Add a Temporary Employee Position for an Existing Employee

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

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

WHAT DO YOU NEED to initiate this process?

- A position reference number assigned by the Budget Office. The Budget Office will have provided the approved position reference number to the person who handles your department budget. *This number is not required for grant funded positions.*
- A job description.
- The expected total cost of the assignment.

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

- Do not add a temporary employee position for an active MSU student unless they are graduating.
- Do not add a temporary employee position that does not have prior approval by the Budget Office unless it is funded by a grant.

ONLY USE THIS PROCESS for the following:

- Add a temporary employee position for an existing employee who is already an active temporary or adjunct employee.
- Add a temporary employee position for an existing student worker who is graduating and needs to be hired as a temporary employee to continue working.

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).

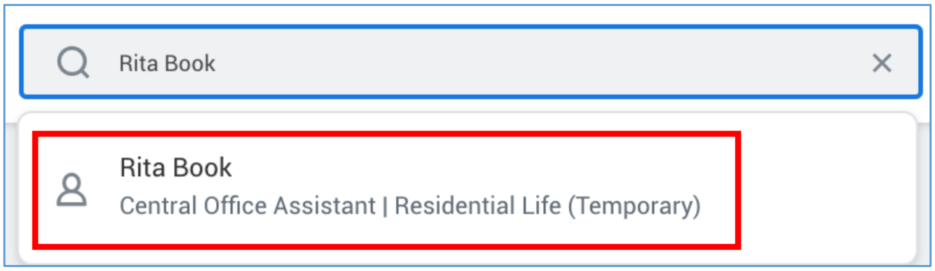
Approval Workflow in Workday

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 Unit Head
5) Approval by Vice President

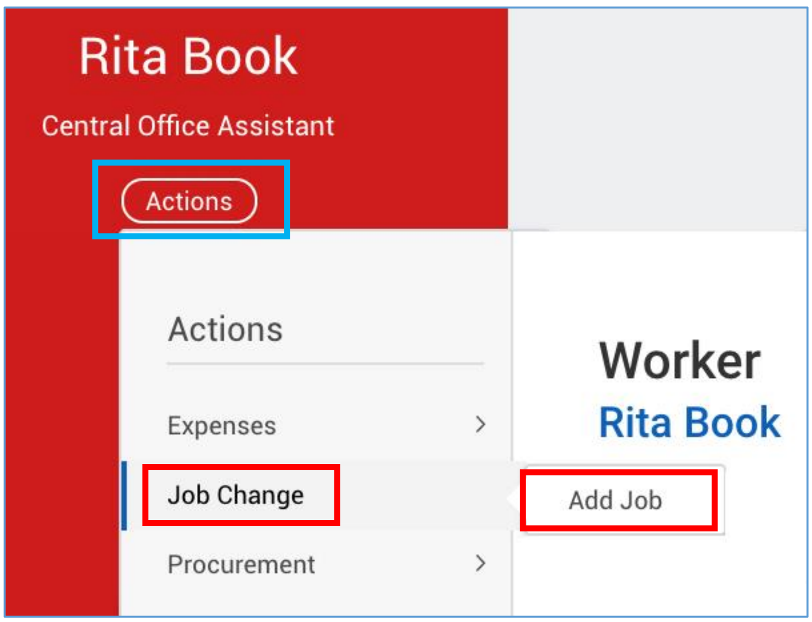
6) Approval by Budget Office
7) Approval by Grants Accounting (if grant funded)

