Change Job Process for Temporary Employees

The following describes the process of making changes to an existing and active Temporary employee job/position. All change job requests should be initiated at least two weeks prior to the intended effective date or there may be budget penalties imposed.

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

*DO NOT USE THIS PROCESS for the following:

- Changing a Student Worker to a Temporary Employee or vice versa. You must add an additional job instead.
- Changing the hourly rate for an existing job/position. You must use the Request Compensation Change process if you only want to change the hourly rate.
- Changing only the cost center that the employee is being paid from. You must use the Change Organization Assignment process instead.
- Changing only the costing allocation details for a job/position. You must use the Assign Costing Allocation process instead. Costing allocation details are only added for job/positions funded by a grant or gift OR a split funded job/position.

ONLY USE THIS PROCESS for the following:

- Extending the end date of an existing job/position. The employee cannot work past the existing job/position end date until the request to extend the end date is fully approved.
- Ending an existing job/position earlier than the original end employment date entered.
- Changing the Job Title/Business Title of an existing job/position.
- Moving an existing job/position to a different supervisory organization that you support. This means you have to be the Manager or the Administrative Assistant of the new supervisory organization.
- Changing both the default organization assignment (fund, cost center, program, division) AND the costing allocation details (grant, project, gift, activity code) for an existing job/position. Costing allocation details are only added for positions funded by a grant or gift OR a split funded positions.

If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).
Approval Workflow in Workday

1) Initiation of process by Administrative Assistant or Manager
2) Approval by Human Resources
3) Approval by Manager (this step is skipped if the process was initiated by the Manager)
4) Approval by Alternate Unit Head
5) Approval by Division Vice President
6) Approval by Budget Office
7) Approval by Grant Accounting (if applicable)

Instructions

1) There are two ways to initiate the change job process.
   1. **Option 1**: In the Workday search bar type **Start Change Job** and select the Start Job Change Task.

   ![Start Job Change Task](image)

   2. **Option 2**: Go to the employee’s worker profile by searching for the employee in the Workday search bar. Click on the related actions icon → Job Change → Start Job Change.

   ![Worker Profile](image)

2) Fill in the blank prompts.
Worker: If it is not already populated, search for and select the worker/employee.
Job: If not already populated, select the job/position you want to change.
What do you want to do?: Select the type of job change you want to initiate.

Start Job Change Options
1. Move the worker to another supervisory organization that I support (p.4)
2. Change the Job Title/Business Title for the job/position (p.5)
3. Extend the job/position end date (p.6)
4. End the job/position early (p.8)
5. Change the organization assignment AND costing allocation for the job/position (p.9)
6. Make multiple changes to the job/position (p.12)
Move the worker to another supervisory organization that I support

NOTE: You can only move a job/position to another supervisory organization that you also support. This means you have to be the Manager or the Administrative Assistant of the new supervisory organization.

If you also need to change the organization assignments as part of this move then you should cancel and select the **Make multiple changes to the job/position** reason instead.

1. Choose the new supervisory organization for the worker.

2. Click **Start** at the bottom of the page.

3. Change the effective date if needed.

4. Click **Submit** at the bottom of the page.
Change the Job Title/Business Title for the job/position

1. Change effective date if needed.

2. Click **Start** at the bottom of the page.

3. Scroll down to the section labelled **Job**.

4. Update the **Job Title**.

   *NOTE: Do not change the Job Profile.*

5. Click **Submit** at the bottom of the page.
Extend the job/position end date

1. Change effective date if needed.

2. Click Start at the bottom of the page.

3. Scroll down to the section labelled Administrative.

4. Update the End Employment Date.

5. Add any necessary attachments.

6. Enter any comments.

NOTE: You are required to provide the following information as an attachment or in the comments box (steps 5 and 6 below) for all temporary employees.

- Job description
- Total expected cost of the job/assignment extension
- Expected average weekly hours to be worked
- Budget Position Reference # (for assignments not funded by a grant)
7. Click **Submit**.

8. (If applicable, this step may not always appear) **Open** the costing allocation step.

Under Costing Allocation Level select **Worker and Position**.

If costing allocation details **do not** exist then you can click **Submit** at the bottom of the page after selecting **Worker and Position**.

**NOTE**: Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position” and you will **not** enter any costing allocation details.

