



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.

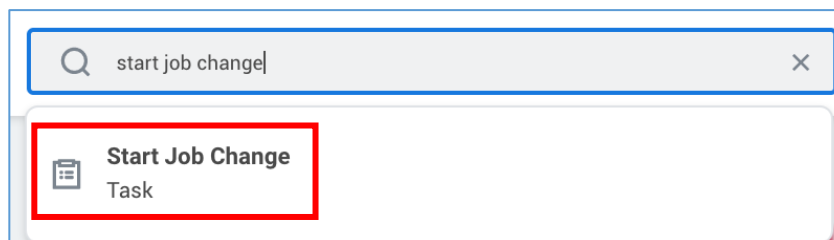
If you have any questions or encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or WCCSupport@montclair.edu).

Approval Workflow in Workday

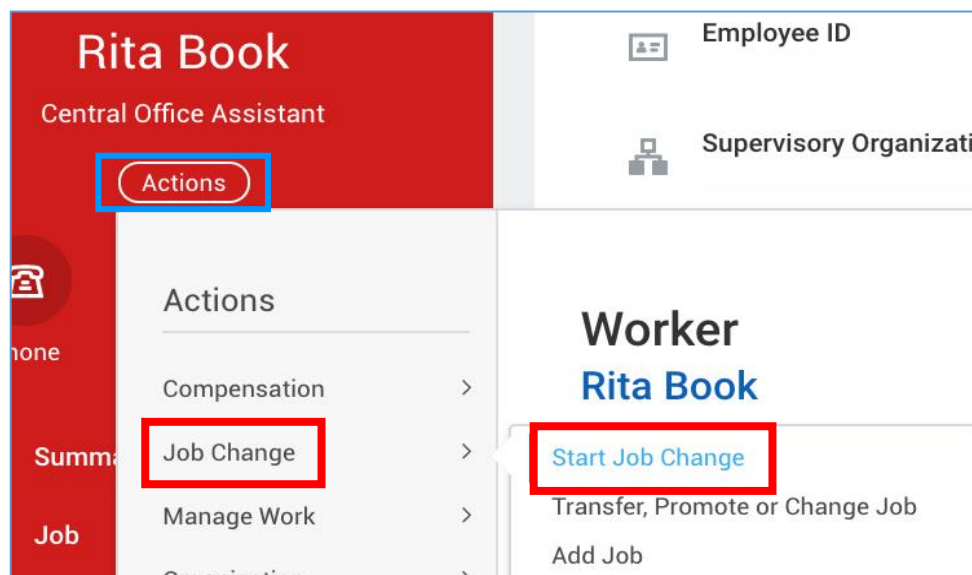
- 1) Initiation of process by Administrative Assistant or Manager
- 2) Approval by Human Resources
- 3) Approval by Manager (this step is skipped if the process was initiated by the Manager)
- 4) Approval by Alternate Unit Head (approval does not occur if it is an end date extension)
- 5) Approval by Division Vice President (approval does not occur if it is an end date extension)

Instructions

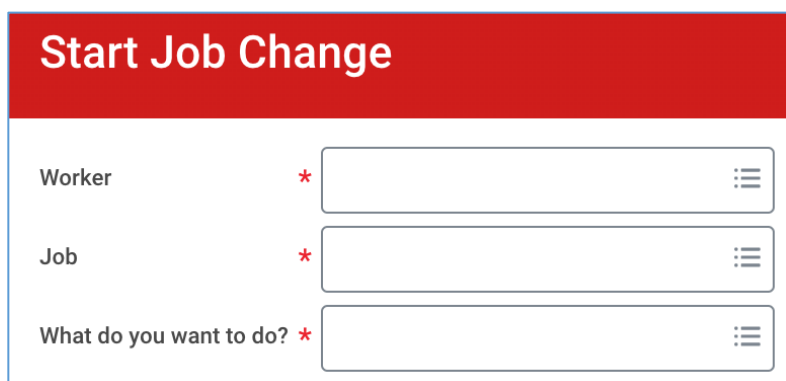
- 1) There are two ways to initiate the change job process.
 1. **Option 1:** In the Workday search bar type **Start Change Job** and select the Start Job Change Task.



