

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:

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

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

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

← **Add Job**  
**Jason Abel** Actions  
**IT Office Assistant -Student (Lisa Atwell)** Actions

Effective Date \*

Reason \*

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

← Add Additional Employee Job...

- ☐ Add Additional Employee Job > New Assignment > Job Management
- ☐ Add Additional Employee Job > New Assignment > New Position
- ☐ Add Additional Employee Job > New Assignment > Vacant Position

6. Complete the required fields as shown below (hours may vary based on assignment):

## Job Details

Employee Type	*	<input type="text" value="X Student (Fixed Term)"/>	
Job Profile	*	<input type="text" value="X Hourly Student"/>	
Time Type	*	<input type="text" value="X Part time"/>	
Location	*	<input type="text" value="X Worcester"/>	
Work Space		<input type="text"/>	
Pay Rate Type		<input type="text" value="X Hourly"/>	
Scheduled Weekly Hours		<input type="text" value="15"/>	

NOTE: MUST CLICK ON ADDITIONAL DETAILS. TITLE MUST HAVE DEPT. ABBREVIATION FIRST

**Additional Details**

**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**.

- 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

Open

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

## Organizations

Company	Company *	Worcester Polytechnic Institute - WPI	
Cost Center	Cost Center *	1043-CC Information Technology	
Costing	Program	400 Academic Support	
	Fund		

- 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

Open

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

Hourly

Assignment Details

- 11.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 07/29/2018 added

✎

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

Hourly

Compensation Plan

Hourly Plan

Total Base Pay

11.32 - 14.42 - 17.52 USD Hourly

Amount \*

↩ ✓

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**:

Up Next

[Redacted]

Assign Costing Allocation for Add Job

Open

[Skip](#)

**\*\*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

Event

Costing Allocation for Start Additional Job: [Redacted]

Effective Date

08/06/2018

Costing Allocation Level \*

Worker and Position

select one


Worker, Position, and Earning

Worker and Position


Earning

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	*Distribution Percent
search 	100
*Cost Center	
*Fund	100.00%
*Program	
Activity	
Designee	
Gift	
Grant	
Location	
Project	
Student Organization	

Assignments (As of)

Resources

**\*\*The worktag % must total 100%\*\***

**\*\*If you need to allocate the cost to more than one Worktag combination, please hit Add below the grid to add an additional worktag combination\*\***

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

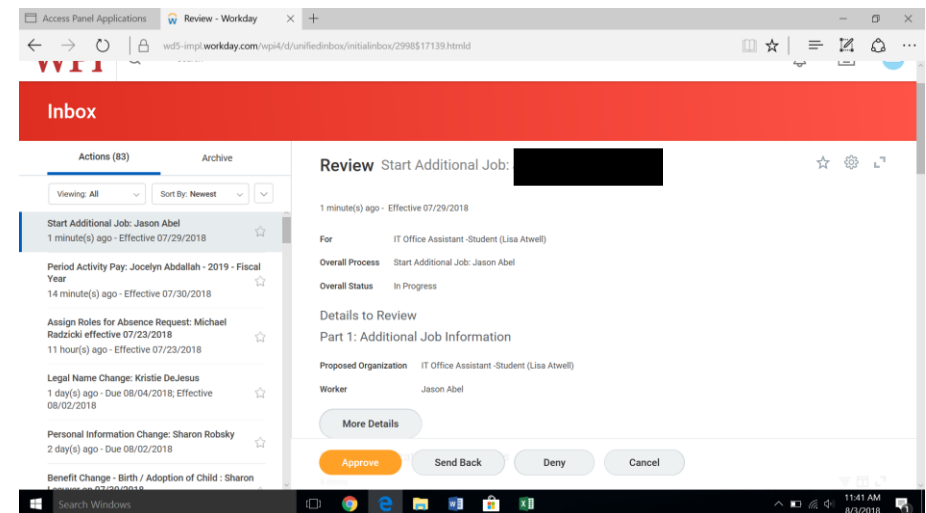
**Up Next**

**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.)



The screenshot shows a web browser window with the Workday interface. The 'Inbox' section is active, displaying a list of tasks. The first task is 'Start Additional Job: Jason Abel', which is 1 minute old and effective from 07/29/2018. The task details show it is for 'IT Office Assistant - Student (Lisa Atwell)' and is currently 'In Progress'. The 'Details to Review' section shows 'Part 1: Additional Job Information' with the 'Proposed Organization' as 'IT Office Assistant - Student (Lisa Atwell)' and the 'Worker' as 'Jason Abel'. At the bottom of the task details, there are four buttons: 'Approve', 'Send Back', 'Deny', and 'Cancel'.

16. An **Approval** by the Budget Manager is the next step:

**Success! Event approved**
[Start Additional Job:](#)

1 minute(s) ago - Effective 07/29/2018

Up Next



Consolidated Approval by Budget Manager (UC)

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

52 second(s) ago - Effective 08/06/2018

**Details**

Date and Reason


Reason

Effective Date

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

**Success! Event submitted**
[Primary Job Switch:](#)

29 second(s) ago - Effective 07/29/2018



Process Successfully Completed

Do Another

[Switch Primary Job](#)