Instructions

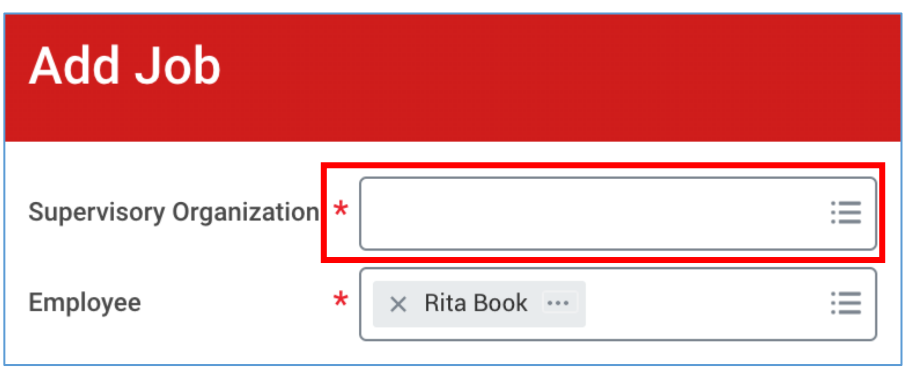
1) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.

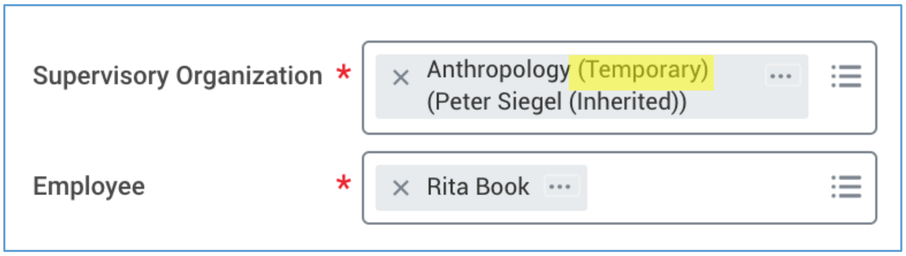


2) On the worker profile below the employee's name **click** on the related actions icon → Job Change → Add Job

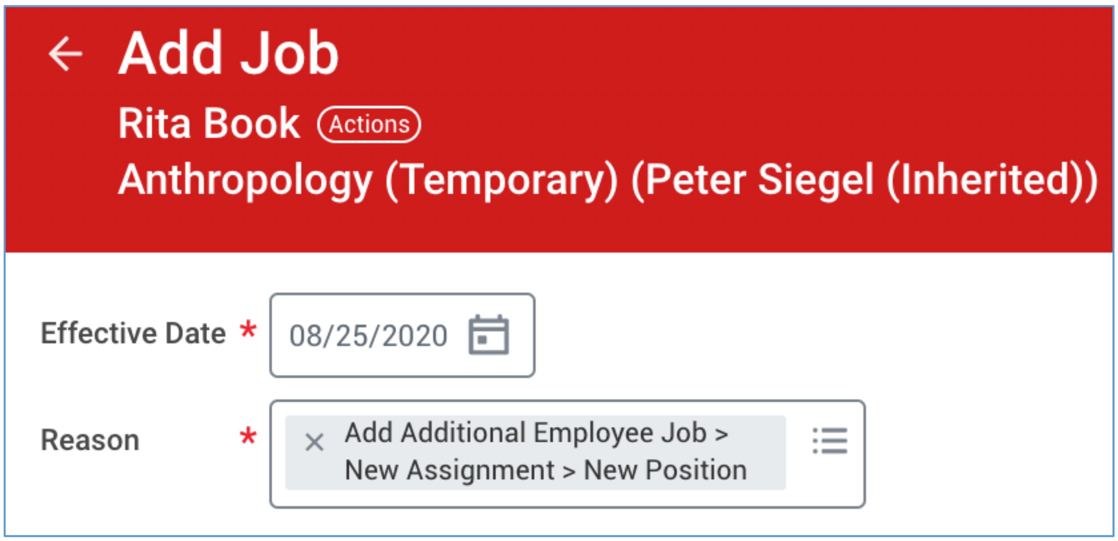


3) Select the supervisory organization that the employee will be working under. Make sure the supervisory organization you select has the word "Temporary" in the title.