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.



- 2) Fill in the blank prompts.

A screenshot of the "Start Job Change" form. The form has a red header with the title "Start Job Change". Below the header, there are three required fields, each with a red asterisk and a dropdown menu icon. The fields are: "Worker", "Job", and "What do you want to do?".

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.

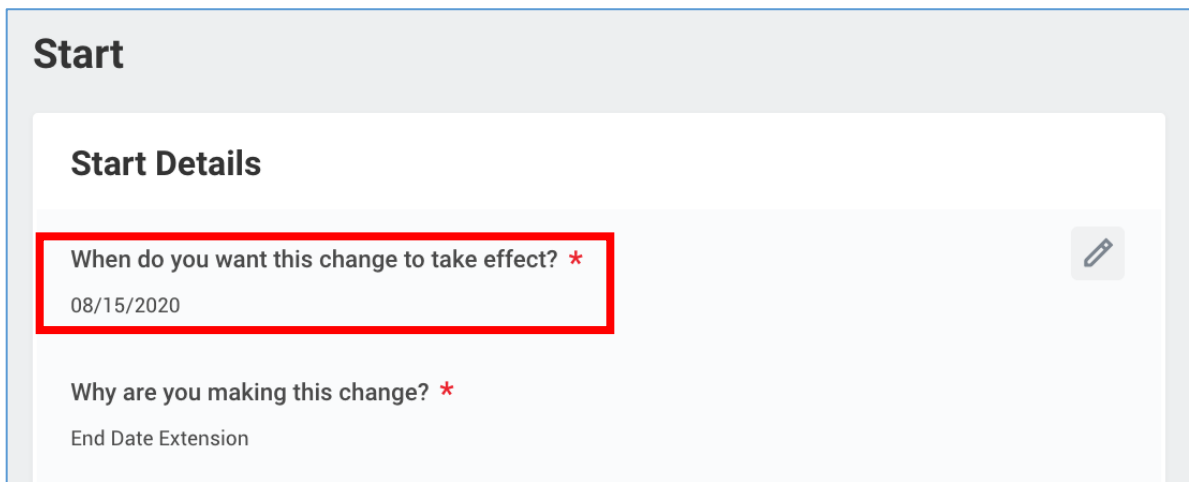
NOTE: You can only select one of the reasons listed below for an Adjunct.

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.



Start

Start Details

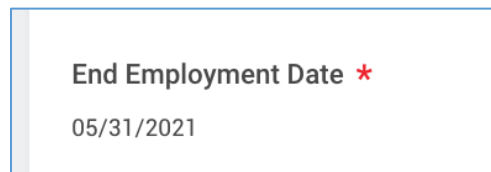
When do you want this change to take effect? *

08/15/2020

Why are you making this change? *

End Date Extension

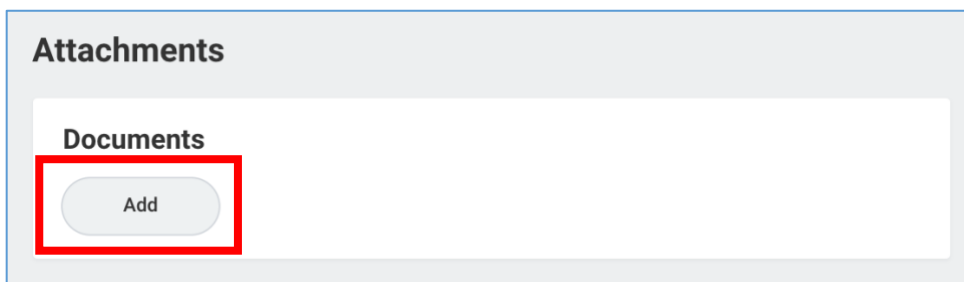
2. Click **Start** at the bottom of the page.
3. Scroll down to the section labelled **Administrative**.
4. Update the **End Employment Date**.



