



## How to Configure the Adjunct Worklet

The following describes the process of configuring the Adjunct worklet on your Workday homepage to assist you in managing your Adjunct employee population. A list of the reports available on the Worklet is below.

- **Adjunct Pay for Semester** – See all the processed Adjunct period activity payments for a semester.
- **Adjunct Employee Assignments to Extend** – See if you need to extend the end date for an Adjunct within your organization.
- **Semesters Taught by Supervisory Organization** – See the number of semesters taught for all Adjuncts within a supervisory organization to determine the appropriate credit pay rate.

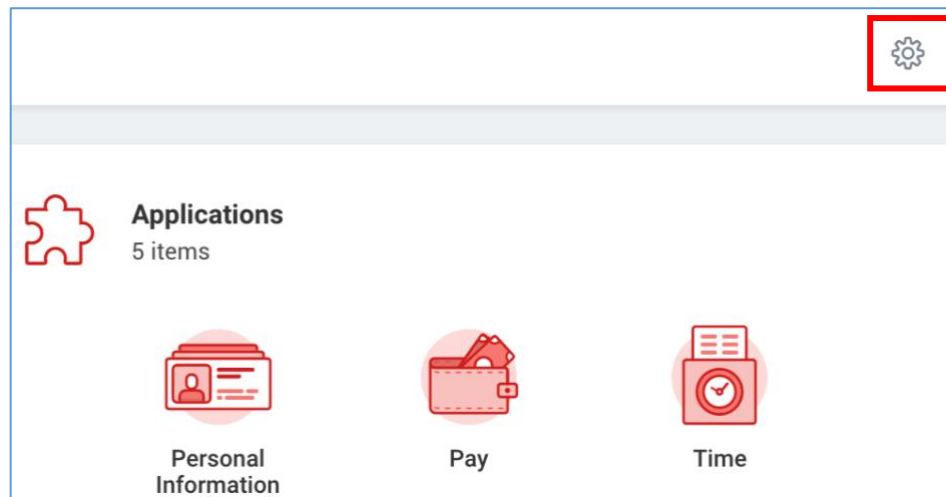
### Who can initiate this process?

Administrative Assistants, Division Administrative Assistants, Managers, and Unit Heads can add this Worklet to their homepage. However, the worklet is recommended only for Administrative Assistants and immediate Managers because the report results within a Worklet are limited to 100 lines.

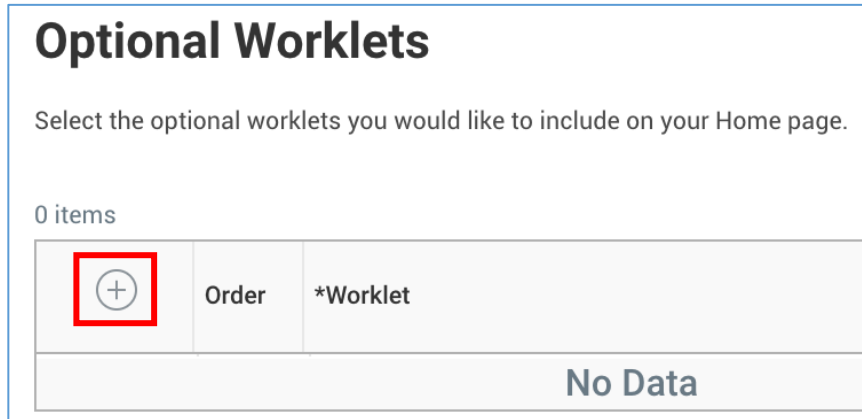
If you have any questions about payment elections or you encounter any errors during this process contact Workday Customer Care (973-655-5000 option 3 or [WCCSupport@montclair.edu](mailto:WCCSupport@montclair.edu)).