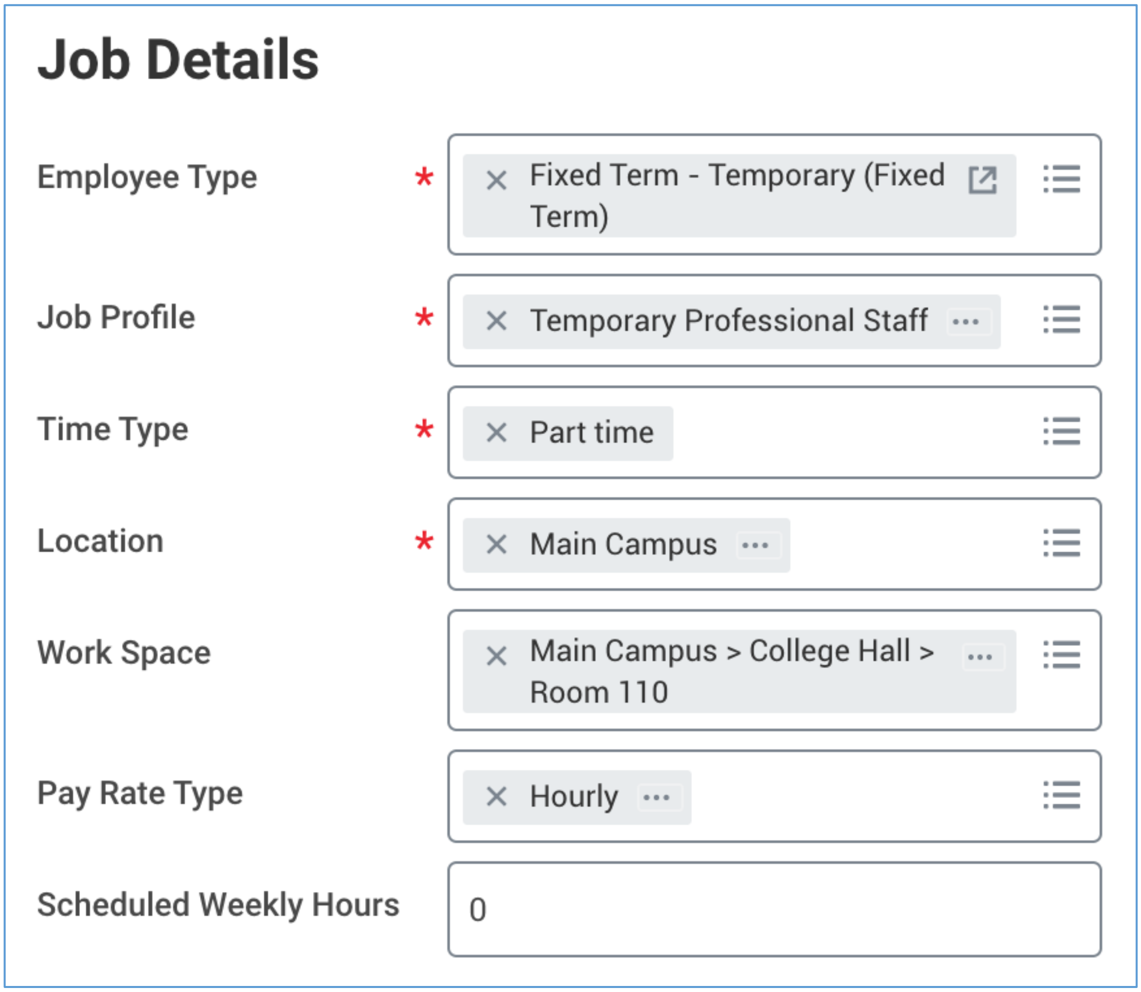




4) Click **OK** at the bottom of the page.
5) Fill in the first section with the following information.
   - **Effective Date** = This is the hire date for the position
   - **Reason** = Select New Position or Vacant Position



6) Fill in the second section with the following information for a Temporary Employee**.**
   - **Employee Type** = Fixed Term – Temporary (Fixed Term)
   - **Job Profile** = Temporary Professional Staff
   - **Time Type** = Part time
   - **Location** = Select Main Campus, 855 Valley Road, 1515 Broad Street, or 150 Clove Road
   - **Work Space** = Search for an office location or a building where the employee will be working.
   - **Pay Rate Type** = Don't change this field. It will automatically populate.
   - **Scheduled Weekly Hours** = 0



7) Open the third section by clicking on **Additional Details**.

