Add and End an Additional Job

PURPOSE

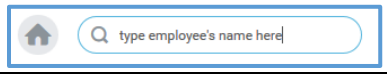
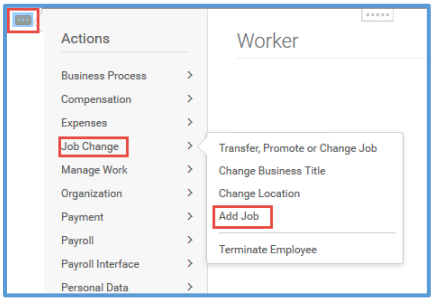
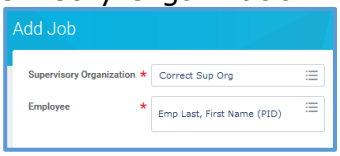
Many employees at Broward College hold multiple positions at multiple campuses. These employees are hired only once in Workday and that initial hire is listed as the employee's primary position. For all other *additional jobs*, hiring manager must complete an **Add Additional Job** process and add it to employee's record in Workday.

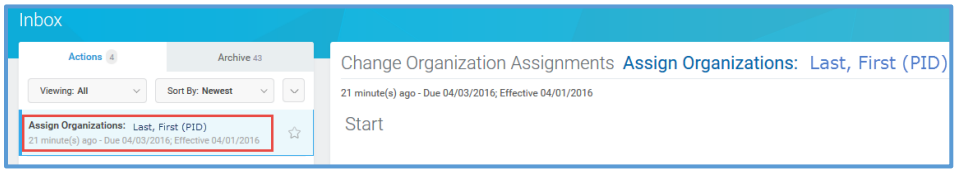
Once the term for additional job is completed or if the employee has resigned/terminated, an **End Additional Job** process must be completed in Workday. **Note:** Ending an additional job does not terminate the employee. Employee will remain active in Workday until the *termination* business process has been completed.

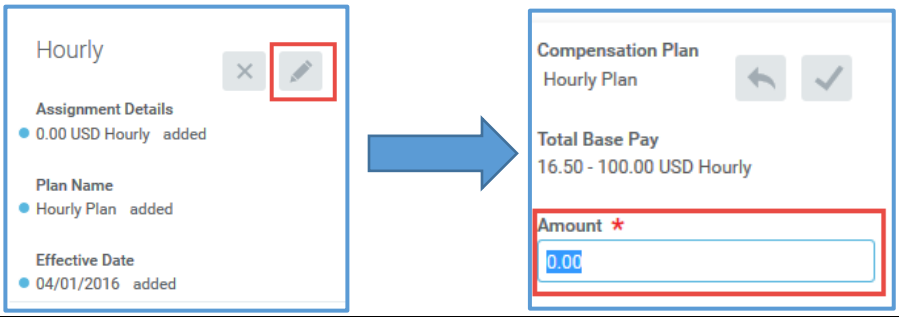
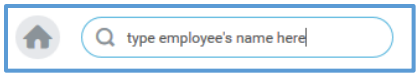
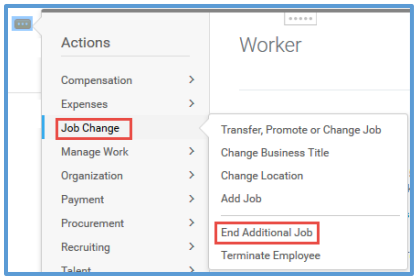
IN THIS JOB AID

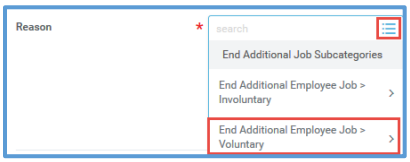
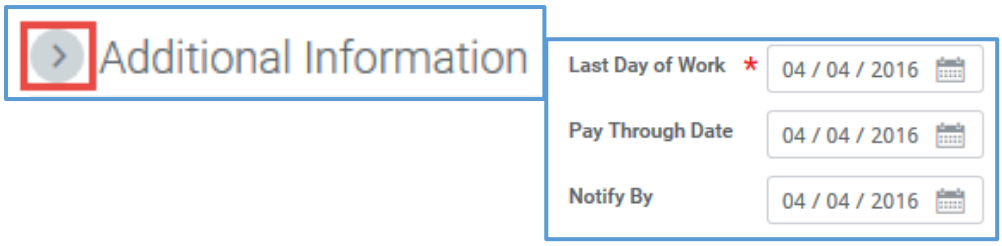
Add Additional Job
Change Organization Assignments
Propose Compensation
End Additional Job

