Hire—Add Job for Adjunct Faculty

Who

This process is for:
- Active adjuncts on campus working for another department
- Temporary employees being given a new adjunct position or teaching for an additional department
- **DO NOT USE** for full time employees being given an adjunct assignment, that process is still done on paper and forwarded to HR for input

Before You Begin

You will need budget information:
- Cost Center
- Fund
- PS Accounts
- If GRANT: Project ID

Notes

- If an adjunct will no longer be working in their old Supervisory Org, please notify HR via, Workday support, that the adjunct needs to be terminated from the old supervisory org after add job has been completed.
- All paperwork generated in the selection process will be kept at the department level: Resume, application, two letters of recommendation, transcript
- Scan and email transcripts, only, to the Provost Office with the subject: Transcript for “Employee Name” In the body, of the email, you can give more information if needed.
- Send no paperwork to Human Resources.
From your home page, search for the current employee name in the search bar top left.

Click on the correct name and open their profile.

*If you do not see their name, click the search icon and click on people, to expand search. If the name still doesn’t appear, they may be terminated and need to be rehired. Use the “Hire Adjunct” how to guide for direction.

Click on the Related Action Button (Twinkie)

Slide your mouse to “Job Change” -then “Add job”
STEP 3

- **Enter** the correct Supervisory Organization

**Note:**
- Remember to use the “Temporary” org
- Utilize the drop downs using the prompt button, search by using part of the name or write the whole name in the box.
- **Click** “OK”

STEP 4

- **Using the example,** fill in the required boxes marked in orange.
- **Use the prompt boxes to select** or **type** in the boxes to search or fill in.

- **Click** on the small arrow next to “Additional Information”
- **In the “Default Weekly Hours” Box,** type in the number “0”
- **Scroll down to enter** “End Employment Date”
- **Click** “Submit”
**STEP 5**

- You will next see an “Up Next” screen.
- “New Adjunct Documentation Checklist”
- **Click “To Do”**

*Do not click done. If you do, go to your Workday in box and click on task to continue process.

**STEP 6**

- Ensure that you have all of the these documents for your new hire.
- You will keep these documents in your department.
- Please note that you must scan a copy of the transcript to the Provost office, if this is the first adjunct position at MSU for the employee.
- **Click submit** when you have all documentation ready.
STEP 7

- Click “Open” under Change Organization Assignments

STEP 8

In this section, enter the following:
- Cost Center
- Fund (Costing)
- PS Account (Other)
- If grant, Activity Code (Other)

You will need to know these items. If you don’t have them, click “Save for Later”

Get budget info from your supervisor. If you know and don’t see correct budget items, contact Brittany Gannon in HR.

- Click Submit when you have all budget information entered.

Note:
You can always utilize the “Save for Later” button. To return to your business process, click on your Workday “Inbox” on the drop down under your name and cloud icon on your home page. Navigate to archives.

For grants ONLY!
If this position is funded by grant. Click “Activity Code” and select “1”
STEP 9

- Click “Open” under “Assign Costing Allocations for the Employee”

STEP 10

- In the “Costing Allocation Level,” select “Worker and Position”

GRANTS ONLY:

Click “Add” and proceed to Step 11 BEFORE clicking submit.

- Click Submit if no grant information is needed.

Process completed, review notes page.
STEP 11

GRANTS ONLY:

- Enter the “Start Date”
- **Click** the plus sign, +, in the “Additional Worktags” column, enter, search or select from the prompt box, the “Project ID”
- **Click** Submit if no grant information is needed.

Process completed, review notes page.