Extend Employment End Date

for Adjuncts, Temporary Workers and Student Workers

This process is for actions on adjuncts, temporary workers and student workers to extend the end date of their assignment. For adjuncts: This must be reviewed at the same time as Manage Period Activity Pay.

Run report called: “Assignment End Date for Organization” to review which workers need extending.

Remember: if you are not going to extend worker, send an email to workday@montclair.edu with Name, CWID and from which supervisory org the worker needs to be removed.

Other changes can be made in the “Change job” action:

- Update business title for better time entry purposes
- Change the compensation at the same time as extend end date

You can do these two activities at the same time as extend date! Refer to the How to guide called: “Change job compilation: Update business title, extend end date, update cost center and change compensation”

STEP 1

To change one specific worker, use option 1.
- Enter the worker’s name in search
- Click on name when it appears.

Or if updating more than one worker create a report, option 2
- Type “End date”
- Click on “Assignment End Date for Organization”

Option 1

Option 2
STEP 2

In either the report, profile page or in the supervisory org:

- **Click** on the Twinkie next to the workers name.
- **Hover** over “Job Change”
- **Click** on “Transfer, Promote or Change Job”

STEP 3

If employee has more than one position

- **Select** the position for the job change
- **Click** “OK”

If employee has only one position, this screen will not appear, **skip** to Step 4
**STEP 4**

- **Click** in the white box or pencil icon to make it “live”
- In the “Why are you making this change?” prompt box, **select** “End Date Extension”
- **Click** “Start”

**STEP 5**

- **Click** on “Details” to the left or the arrow at the top of the page. (Window size will determine where you see if.)
- **Click** in the white “Administrative” box or the edit pencil
STEP 6
- Scroll down to the bottom of the page
- Click on “End Employment Date”
- Type date or use the calendar selection tool
- Click “Next”

STEP 7
- Click summary
- Review your change
- Click Submit

Need help? Call ext 7971 and press option 4 for Workday support or, Email at workday@mail.montclair.edu