



## 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. A unit that seeks to hire a temporary employee must have adequate funding within the unit's cost center, gift, or grant for the salary and all applicable fringe benefits. Temporary assignments are impermanent by definition and may only be used where the need for the position is strictly limited for a specifically defined project or relatively short period of time.

### WHO CAN INITIATE this process?

- Administrative Assistant
- Manager

### WHAT DO YOU NEED to initiate this process?

- A job description.
- Hourly rate and justification for proposed rate.
- The expected total cost of the assignment.
- Expected average weekly hours to be worked.

### **\*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 fall within one of the [Temporary Employment Policy](#) reasons.

### 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](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 Grants Accounting (if grant funded)

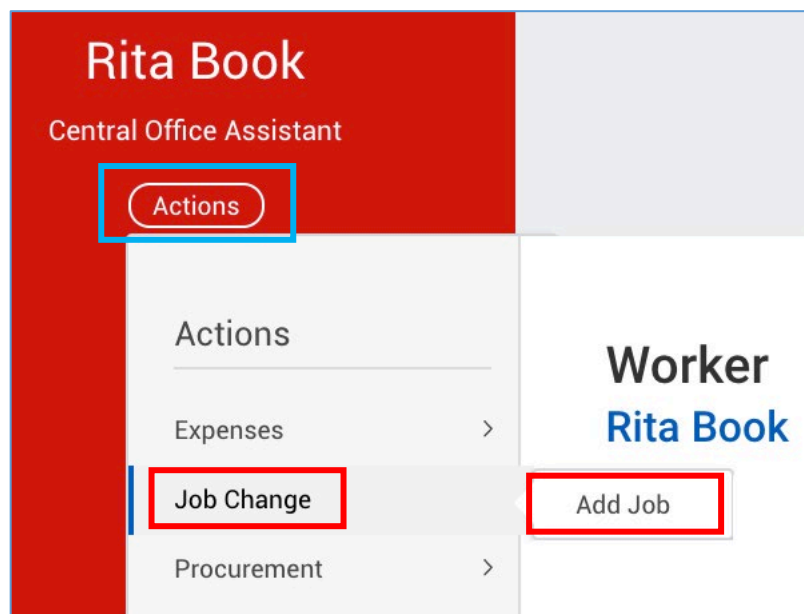
- 4) Approval by Manager (this step is skipped if the process was initiated by the Manager)
- 5) Approval by Unit Head
- 6) Approval by Vice President

## Instructions

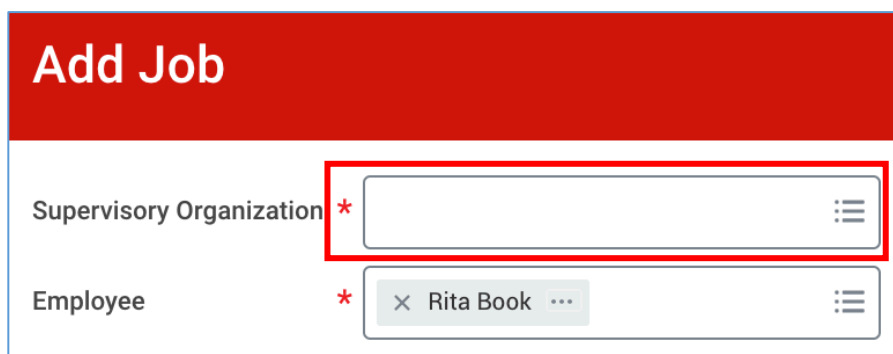
- 1) Search for the existing employee in the Workday search bar. Click on the employee to go to their profile.



- 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.



Supervisory Organization \*

Employee \*

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

### Add Job

Rita Book  Anthropology (Temporary) (Christopher Matthews (Inherited))

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Need help with the Add Job process? Click the link below and go to the Add Additional Job Process section.  
[Hiring Job Aids](#)

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Effective Date \*

Reason \*

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

### Job Details

Employee Type	*	× Fixed Term - Temporary (Fixed Term) <span style="float: right;">⌵ ☰</span>
Job Profile	*	× Temporary Professional Staff <span style="float: right;">... ☰</span>
Time Type	*	× Part time <span style="float: right;">☰</span>
Location	*	× Main Campus <span style="float: right;">... ☰</span>
Work Space		× Main Campus > Susan A. Cole Hall > Room 110 <span style="float: right;">... ☰</span>
Pay Rate Type		× Hourly <span style="float: right;">... ☰</span>
Scheduled Weekly Hours		0

7) Open the third section (if it doesn't automatically drop down) by clicking on **Additional Details**.

