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**Hiring a Seasonal/Intermittent Worker in Workday**

**Overview**

Seasonal/Intermittent workers are hired in Workday. Criteria for hiring in this job classification include:

* The person in this position will work less than six months on an annually recurring basis; or,
* The person in this position works a regular schedule of 12 hours/week or less for any number of months; or,
* The person in this position does not have a regular schedule or works a very part time schedule on an as-needed basis.

**Hiring Process Guidelines**

Please complete the steps below when hiring, terminating, and re-hiring workers in this job classification:

* [Develop a job description](https://www.brown.edu/about/administration/human-resources/sites/human-resources/files/Job%20description%20template%20for%20Seasonal%20and%20Intermittent%20Workers.doc) for this position and forward it to University HR-Compensation Services for grading.
* Complete the [Create Position](https://wd5.myworkday.com/brown/d/inst/16908$9487/rel-task/2997$10953.htmld) and [Create Job Requisition](https://wd5.myworkday.com/brown/d/inst/16908$9485/rel-task/2997$10953.htmld) business processes in Workday using the **Seasonal/Intermittent** sub-type. Enter end employment date of the work need for this cycle to hire.
* Terminate employment at the end of each work cycle for recurring employees.
* If former employee returns for next work cycle, no new recruitment process is required:
* Use reason code *Rehire/Reactivate Seasonal Employee* to initiate and approve, indicating reactivation of the former incumbent.
* Employee is not required to complete new I-9 or background check if returning from the previous work cycle.
* If there is a break in service or work cycle where employee does not return, a new I-9 and background check are required.

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| **Seasonal/Intermittent Employees Benefits & Compensation Checklist** | |
| Benefits eligible? | No |
| Purchase Brown benefits? | No |
| Participate in retirement? | Yes, but no employer match |
| Sick & Safe Leave? | Yes, eligible for 7 hours after 5 months of employment |
| Annual merit increase | No, but may be considered for increase outside of merit process |
| Performance review? | No |