


PROCESS FOR MASS HIRING OF EMPLOYEES INTO DUCK CREEK PORTAL

STEP #1: Suspend the Job Requisition Process in order to directly hire into positions.

1. Enter **Edit Tenant Setup** in the search field.
2. On the Search Results page, click on **Edit Tenant Setup - HCM**.
3. On the **Edit Tenant Setup - HCM** page, scroll down to the **Job Requisition** section.
 - Select **None of the above** to enable new hires to be hired directly from a position and not require a requisition.

***Note:** Current default setting is the second choice which enables job requisitions based on rules, such as job reqs required on internal transfers.*

STEP #2: Copy the active Hire BP for use as the BP to hire employees.

1. Search for **BP: Hire** in the search box
 - Click on the related action item  on the resulting **Hire (Default Definition)** link.
 - Navigate to and click on the **Copy or Link Business Process Definition**
 - Choose the effective date, enter **Company** on the **Copy Workflow Definition to Business Object**, selection field and click **OK**.¹
 - Continue to step #3 to strip out unneeded BP steps to streamline your hire process BP.

¹ **“Company”** is the highest level supervisory org.

Q Edit Tenant Setup

Search Results

Categories

Common

Assets

Banking

Expenses

Financial Accounting

Instruments

Migrations

...

Search Results 13 items

Tasks and Reports

[Edit Tenant Setup - Worklets](#)

[Edit Tenant Setup - Business Processes](#)

[Edit Tenant Setup - Financials](#)

[Edit Tenant Setup - Global](#)

[Edit Tenant Setup - Security](#)

[Edit Tenant Setup - HCM](#)

Job Requisitions

Enable Job Requisitions for Position Management

Require Job Requisitions for all Position Management staffing events

Enable Job Requisitions for Position Management based on rules

None of the above

Q BP: Hire

Search Results

Categories

Common

Assets

Banking

Search Results 5 items

All of Workday

[Hire \(Default Definition\)](#) 

Actions

Actions

Audits >

Business Process 

Business Process >


Policy

Business Process Definition
Hire (Default Definition)

