Administrative Assistants can start the Add Additional Job process for a student. The process then goes through various action items, approvals, involving HR, Budget Manager and Managers/Delegates. By the end of the Add Additional Job process, the student will have an additional job (a primary and secondary job). **Important note:** before attempting these steps, please refer to the Workday Basics training videos and job aids.

**Start the Add Additional Job Process**

1. Search for the applicable student in Workday in the Search box:

   ![Search](image1)

2. Click on the **Actions** Icon below the student’s name:

   ![Actions](image2)

3. Verify the **Supervisory Organization** in which you want to add the new job:

   ![Add Job](image3)

Your screens and processes may vary from this document. Confidential
4. **Effective date** needs to be the beginning of the pay period. For example,
   - Pay period is 7/29 – 8/11
   - You hire a student on 8/8
   - Effective date must be 7/29

5. Add the Reason -> Add Additional Employee Job New Assignment -> **Job Management**

6. Complete the required fields as shown below (hours may vary based on assignment):
   - **Job Details**
     - **Employee Type**: x Student (Fixed Term)
     - **Job Profile**: x Hourly Student
     - **Time Type**: x Part time
     - **Location**: x Worcester
     - **Work Space**: 
     - **Pay Rate Type**: x Hourly
     - **Scheduled Weekly Hours**: 15

**NOTE:** MUST CLICK ON ADDITIONAL DETAILS. TITLE MUST HAVE DEPT. ABBREVIATION FIRST
Business Title will automatically populate based on the Job Title (Based on the Job Profile):

**Additional Details**

- **Job Title**: IT Office Assistant
- **Business Title**: IT Office Assistant

Enter the student’s **First Day of Work** and (last) **End Employment Date**:

- **First Day of Work**: 08/06/2018
- **End Employment Date**: 05/31/2019

Click **Submit**.

7. The **Change Organizational Assignment** step is next. A button will appear as shown below to take you to that screen. Click **Open**:

Up Next

- Change Organization Assignments

8. Use the edit icons to enter the correct information. Click **Submit**:

**Organizations**

- **Company**: Worcester Polytechnic Institute - WPI
- **Cost Center**: 1043-CC Information Technology

9. The **Propose Compensation Hire** step is next. A button will appear as shown below to take you to that screen. Click **Open**:

Up Next

- Propose Compensation Hire

---

WPI

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10. Use the edit icons to enter the correct information. Click Submit:

<table>
<thead>
<tr>
<th>Hourly</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Details</td>
<td>11.00 USD Hourly added</td>
</tr>
<tr>
<td>Plan Name</td>
<td>Hourly Plan added</td>
</tr>
<tr>
<td>Effective Date</td>
<td>07/29/2018 added</td>
</tr>
</tbody>
</table>

11. Workday will automatically make sure that the hourly salary is within the range for the Job. Click Submit:

<table>
<thead>
<tr>
<th>Hourly</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Plan</td>
<td>Hourly Plan</td>
</tr>
<tr>
<td>Total Base Pay</td>
<td>11.32 - 14.42 - 17.52 USD Hourly</td>
</tr>
<tr>
<td>Amount</td>
<td>11.00</td>
</tr>
</tbody>
</table>

12. The Assign Costing Allocation for Add Job step is next. A button will appear as shown below to take you to that screen. Click Open:

<table>
<thead>
<tr>
<th>Up Next</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Costing Allocation for Add Job</td>
<td></td>
</tr>
</tbody>
</table>

**For an Additional Job, you must complete this step. Please DO NOT skip**

13. Choose the Worker and Position option under the Costing Allocation Level. Click Add:

Assign Costing Allocation for Add Job

<table>
<thead>
<tr>
<th>Event</th>
<th>Costing Allocation for Start Additional Job:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>08/06/2018</td>
</tr>
<tr>
<td>Costing Allocation Level</td>
<td>Worker and Position</td>
</tr>
<tr>
<td>Earning</td>
<td></td>
</tr>
<tr>
<td>select one</td>
<td></td>
</tr>
<tr>
<td>Worker, Position, and Earning</td>
<td></td>
</tr>
</tbody>
</table>

Click Add
14. Enter in the **Start Date** and **End Date**. (Costing Allocation Interval date ranges must not overlap - the date range submitted conflicts with another proposed Costing Allocation Interval):

**Start Date**: 08/27/2018

**Error**: Costing Allocation Interval date ranges must not overlap - the date range submitted conflicts with another proposed Costing Allocation Interval.

**End Date**: 08/31/2018

Add the necessary **Worktags**. Click **Submit**:

**Worktags**

<table>
<thead>
<tr>
<th>Worktags</th>
<th>*Distribution Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEARCH</td>
<td>100</td>
</tr>
<tr>
<td>COST CENTER</td>
<td>100.00%</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Designee</td>
<td></td>
</tr>
<tr>
<td>Gift</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
</tbody>
</table>

15. An **Approval** by an HR Partner is the next step:

**Up Next**

HR Partner

Start Additional Job: Jason Abel - Consolidated Approval by HR Partner

**Once the HR Partner takes action on the task, a new task will appear in your Inbox**

(This is what the HR Partner will see. The HR Partner can scroll down the message to review it before selecting one of the following options: Approve, Send Back, Deny, Cancel.)
16. An Approval by the Budget Manager is the next step:

Success! Event approved  Start Additional Job: [redacted]  
1 minute(s) ago - Effective 07/29/2018

17. An Approval by the HR Partner is the next step. The HR Partner will need to add a Reason to the process and then action it:

Switch Primary Job: [redacted]  
12 second(s) ago - Effective 06/06/2019

Details
Date and Reason

Reason

Effective Date  
06/06/2019

18. A Success screen will display when the process is complete:

Success! Event submitted  Primary Job Switch: [redacted]  
29 second(s) ago - Effective 07/29/2018

Do Another
Switch Primary Job

Process Successfully Completed