



Workday@Penn



Penn
Human Resources

Temporary Workers

Senior Business Administrators

October 6, 2021



Agenda

Subject	Recruiting and Hiring Temporary Workers with Assignments Greater than 90+ Days
Presenters	<ul style="list-style-type: none">• Nicole Torsella Harris, Director, Talent Acquisition and Executive Recruiting• Louise Pedraz, Director, Central Compensation• Stacey Collins, Recruiting Lead, Workday Operations
Today's Topics	<ul style="list-style-type: none">• Policy updated and effective July 1, 2021 — Nicole• Purpose — Nicole• Implications — Louise• Supporting the Workday community — Stacey• Q&A — All

Updated Policy 114

Penn HR/ Policies and Procedures/ Policy Manual/ Recruitment and Staffing/ Temporary Staff on Penn's Payroll

Temporary Staff on Penn's Payroll (Extra Persons)

This policy refers to temporary staff on the University of Pennsylvania's payroll. For those temporary staff not on Penn's payroll, see [Using Temporary Agencies - Policy 112](#).

The University employs individuals in a variety of types to support and enhance the academic, research, and service missions of the University. Temporary staff allow a department to meet specific increased staffing needs for a limited period of time. If an area is considering the use of a temporary staff member not hired through an agency, certain federal regulations and the corresponding University policies apply.

All temporary positions require a requisition which must include an end date. The requisitions are classified by Human Resources and should include the instruction of "do not post" unless the assignment is longer than 90 days in which case the job must be posted for a minimum of three business days. For positions with assignments longer than 90 days, offer letters should be generated through Workday. Once a completed and signed offer letter is returned, the temporary staff member can be begin work.

Questions concerning the use of temporary staff should be addressed to Human Resources, 215-898-7372.

Temporary staff must be supervised by a regular University employee at all times.

All temporary staff hired on or after July 1, 2019 may be in a temporary position on Penn's payroll for a maximum of nine months. If a department needs a temporary staff member for longer than nine months, contact Human Resources.



Effective July 1, 2021

Purpose

- Enhance the University talent pool.
- Advance Penn's economic inclusion efforts with a greater public exposure of available job opportunities at Penn.
- Create a recruitment and hiring process more consistent with regular staff positions.

FY21 YTD: 90+ Day Temps by School/Center	
School/Center	Temps
Annenberg Center	17
Annenberg School	7
Business Services	22
Dental School	3
Design	19
Development	2
DRIA	12
GSE	321
FRES	4
Law	22
PSOM	240
Morris Arboretum	10
Nursing	4
Audit Compliance & Privacy	1
Provost	90
Provost Interdisciplinary Centers	5
SAS	178
SEAS	41
SP2	41
Student Service Centers	2
Wharton	61
Total	1,102

Policy owner is the Division of Human Resources.
Process owner is Workday.

Implications

Compensation

- Review Job Requisition/Job Description.
- Approve the Job Posting Title to ensure that it is appropriate.

Recruiting

- Background checks and references optional.

Legal

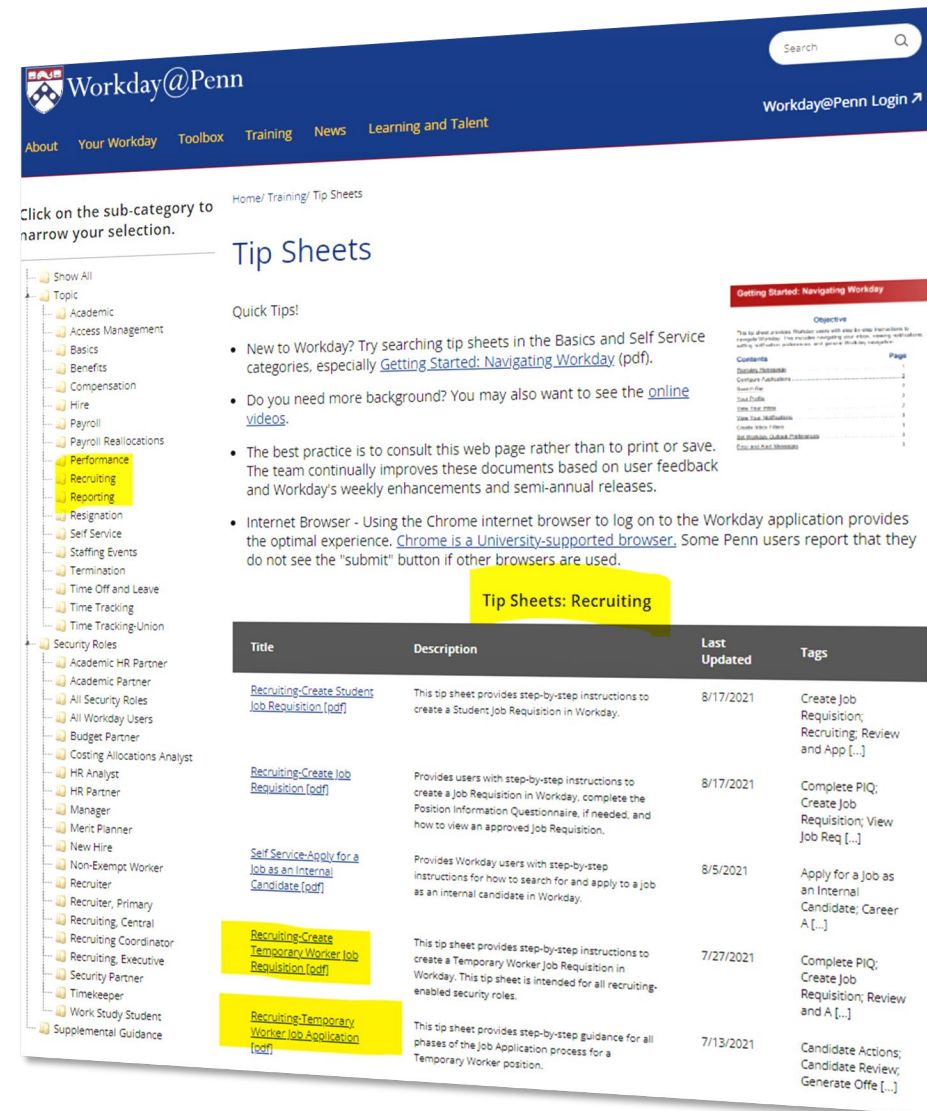
- All job assignments greater than 90 days must be posted.
- Affirmative action compliance.
- Vietnam Era Veterans Readjustment Assistance.