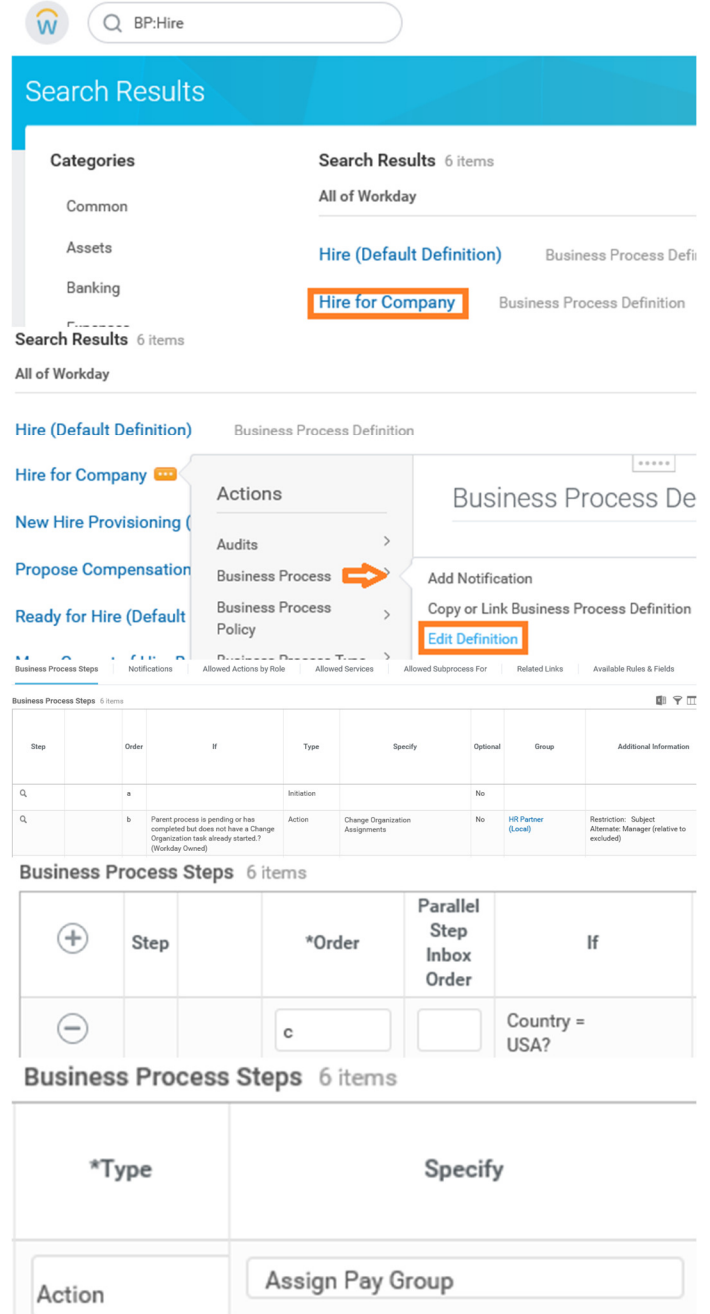
Add Notification

[Copy or Link Business Process Definition](#)

STEP #3: Strip out any unnecessary approval steps in the copied Hire BP

1. Continuing from Step #2, you have copied the hire BP (*this copied Hire BP will be the active BP for all hires until it's deactivated*).
2. Verify that you have created a copy of the **Hire Process BP** by searching for **BP: Hire** in the search box.
3. You should see the **Hire for Company** BP that you just created.
4. Click on the related action item  on the resulting **Hire for Company** link.
5. Choose the effective Date, click **OK**
6. Review the Hire BP steps, editing or deleting those you don't need.
7. Click **OK** and **Done**

NOTE: An employee EIB will be uploaded into Duckcreek Portal through this copied Hire EIB.



The screenshot shows the Duckcreek system interface. At the top, there is a search bar with 'BP:Hire' entered. Below the search bar, the 'Search Results' section displays a list of categories and search results. The 'Hire for Company' result is highlighted with an orange box. A context menu is open over the 'Hire for Company' link, with the 'Edit Definition' option highlighted in blue. Below the menu, there are several tables and sections related to the Business Process Definition.

Business Process Steps 6 items

Step	Order	If	Type	Specify	Optional	Group	Additional Information
Q	a		Initiation		No		
Q	b	Parent process is pending or has completed but does not have a Change Organization task already started? (Workday Owned)	Action	Change Organization Assignments	No	HR Partner (Local)	Restriction: Subject Alternate: Manager (relative to excluded)

Business Process Steps 6 items

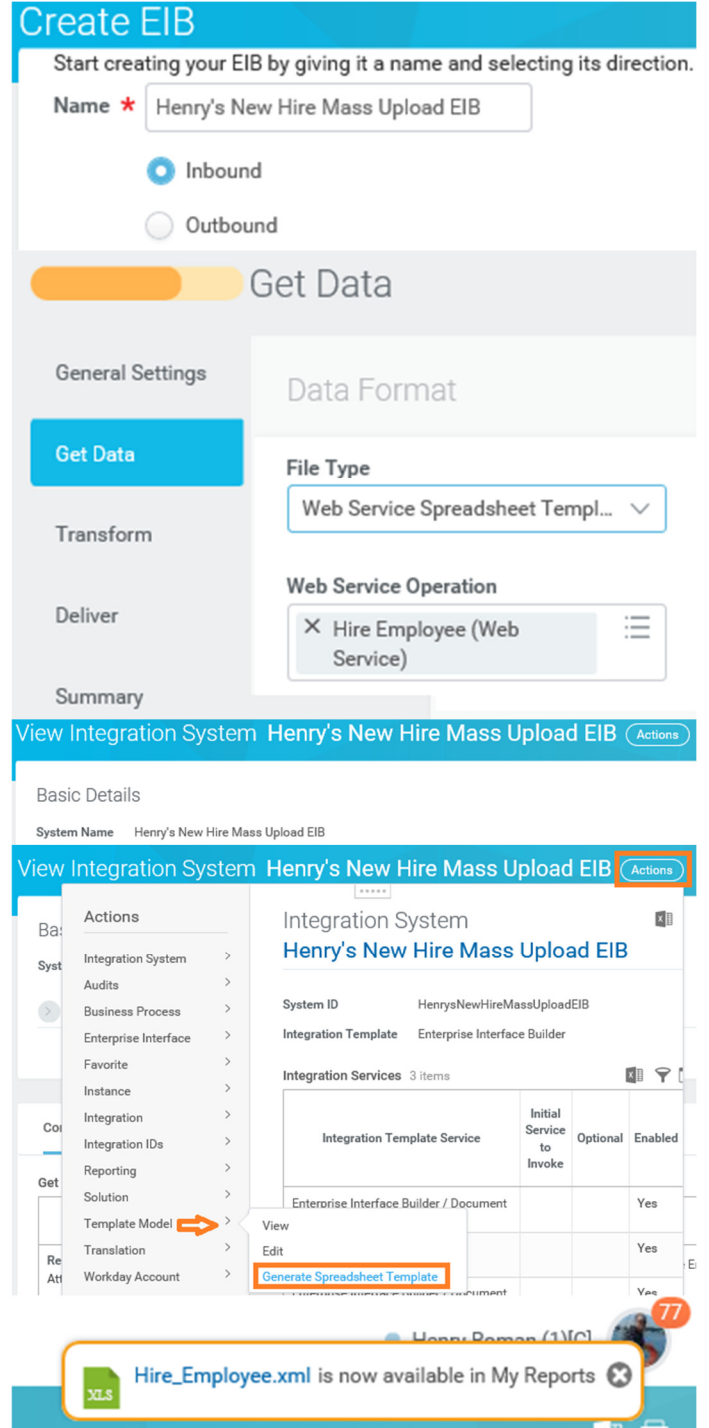
+ Step	*Order	Parallel Step Inbox Order	If
-	c		Country = USA?

