



## Add an Adjunct Position for an Existing Employee

The following describes the process of adding an Adjunct position for an already active temporary or student employee. All requests should be initiated at least two weeks prior to the intended start date.

All paperwork generated in the selection process of the Adjunct will be kept at the department level. This paperwork includes the resume, application, two letters of recommendation, and transcripts. No paperwork should be sent to Human Resources.

### WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

### **\*DO NOT USE THIS PROCESS for the following:**

- Do not add an Adjunct position if the employee already has an Adjunct position in the supervisory organization.
- Do not add an Adjunct position for a Regular type employee. A Regular type employee is Managerial, AFT Professional Staff, Faculty, Instructional or Clinical Specialist, or Civil Service. A Regular employee type may also be referred to as Full-time or Permanent. In order for a Regular employee to teach a class in the fall or spring semester, the [Approval/Payment Form for Teaching](#) needs to be filled out and submitted. Managerial, Faculty, and Instructional or Clinical Specialists are not eligible to fill out this form.

### ONLY USE THIS PROCESS for the following:

- An existing temporary or student employee is being hired as an Adjunct for the upcoming semester in a supervisory organization that you support.

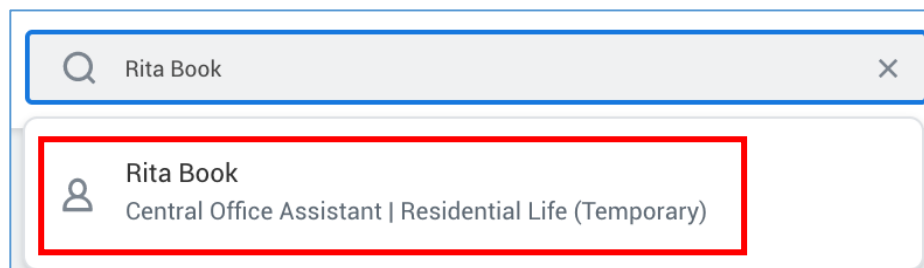
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

## Approval Workflow in Workday

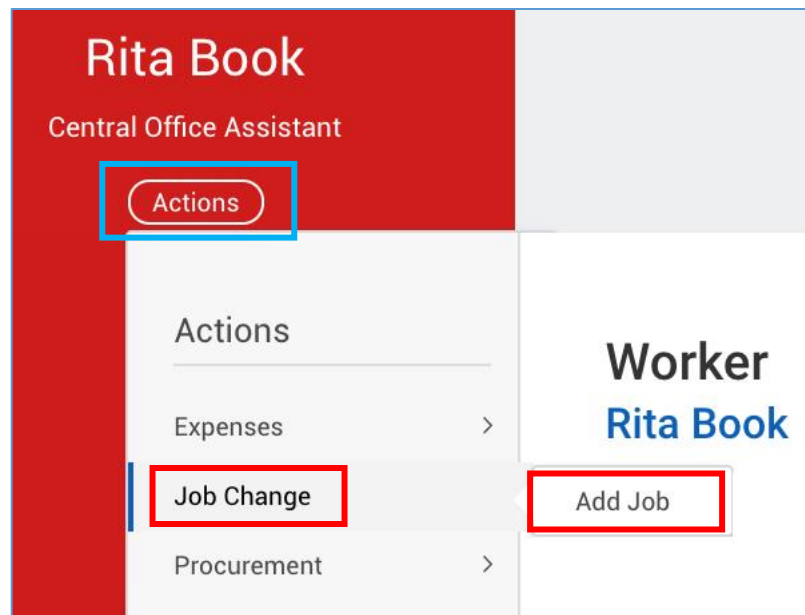
- 1) Initiation of process by Administrative Assistant or Manager
- 2) Approval by Human Resources
- 3) Approval by Manager (this step is skipped if the process was initiated by the Manager)
- 4) Approval by Unit Head (this is the Dean or an assigned delegate)
- 5) Approval by Vice President
- 6) Once the approvals are complete, a task to enter payment will automatically be assigned to you to complete.

## Instructions

- 1) Scan and send the Adjunct's transcripts to the Office of the Provost with the subject line: Transcript for [Employee Name]
- 2) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.



- 3) On the worker profile below the employee's name **click** on the related actions icon → Job Change → Add Job



- 4) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word “Temporary” in the title.

The screenshot shows the 'Add Job' form with two sections. The top section has 'Supervisory Organization' and 'Employee' fields. The 'Supervisory Organization' dropdown is highlighted with a red box. The bottom section shows the 'Supervisory Organization' dropdown with 'Anthropology (Temporary) (Peter Siegel (Inherited))' selected and highlighted in yellow. The 'Employee' dropdown in the bottom section shows 'Rita Book' selected.

- 5) Click **OK** at the bottom of the page.

- 6) Fill in the first section with the following information.

- **Effective Date** = This is the hire date for the position. For Adjuncts it is the first day of class for the semester they are teaching.
- **Reason** = Select New Position or Vacant Position

The screenshot shows the 'Add Job' form with the following information filled in: 'Effective Date' is 08/25/2020, and 'Reason' is 'Add Additional Employee Job > New Assignment > New Position'. The form header shows 'Rita Book' and 'Anthropology (Temporary) (Peter Siegel (Inherited))'.

