

Extend Employment End Date

for Adjuncts, Temporary Workers and Student Workers



Who



Before you start



Notes

This process is for actions on adjuncts, temporary workers and student workers to extend the end date of their assignment. For adjuncts: This must be reviewed at the same time as Manage Period Activity Pay.

Run report called: “Assignment End Date for Organization” to review which workers need extending.

Remember: if you are not going to extend worker, send an email to workday@montclair.edu with Name, CWID and from which supervisory org the worker needs to be removed

- Other changes can be made in the “Change job” action:
 - Update business title for better time entry purposes
 - Change the compensation at the same time as extend end date

You can do these two activities at the same time as extend date! Refer to the How to guide called: “Change job compilation: Update business title, extend end date, update cost center and change compensation”



STEP 1

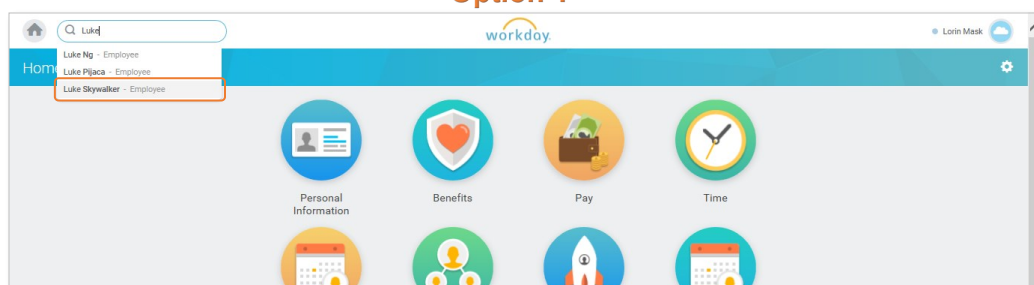
To change one specific worker, use option 1.

- **Enter** the worker’s name in search
- **Click** on name when it appears.

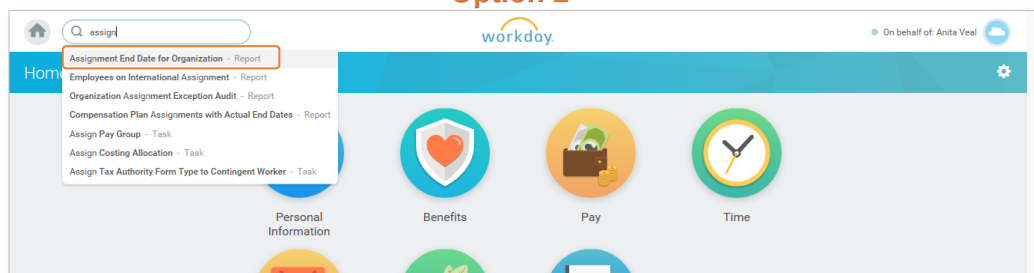
Or if updating more than one worker create a report, option 2

- **Type** “End date”
- **Click** on “Assignment End Date for Organization”

Option 1



Option 2

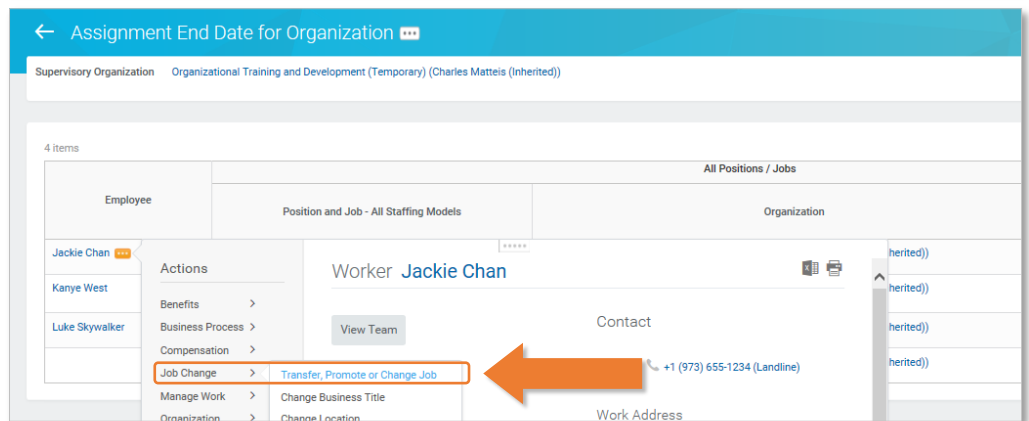
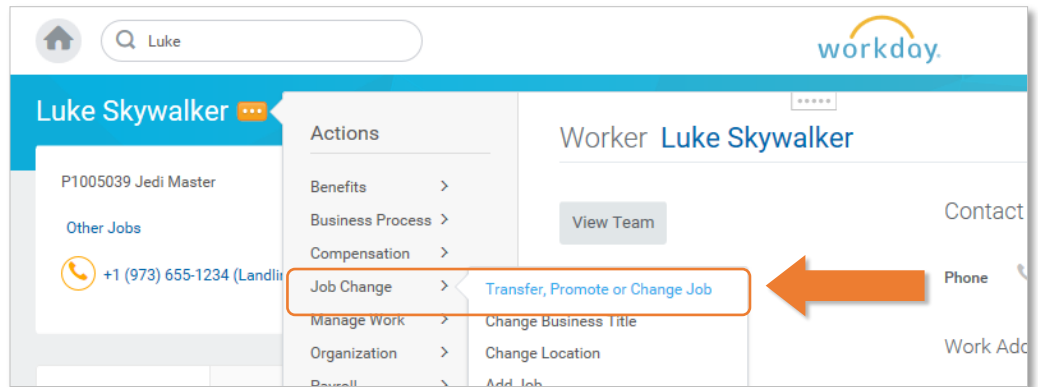