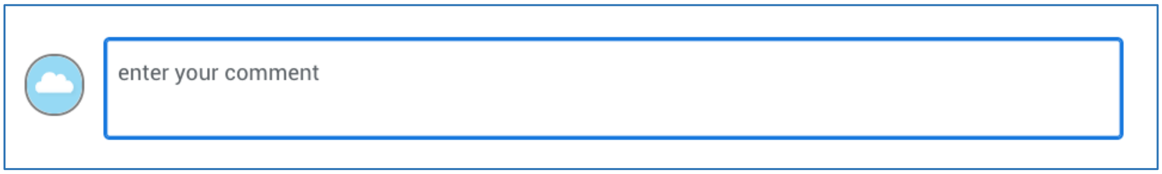
8) Fill in the third section with the following information. **Do not fill in any other fields.** ***NOTE: Ignore the orange alert message about the FTE equaling zero. The FTE should always be 0 for temporary employees.**
   - **Job Title** = Enter a Job Title that is related to the work being completed. Do not leave the Job Title as the default. We suggest not using the semester or year in the title.
   - **Business Title** = This will automatically change to be the same as the Job Title so do not change it.
   - **Default Weekly Hours** = The average weekly hours the employee will be working. **When you enter this number, it will automatically change the Scheduled Weekly Hours to match. You need to change the Scheduled weekly hours back to 0.**
   - **End Employment Date** = Enter the actual assignment end date. Do not use the end of the fiscal year just to keep an employee active longer.

Additional Details

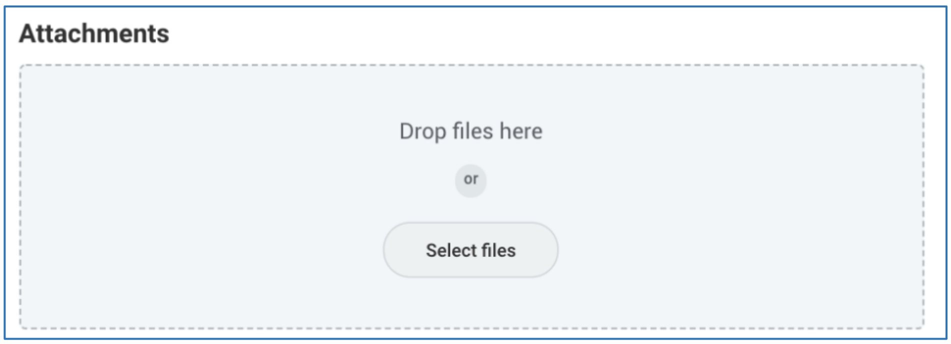
Job Title	Temporary Office Assistant
Business Title	Temporary Office Assistant
	1 Alert
Location Weekly Hours	35
Default Weekly Hours	20
FTE	0%
	Alert: The FTE is zero. The FTE value can affect FTE reporting, benefits, and payroll for the worker. Ensure that the Default Weekly Hours and Scheduled Weekly Hours are correct.
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	☐
Job Category	Hourly - Temporary
Job Classifications	55005 - Part Time Employees (Ledger Account)
~~Additional Job Classifications~~	
~~Company Insider Types~~	
Workers' Compensation Code from Job Profile	(empty)
~~Workers' Compensation Code Override~~	
~~Work Shift~~	
First Day of Work	06/14/2021
End Employment Date	* 08/25/2021
~~Exclude from Headcount~~	☐

9) In the comment box at the bottom of the page you are required to provide the position reference number, the total expected cost of the assignment, the average weekly hours to be worked, and a job description if it is not added as an attachment. If any of this information is missing the process will be sent back to you.

*The position reference number is <u>not</u> required for <u>grant</u> funded assignments.

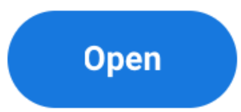


10) Add any necessary attachments.