If costing allocation details **do** exist then you may need to update the end date to match the new end employment date. You can also choose to leave the end date blank. Click **Submit** at the bottom of the page.
End the job/position early

1. Change effective date to today’s date.

2. Click **Start** at the bottom of the page.

3. Scroll down to the section labelled **Administrative**.

4. Update the **End Employment Date**.

5. Enter the reason why the job/position is being ended early in the comment box at the bottom of the page.

6. Click **Submit** at the bottom of the page.
Change the organization assignment AND costing allocation for the job/position

NOTE: If you only need to make an organization assignment change then we suggest you just use the Change Organization Assignment process.

NOTE: If you only need to make a costing allocation detail change then use the Assign Costing Allocation process. Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position" and you will not enter any costing allocation details.

1. Change the effective date if needed.

2. Click Start at the bottom of the page.
3. Scroll down to the section labelled Organizations.
4. Update the cost center. The additional worktags will update automatically.
5. Click **Submit** at the bottom of the page.
6. Click **Open**.

Under Costing Allocation Level select **Worker and Position**.

If costing allocation details do not exist then you can click **Submit** at the bottom of the page after selecting **Worker and Position**.

*NOTE:* Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position" and you will not enter any costing allocation details.

If costing allocation details do exist, you need to end the old one and add a new one. If you do not need to change the costing allocation details then you have initiated the wrong process. Cancel this process and initiate a Change Organization Assignment process instead.

a. Enter an end date to the existing costing allocation details. If an end date is already entered then you can change the end date or you can move on to the next step (b) to add the new costing allocation details.
b. Scroll down and click the **Add** button to add the new costing allocation details.

c. Enter the **start date** of the new costing allocation details. The start date will be the day after the old costing allocation details end date.

d. Add your worktags. We suggest you enter the grant or gift worktag first (if applicable) because it will automatically pull in the related worktags.
e. If the job/position is split funded you can click the plus sign button to the left to add another line.

f. Click **Submit** at the bottom of the page.

**Make multiple changes to the job/position**

1. Change the effective date if needed. You can also move the position to another supervisory organization that you support by choosing the new supervisory organization under, “Which team will this person be on after this change?”.

2. Click **Start** at the bottom of the page.
3. Scroll down to the section labelled **Job**. You can update the Job Title in this section. *NOTE: Do not change the Job Profile.*

4. Scroll down to the section labelled **Administrative**. You can update the **End Employment Date** in this section.

5. Scroll down to the section labelled **Organizations**. You can change the default organizations for the position in this section.
6. Scroll down to the section labelled **Attachments**. You can upload attachments related to the changes you are making to the position.

*NOTE: You are required to provide the following information as an attachment (step 6) or in the comments box (step 8) for all temporary employees.*

- Job description
- Total expected cost of the job/assignment extension
- Expected average weekly hours to be worked
- Budget Position Reference # (for assignments not funded by a grant)

7. Scroll down to the section labelled **Compensation**. To change the hourly rate, you will click the edit pencil in the subsection labelled **Hourly**. You need to provide a justification in the comments at the bottom of the page if the hourly rate increase is greater than $1/hour.
*NOTE: If you are increasing the hourly rate by more than $1/hour you need to provide a justification in the comments at the bottom of the page.

*NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.
8. *NOTE: You are required to provide the following information as an attachment (step 6) or in the comments box (step 8) for all temporary employees.
   - Job description
   - Total expected cost of the job/assignment extension
   - Expected average weekly hours to be worked
   - Budget Position Reference # (for assignments not funded by a grant)

   Enter the required information in the comments box if you have not already added the information in the attachment section.

9. Click Submit at the bottom of the page.

10. (If applicable, this step may not always appear)
    Open the costing allocation step.

    Under Costing Allocation Level select Worker and Position.

    If costing allocation details do not exist then you can click Submit at the bottom of the page after selecting Worker and Position.
NOTE: Costing allocation details should only be entered if the job/position is funded by a grant or gift OR the job/position is split funded (funded by more than one cost center). If the job/position does not fit these criteria then you will only select "Worker and Position" and you will not enter any costing allocation details.

If costing allocation details do exist then you may need to update the end date to match the new end employment date lands. You can also choose to leave the end date blank. Click Submit at the bottom of the page.

11. Click Submit at the bottom of the page.