STEP 2

In either the report, profile page or in the supervisory org:

- **Click** on the Twinkie next to the workers name.
- **Hover** over “Job Change”
- **Click** on “Transfer, Promote or Change Job”

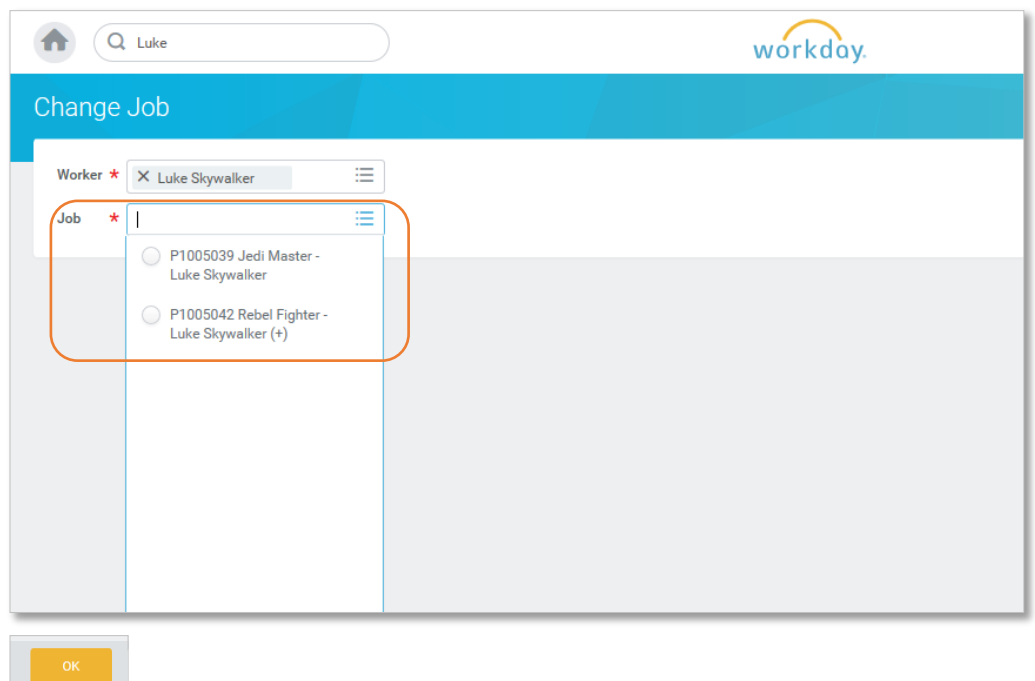


STEP 3

If employee has more than one position

- **Select** the position for the job change
- **Click** “OK”

If employee has only one position, this screen will not appear, **skip** to Step 4





STEP 4

- Click in the white box or pencil icon to make it “live”
- In the “Why are you making this change?” prompt box, select “End Date Extension”
- Click “Start”



STEP 5

- Click on “Details” to the left or the arrow at the top of the page. (Window size will determine where you see if.)
- Click in the white “Administrative” box or the edit pencil



STEP 6

- Scroll down to the bottom of the page
- Click on “End Employment Date”
- Type date or use the calendar selection tool
- Click , “Next”

Job Category
Hourly - Temporary

Job Classifications
(empty)

Company Insider Types

Workers' Compensation Code from Job Profile
(empty)

Workers' Compensation Code Override

End Employment Date *
03 / 15 / 2017

First Day of Work
12 / 25 / 2016

Notify By
12 / 25 / 2016

Back Next



STEP 7

- Click summary
- Review your change
- Click Submit

Change Job Luke Skywalker

Start

Start Details

When do you want this change to take effect?
12/25/2016

Why are you making this change? *
End Date Extension

Who will be the manager after this change?
Charles Matteis

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

End Employment Date
04/01/2017

First Day of Work
12/25/2016

Notify By
12/25/2016

Attachments

Organizations

Company

Submit Save

Need help? Call ext 7971 and press option 4 for Workday support or,
Email at workday@mail.montclair.edu