Workday

- Processes reflect new policy.
-

Supporting the Workday Community

- Changes to temporary job requisition process effective 7/1/2021
- Updates to affected tip sheets
- Announcements in Workday, Workday website, Digest newsletter, Almanac, myHR, emails to leadership groups
- ABA June presentation included review of “how to”
- 5 open office hours dedicated to this topic, conducted over the summer
- Support by the Penn Employee Solution Center



The screenshot shows the Workday@Penn website interface. The top navigation bar includes 'About', 'Your Workday', 'Toolbox', 'Training', 'News', and 'Learning and Talent'. A search bar is located in the top right corner. The main content area is titled 'Tip Sheets' and features a sidebar with a tree view of categories. The 'Recruiting' category is highlighted in yellow. The main content area displays a list of tip sheets with columns for Title, Description, Last Updated, and Tags. A yellow highlight is placed over the 'Tip Sheets: Recruiting' section header. A red banner at the top right of the content area reads 'Getting Started: Navigating Workday'.

Click on the sub-category to narrow your selection.

Tip Sheets

Quick Tips!

- New to Workday? Try searching tip sheets in the Basics and Self Service categories, especially [Getting Started: Navigating Workday](#) (pdf).
- Do you need more background? You may also want to see the [online videos](#).
- The best practice is to consult this web page rather than to print or save. The team continually improves these documents based on user feedback and Workday's weekly enhancements and semi-annual releases.
- Internet Browser - Using the Chrome internet browser to log on to the Workday application provides the optimal experience. [Chrome is a University-supported browser](#). Some Penn users report that they do not see the "submit" button if other browsers are used.

Tip Sheets: Recruiting

Title	Description	Last Updated	Tags
Recruiting>Create Student Job Requisition (pdf)	This tip sheet provides step-by-step instructions to create a Student Job Requisition in Workday.	8/17/2021	Create Job Requisition; Recruiting; Review and App [...]
Recruiting>Create Job Requisition (pdf)	Provides users with step-by-step instructions to create a Job Requisition in Workday, complete the Position Information Questionnaire, if needed, and how to view an approved Job Requisition.	8/17/2021	Complete PIQ; Create Job Requisition; View Job Req [...]
Self Service>Apply for a Job as an Internal Candidate (pdf)	Provides Workday users with step-by-step instructions for how to search for and apply to a job as an internal candidate in Workday.	8/5/2021	Apply for a job as an Internal Candidate; Career A [...]
Recruiting>Create Temporary Worker Job Requisition (pdf)	This tip sheet provides step-by-step instructions to create a Temporary Worker Job Requisition in Workday. This tip sheet is intended for all recruiting-enabled security roles.	7/27/2021	Complete PIQ; Create Job Requisition; Review and A [...]
Recruiting>Temporary Worker Job Application (pdf)	This tip sheet provides step-by-step guidance for all phases of the Job Application process for a Temporary Worker position.	7/13/2021	Candidate Actions; Candidate Review; Generate Offe [...]



Submit additional questions to recruiting@upenn.edu