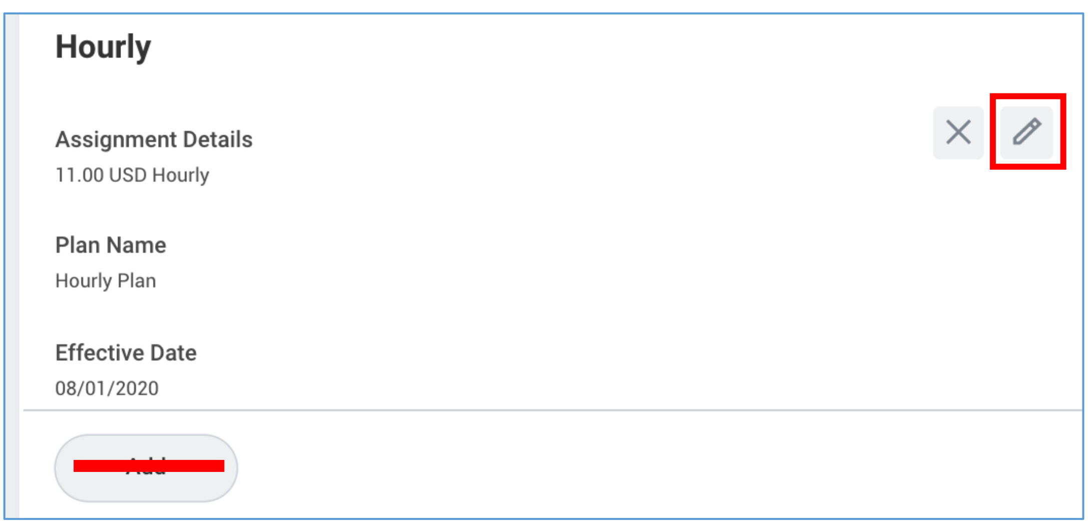
11) Click **Submit** at the bottom of the page.

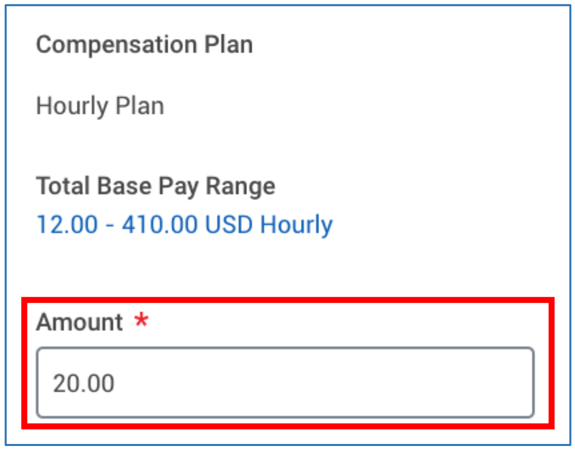
12) Click the **Open** button to continue the process. If you miss this step, the process will be in your Workday inbox to continue.