End Employment Date *

05/31/2021

5. Add any necessary attachments.

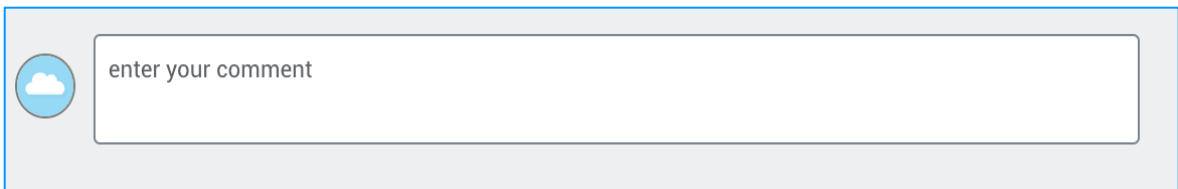


Attachments

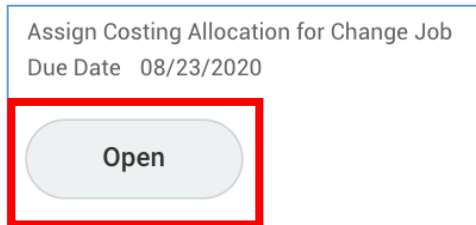
Documents

Add

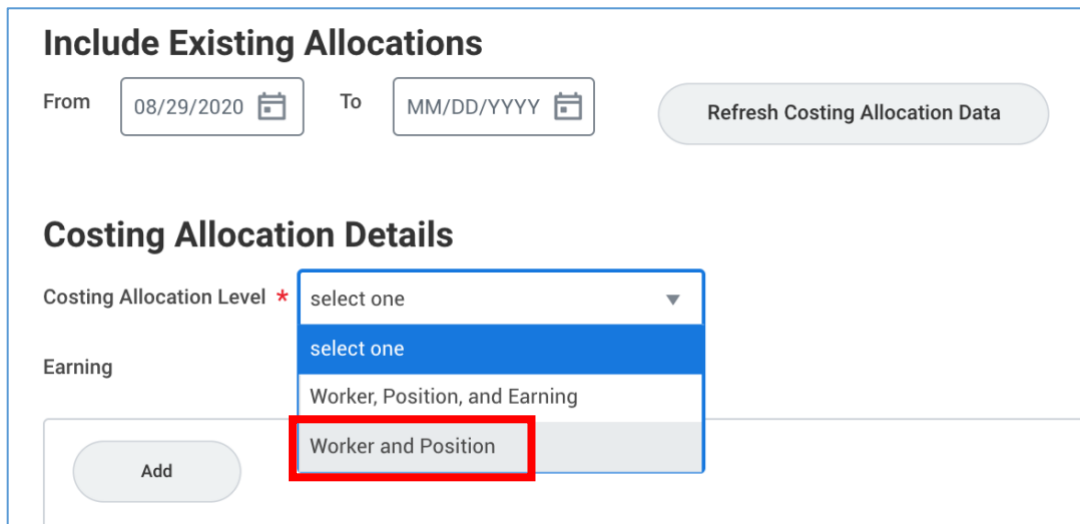
6. Enter any comments.



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**.



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.

Start

Start Details

When do you want this change to take effect? *

08/29/2020

Why are you making this change? *

End Date Change (Ending Assignment Early)

2. Click **Start** at the bottom of the page.
3. Scroll down to the section labelled **Administrative**.
4. Update the **End Employment Date**.

End Employment Date *

05/31/2021

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

enter your comment

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.

Start

Start Details

When do you want this change to take effect? *

08/29/2020

Why are you making this change? *

Job Title Change

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.**

Job

Job Profile

Job Profile *

Student Worker - UG

Job Title

Central Office Assistant

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