds through a green lawn area, where many people are walking. The campus is surrounded by lush green trees. In the background, a range of rugged mountains with some snow-capped peaks stretches across the horizon under a blue sky with scattered white clouds.

Appendix

Hire (Expedited) Journey

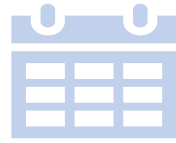
1



HR PARTNER

- Initiate Process
- Verify Compensation

2



BENEFITS PARTNER

- Verify & Edit Service Dates

3



SYSTEM (AUTO)

- Create Workday Account
- Assign Pay Group

4



HR PARTNER

- Manage Period Activity Pay
- Referral OTP (**FSY only**)

Independent Study (University), ELC
BYU Online, Evening Classes, SLC Center, eMBA & eMPA



Sports Camps, FSY, EFY, C&W, BYU Online (HS)
Adult Religion, Ed Week, Independent Study (HS)



Student Contracts



DCE Systems

Workday

Human Resources System

Recruiting

Hiring

Employee Management
(Terminations)

Payroll*

Orion/FSY Manager/AIM Contracting Workcenter

Student/Participant System

Work Schedule

Work Location Assignments

Work Assignments Completed

Work Schedule based Peer
Evaluations

DCE Programs Summary (Draft)

Program	Position Strategy	Requisition	Recruiting Notes	Generic Offer	Hire Onboarding	DCE System	PAP Contract	Contract Renewal	Manual Termination
FSY	1: worker	Evergreen		Offer contains general comp info	Change job for hourly students	W4 state assignments; weekly PAP	No	No	Auto-term after season
EFY	1: week (role); positions manage locations	Evergreen		Offer contains program comp details	Change job for hourly students	Manual EIB for each week	No	No	Auto-term after season
Independent Study	1: department	Yes	New dept will be recruited	Yes		Monthly piece meal/rate PAP (Orion)	No	Yes	Yes
BYU Online High School	1: department	Yes	New dept will be recruited	Yes	PAP entered in WD		No	Yes	Yes
C&W + Adult Religion	Ad hoc	Yes		Yes	PAP entered in WD		Yes	No	Yes
Education Week	Ad hoc	Yes	External content approvals	Yes	PAP entered in WD		No	No	Yes
AIM Contracting Workcenter	Ad hoc	Yes		Generic based on rank	Delayed PAP and contract	Summarized by ACW	Yes, after add/drop	Yes, based on rank	Yes
ELC	Ad hoc	Yes		Yes	PAP entered in WD		Yes	No	Yes

PAP by Programs

	Student or Participant System	Period > Activity	Frequency	Worktags	Notes
EFY	Orion	Summer Programs	Weekly	Location	
FSY (FSYC)	FSY Manager	Summer Programs	Weekly	Location	
C&W Ed Week	Orion	Semester	Weekly		
Independent Study (Univ/HS)	Orion	Semester > Course	Monthly		“Piece meal pay” details in Orion
BYU Credited (BYUO/EC/SLC)	Honorarium	Semester > Course	Semester/Term	Costing Allocation CC	