Business Process Steps 6 items

*Type	Specify
Action	Assign Pay Group

STEP #4: Creating a new employee EIB for upload into Duckcreek Portal

1. Search for **Create EIB** in the search box and click on the resulting link
2. Enter a descriptive name for your EIB, click **OK**.
3. The resultant page will have 5 tabs:
 - Leave the **General Settings** tab as is.
 - On the **Get Data** tab, **Data Format** section, Leave **File Type** as “Web Service Spreadsheet Template”
 - Enter “Hire Employee” in **Web Service Operation** field.²
 - Do not edit the **Transform** & the **Deliver** tabs.
 - Click on the Summary tab, then **OK**
4. On the View Integration System results page,
 - Click on the **Actions** link.
 - Scroll down to **Template Model**, then over to and click on **Generate Spreadsheet Template**.
 - Check **Confirm** on the next screen and **Submit**.
 - The Hire_Employee.xml file will be available in your **My Reports** worklet, in the **My Report Files** tab.
 - Click to open the file and continue to Step #5 to load an EIB.



Create EIB

Start creating your EIB by giving it a name and selecting its direction.

Name * Henry's New Hire Mass Upload EIB

Inbound
 Outbound

Get Data

General Settings | **Get Data** | Transform | Deliver | Summary

Data Format

File Type
Web Service Spreadsheet Templ... ▾

Web Service Operation
× Hire Employee (Web Service) ⋮

View Integration System Henry's New Hire Mass Upload EIB **Actions**

Basic Details
System Name Henry's New Hire Mass Upload EIB

View Integration System Henry's New Hire Mass Upload EIB **Actions**

Integration System
Henry's New Hire Mass Upload EIB

System ID HenrysNewHireMassUploadEIB
Integration Template Enterprise Interface Builder

Integration Services 3 items

Integration Template Service	Initial Service to Invoke	Optional	Enabled
Enterprise Interface Builder / Document			Yes
			Yes
			Yes

View
Edit
Generate Spreadsheet Template

Henry Roman (1)(C)

Hire_Employee.xml is now available in My Reports

² The search term field “**Supported Inbound EIB Operations**” will display all 750 inbound EIBs.

STEP #5: Loading new employees into an EIB

1. Find the EIB you created in the **My Reports** worklet, in the **My Report Files** tab.
2. Double click to open.
3. In the overview tab, specify whether you want each tab to be processed automatically, manually or skipped.
4. Enter information required for each tab
5. Save the file when done.

NOTE: See separate tutorial, *Uploading EIBs* to upload information into Duckcreek Portal.

Hire Employee	
This web service operation is designed to hire an existing job using the Hire Employee business process.	
Business Process	Processing Instruction
Hire Employee	Automatic Processing
Propose Compensation for Hire	Manual Processing
Update ID Information	Skip Processing when Step is marked Optional
Edit Government IDs	
Edit Passports and Visas	
Overview Hire Employee Propose Compensation for Hire ◀	