Change Job Process for Adjunct Employees

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

WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

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 a job/position.

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 (approval does not occur if it is an end date extension)
5) Approval by Division Vice President (approval does not occur if it is an end date extension)
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.

   ![Start Job Change](image)

   **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.
NOTE: You can only select one of the reasons listed below for an Adjunct.

Start Job Change Options
1. Extend the job/position end date (p.3)
2. End the job/position early (p.5)
3. Change the Job Title/Business Title for the job/position (p.6)

Extend the job/position end date
1. Change the 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.
7. Click **Submit**.

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

![Open button](image)

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

![Costing Allocation Details](image)

9. Click **Submit** at the bottom of the page. Do not add anything to the costing allocation because Adjuncts should not have a costing allocation.
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 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.