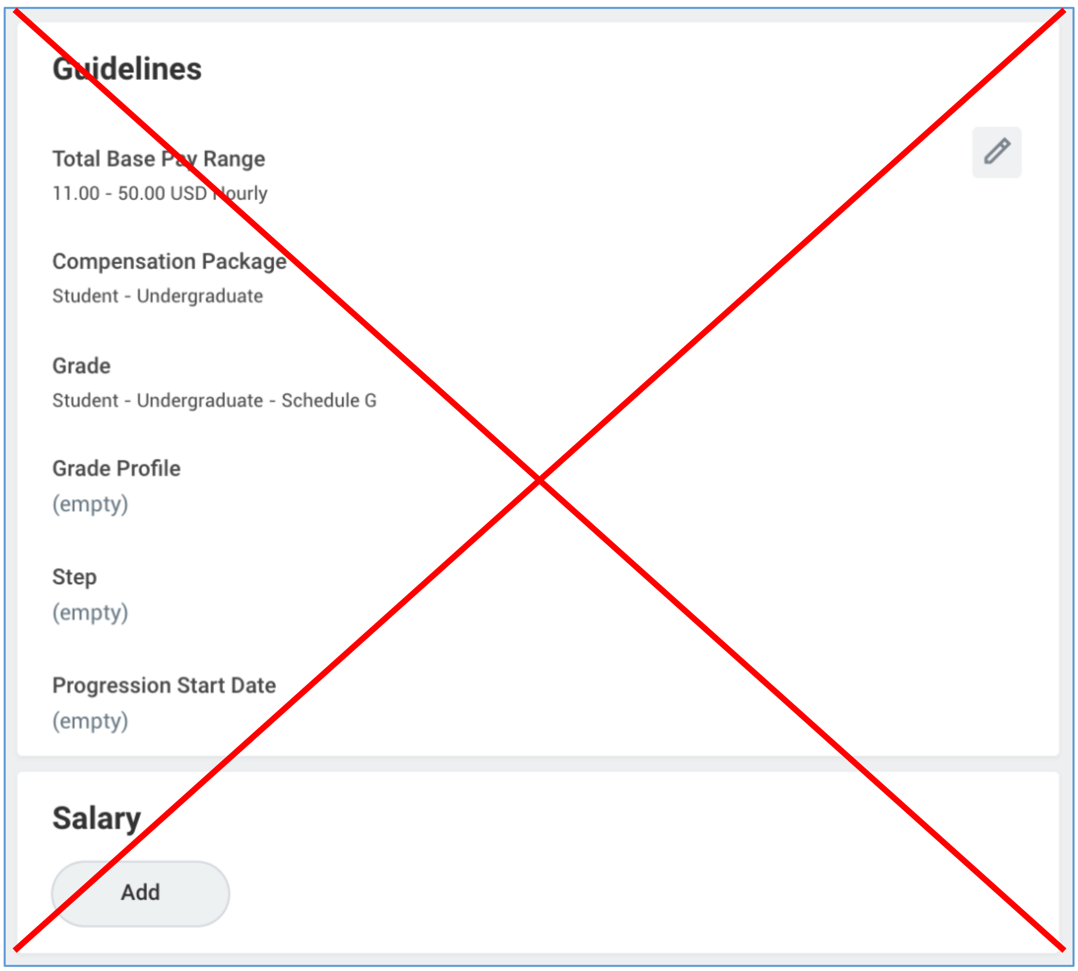
13) To add the hourly rate, you will click the edit pencil in the subsection labelled **Hourly**.

The hourly rate must be at least the minimum wage which may have changed since this job aid was created.