- 7) Fill in the second section with the following information.

- **Employee Type** = Fixed Term – Adjunct (Fixed Term)
- **Job Profile** = Adjunct
- **Time Type** = Part time
- **Location** = Select Main Campus, 855 Valley Road, 1515 Broad Street, or 150 Clove Road

- **Work Space** = Search for the office location by room number. If the employee does not have their own office space then search for and select the building they work in.
- **Pay Rate Type** = Don't change this field. It will automatically populate.
- **Scheduled Weekly Hours** = 0

## Job Details

Employee Type	*	<span style="font-size: 0.8em; margin-right: 5px;">×</span> Fixed Term - Adjunct (Fixed Term) <span style="float: right; font-size: 0.8em;">⋮</span>
Job Profile	*	<span style="font-size: 0.8em; margin-right: 5px;">×</span> Adjunct <span style="float: right; font-size: 0.8em;">⋮</span>
Time Type	*	<span style="font-size: 0.8em; margin-right: 5px;">×</span> Part time <span style="float: right; font-size: 0.8em;">⋮</span>
Location	*	<span style="font-size: 0.8em; margin-right: 5px;">×</span> Main Campus ... <span style="float: right; font-size: 0.8em;">⋮</span>
Work Space		<span style="font-size: 0.8em; margin-right: 5px;">×</span> Main Campus > University Hall > Room 3102 <span style="float: right; font-size: 0.8em;">⋮</span>
Pay Rate Type		<span style="font-size: 0.8em; margin-right: 5px;">×</span> Hourly <span style="float: right; font-size: 0.8em;">⋮</span>
Scheduled Weekly Hours		0

8) Open the third section by clicking on Additional Details.

> Additional Details

9) Fill in the third section with the following information. Do not fill in any other fields.

**\*NOTE: Ignore the orange alert message about the FTE equaling zero.**

- **Job Title** = Do not change this field.
- **Business Title** = Do not Change this field.
- **Default Weekly Hours** = 0
- **End Employment Date** = For Adjuncts the end date can be up to 2 years in the future.

Additional Details

Job Title	Adjunct
Business Title	Adjunct
Location Weekly Hours	35
Default Weekly Hours	0
FTE	0%
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input checked="" type="checkbox"/>
Job Category	Adjunct
Job Classifications	52005 - Adjuncts (Ledger Account)
<del>Additional Job Classifications</del>	<del>_____</del>
<del>Company Insider Types</del>	<del>_____</del>
Workers' Compensation Code from Job Profile	(empty)
<del>Workers' Compensation Code Override</del>	<del>_____</del>
<del>Work Shift</del>	<del>_____</del>
First Day of Work	08/25/2020
End Employment Date	* 06/30/2022
<del>Exclude from Headcount</del>	<del><input type="checkbox"/></del>

10) Click **Submit** at the bottom of the page.

11) Click the **To Do** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



12) The **Adjunct Hire Checklist** step is required and by clicking **Submit** at the bottom of the page you are attesting that you agree with the statement.

## Complete To Do

Adjunct Hire Checklist Actions

For [Anthropology \(Temporary\) \(Peter Siegel \(Inherited\)\)](#)

Overall Process [Start Additional Job: Rita Book](#)

Overall Status In Progress

Due Date 09/05/2020

Instructions **I attest that I have received the following documents and that they are on file in the department. They will be made available upon request.**

- I-9 verification completion receipt from Human Resources (New hires only)
- Two letters of recommendation
- Original transcript (sent copy to the Office of the Provost)
- Resume
- Application
- Dean's Offer Letter

13) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.




14) Enter the cost center that will be used to pay the employee. The other worktags will get pulled in automatically.

### Organizations


#### Company

Company \*  
Montclair State University



#### Cost Center

Cost Center \*  
CC10096 Anthropology Department




#### Costing

Program  
N10 Instruction


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Fund  
F10 Unrestricted Operating Fund



#### Other

Division  
D22 College of Humanities and Social Sciences



15) Click **Submit** at the bottom of the page.

16) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



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

The screenshot shows a web interface with two main sections. The top section, titled "Include Existing Allocations", contains a "From" date field with the value "08/29/2020" and a calendar icon, a "To" date field with the placeholder "MM/DD/YYYY" and a calendar icon, and a "Refresh Costing Allocation Data" button. The bottom section, titled "Costing Allocation Details", features a label "Costing Allocation Level" with a red asterisk and a dropdown menu. The dropdown menu is open, showing three options: "select one" (highlighted in blue), "Worker, Position, and Earning", and "Worker and Position" (highlighted with a red box). Below the dropdown is an "Add" button. The label "Earning" is positioned to the left of the dropdown.

**NOTE:** The costing allocation details are added for grant or gift funded positions and split funded positions. However, Adjuncts should not have any costing allocation details added because this will be added on the Adjunct's payment entry, if necessary.

18) Click **Submit** at the bottom of the page.

Once the position goes through all of the required approvals you will receive a Manage Period Activity Pay task for the Adjunct. This is how you will enter the payment information. Please refer to the Manage Period Activity Pay job aid.