> **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

07/01/2022

End Employment Date

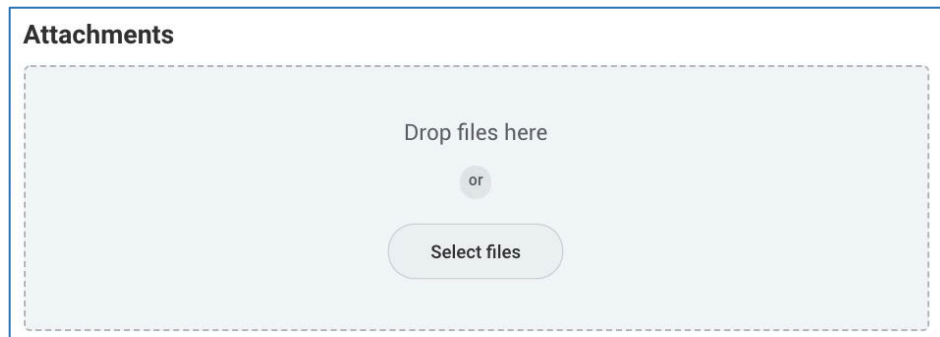
\* 08/31/2022

~~Exclude from Headcount~~

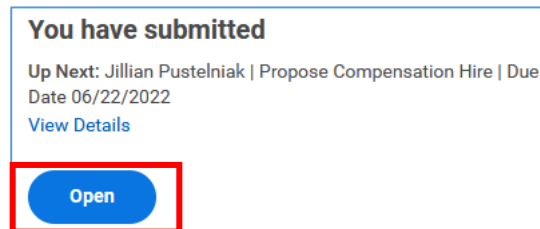
- 9) In the comment box at the bottom of the page you are required to provide the total expected cost of the assignment, the average weekly hours to be worked, justification for proposed hourly rate and a job description if it is not already added as an attachment. If any of this information is missing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

A comment box with a blue border. On the left side, there is a circular icon containing a white cloud. To the right of the icon is a text input field with the placeholder text "enter your comment".

- 10) Add any necessary attachments.

An "Attachments" section with a dashed border. Inside, there is a light blue area with the text "Drop files here" and "or" below it. At the bottom of this area is a button labeled "Select files".

- 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.

A notification box with a blue border. The title is "You have submitted". Below the title, it says "Up Next: Jillian Pustelniak | Propose Compensation Hire | Due Date 06/22/2022" and "View Details" with a blue link. At the bottom, there is a blue button labeled "Open" which is highlighted with a red border.

- 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.

**Hourly**

Assignment Details ✕ ✎

- 13.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 07/01/2022 added

+

**Compensation Plan**

Hourly Plan

**Total Base Pay Range**  
13.00 - 410.00 USD Hourly

**Amount \***

20.00

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

**Guidelines**

Total Base Pay Range

- 13.00 - 410.00 USD Hourly added

Compensation Package

- Temporary - Hourly added

Grade

- Temporary Hourly - Schedule H added

Grade Profile  
(empty)

Step  
(empty)

Progression Start Date  
(empty)

**Salary**

Add

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.

**Success! Event submitted**

Up Next: Jillian Pustelniak | Change Organization Assignments |  
Due Date 06/22/2022

[View Details](#)

Open


16) 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



- 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.

**Success! Event submitted**

Up Next: Jillian Pustelniak | Assign Costing Allocation for Add Job | Due Date 06/22/2022

[View Details](#)

**Open**

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

**Include Existing Allocations**

From  To

**Costing Allocation Details**

**Costing Allocation Level \***

**Earning**

- 
- 
- 

20) If the position **is not** 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 is grant, gift or split funded continue to the next step to enter the costing allocation details.**

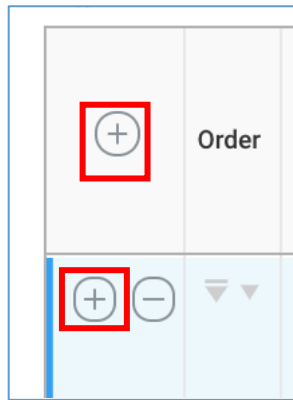
21) To add the costing allocation details, scroll down and click the **Add** button.

Enter the **start date** and **end date** of the costing allocation details. End date should match the end of the assignment.

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

*Cost Center	*Division	*Additional Worktags
<input type="text"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

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%.



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

22) Complete the questionnaire to specify whether the temporary assignment is grant funded **and** to select a reason for hiring a temporary employee based on the temporary employment policy.

**Success! Event submitted**

Up Next: Jillian Pustelniak | Complete Questionnaire | Due Date 06/22/2022

[View Details](#)

**Complete Questionnaire**

Will the employee be working on a grant? (Required)

Yes

No

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Please select one of the approved reasons within the policy listed below why your Department is in need of hiring a Temporary Employee: (Required)

To substitute a position that has become vacant until a permanent replacement can be appointed and where the need to keep the position filled is critical.

To fill a seasonal position, that is, one that is only needed, for example, in the summer months or some other specific period of relatively short duration.

To work on a specifically defined project, grant, or non-credit program instruction.

To provide additional effort to address a short-term, unusually heavy workload in a unit as consistent with the policy.

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