## Instructions

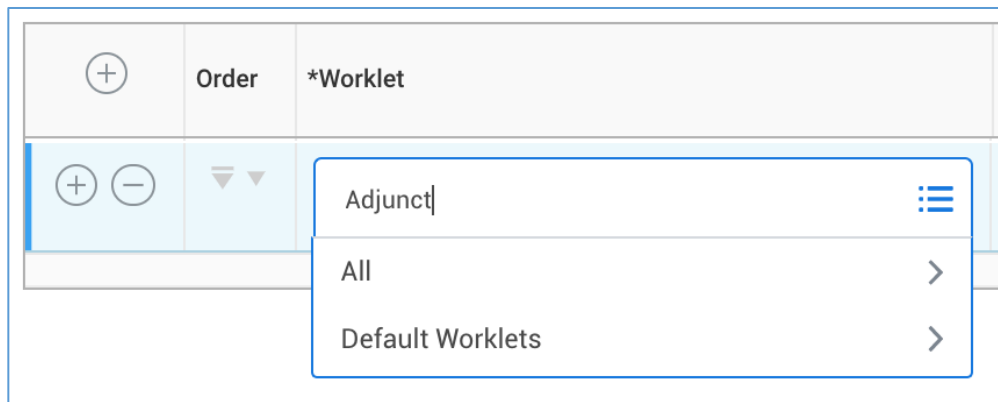
- 1) From your Workday homepage, click on the **Settings** icon above the Applications section.



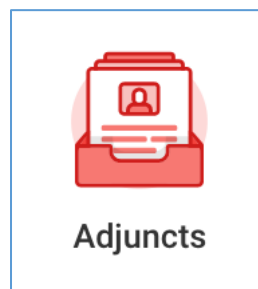
- 2) Under **Optional Worklets** click on the **Add Row** icon to add a new worklet.



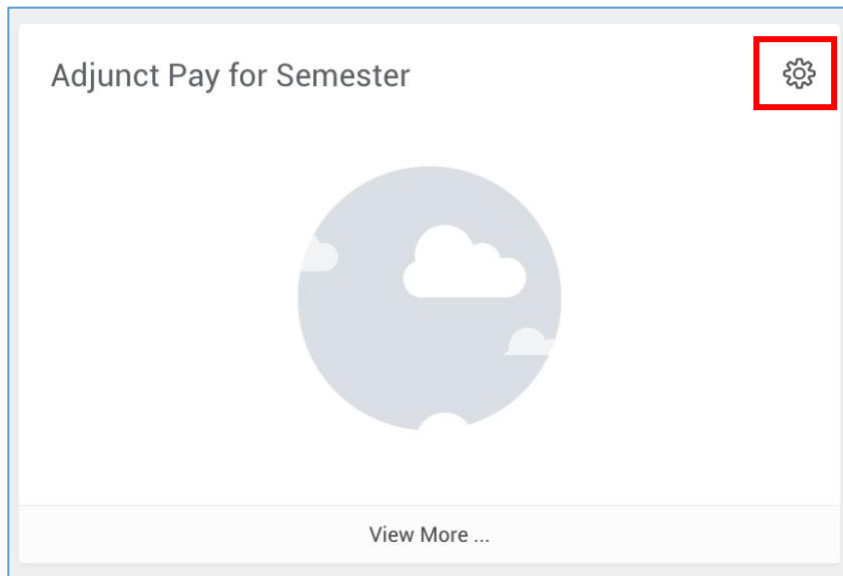
- 3) Click into the Worklet prompt menu. You can search for the Adjunct worklet by clicking through the menu options or by typing **Adjunct** and hitting **Enter**.



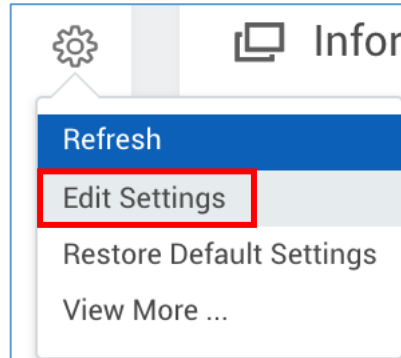
- 4) Once you have selected the Adjunct worklet click **OK** at the bottom of the page.
- 5) Click **Done**.
- 6) The Adjunct worklet is now on your Workday homepage under Applications. Click on the Adjunct worklet icon.



- 7) Configure each report within the Worklet by clicking on the **Settings** icon.



8) From the menu that appears, click on **Edit Settings**.



9) Fill in the menu prompts and click **OK**.

10) Click **Done**.

11) The report will now show results.

You need to repeat steps 7-10 for each report within the Worklet.

**NOTE:** If you want to export the report results to Excel, click the **View More...** button below the report. Fill in the prompts to run the report again and you will see the **Export to Excel** button is available at the top right of the report results.