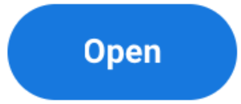


***NOTE: Do not edit any other area under the Compensation section and do not click the Add buttons.**

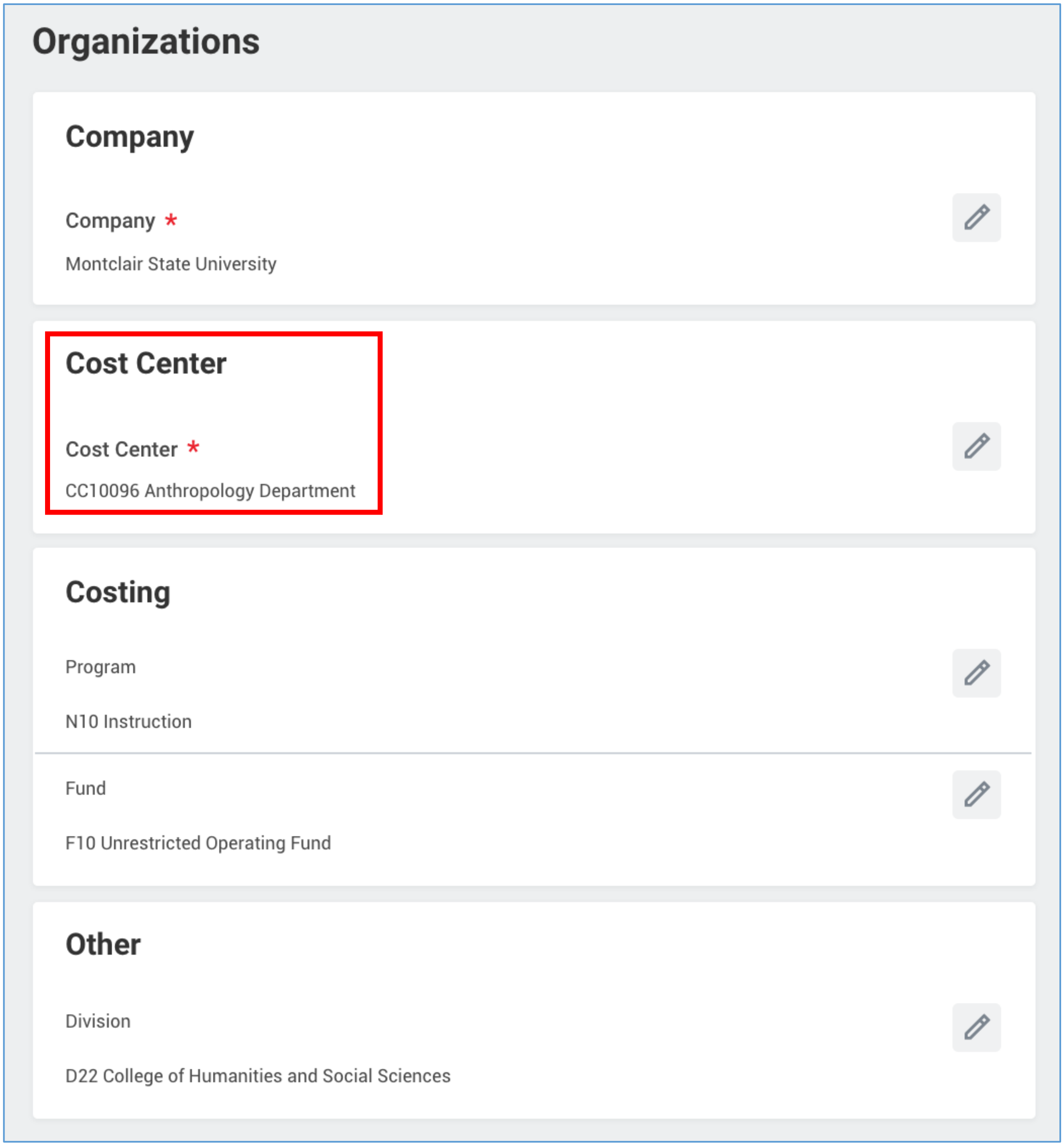


14) Click **Submit** at the bottom of the page.

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

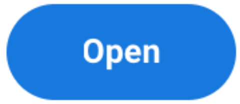


16) Enter the cost center that will be used to pay the employee. The other worktags will get pulled in automatically.

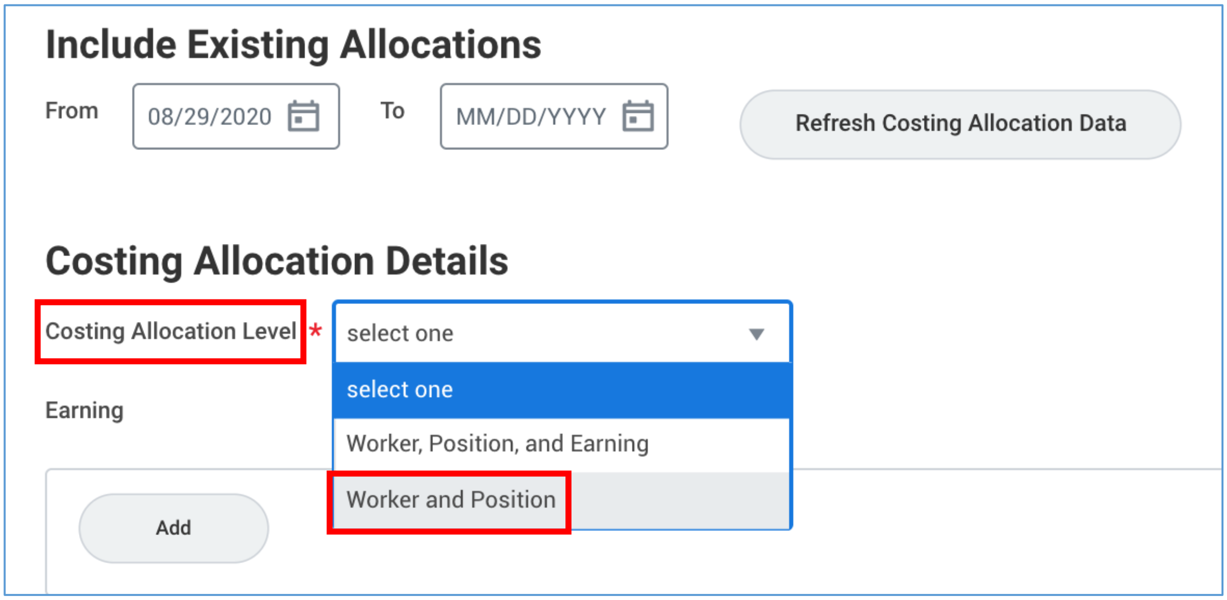


17) Click **Submit** at the bottom of the page.

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



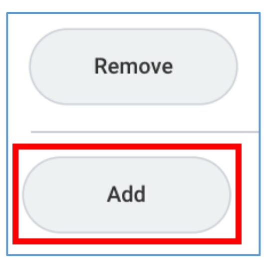
19) Under Costing Allocation Level select **Worker and Position**.



20) **If the position <u>is not</u> grant or gift funded and it is not split funded (funded by more than one cost center) you can click Submit at the bottom of the page.** You only need to select the costing allocation level.

If the position <u>is</u> grant, gift or split funded continue to the next step to enter the costing allocation details.

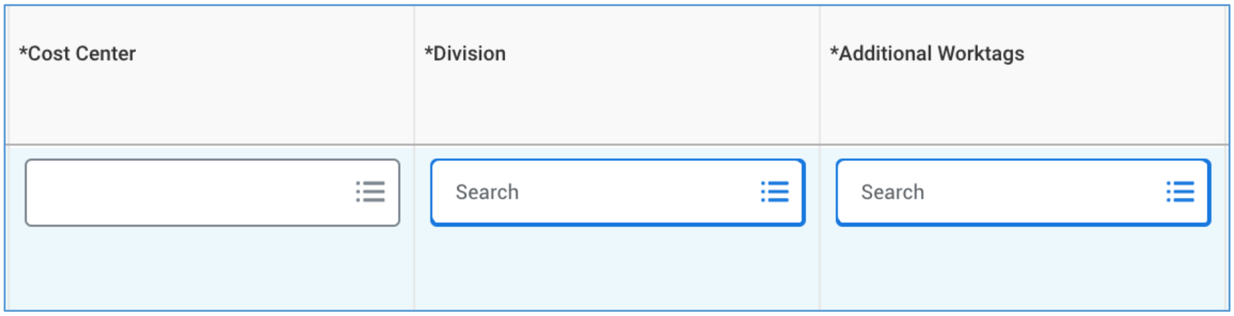
21) To add the costing allocation details, scroll down and click the **Add** button.



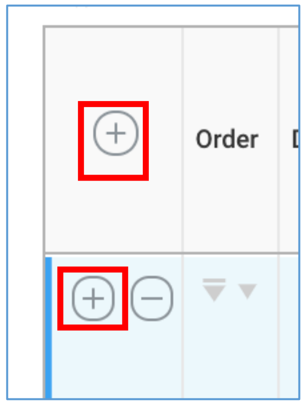
Enter the **start date** of the costing allocation details.

You do not need to enter an **end date** to the costing allocation.

Add your worktags. We suggest you enter the grant or gift worktag first (if applicable) because it will automatically pull in the related worktags.



If the job/position is split funded you can click the plus sign button to the left to add another line. Add your worktags and make sure the percentages equal 100%.



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