PROCEDURE

Add Additional Job	
Note	Verify that a job requisition was created and a requisition was completed before trying to **Add Additional Job** to employee. Refer to Create Job Requisition job aid for details
Step 1	Login to Workday
Step 2	Type employee's name in the search field for whom you wish to add an additional job, and then click on their name 
Step 3	Click on the **Actions** button located on the right of the employee's name
Step 4	Select **Job Change > Add Job** 
Step 5	On the **Add Job** screen, verify the **Supervisory Organization** is correct. If not select the correct Supervisory Organization from the prompt icon 
Step 6	Click **OK**
Step 7 **Note**	Enter **Effective Date** If you need to attach this employee to a class, use current date (e.g. today's date). **Do Not** use the beginning date of the new term or the **Add Additional Job** will not be available to attach until that date
Step 8	Reason should populate automatically
Step 9	Select available position from the prompt icon
Step 10	Following fields should populate automatically: – Employee Type – Job Profile – Time Type – Location – Pay Rate Type – Scheduled Weekly Hours Select the appropriate value if fields do not populate automatically
Optional	In the **Workspace** field, select Building/Room number from the Prompt icon

Note	Clicking on › icon by **Additional Details** will display more information and the section to attach documents if applicable. Please refer to Attachments job aid to learn how to attach document in Workday.
Step 11	Enter comments with the Reason for additonal job and source of fundings (e.g. Employee being hired to teach CGS 1100 (Ref #xxxxx); funded by CUF, etc.) and click **Submit**
Change Organization Assignments	
Note	A task will appear in your inbox to **Change Organization Assignments**
Step 1	From your Workday Inbox: Select the task **Assign Organizations** 
Step 2	Fill in the following required fields with appropriate value – Cost Center – Program - Business Unit - Fund
Step 3	Click **Submit**
Up Next	Process is pending with **Compensation Finance Partner** for review. If you are adding an additional job for an *Hourly* position, a task will appear in your inbox to **Propose Compensation.** If faculty positon**,** a task will appear in your inbox to Assign Class in SQL. Refer to Faculty Credentialing job aid for details

Propose Compensation	
Step 1	From your Workday Inbox: Select the task **Propose Compensation: Hire**
Step 2	Scroll down to **Hourly** section and click on the pencil icon to edit **Amount** 
Step 3	Review and click **Submit**
Up Next	The process is pending with Compensation Partner for approval
End Additional Job	
Step 1	Login to Workday
Step 2	Type employee's name in the search field for whom you wish to add an additional job, and then click on their name 
Step 3	Click on the **Actions** button (located on the right of the employee's name)
Step 4	Select **Job Change > End Job** 
Step 5	**End Additional Job** screen appears, select the job that you wish to end in the job field by clicking on the prompt icon
Step 6	Click **OK**
Step 7	Enter the **End Date** as appropriate

<table>
<tr><td>Step 8</td><td>Enter the Reason (required) by clicking on the prompt icon and selecting End Additional Employee Job > Voluntary
 
</td></tr>
<tr><td>Note</td><td>If the additional job is being terminated involuntarily, please cancel this action and contact Employee Relations</td></tr>
<tr><td>Step 9</td><td>Do Not check the Close Position box</td></tr>
<tr><td>Note</td><td>Closing a Position means that the position can <u>never</u> be used again</td></tr>
<tr><td>Step 10</td><td>Check Is this position available for overlap box only if the position will be filled by 2 employees for training at the same time prior to the incumbent’s termination date</td></tr>
<tr><td>Note</td><td>This option is available only if End Date selected is a future date</td></tr>
<tr><td>Step 11</td><td>Clicking on icon by Additional Details will display more information and the section to attach documents if applicable. Refer to Attachments job aid to learn how to attach document in Workday
 

Notice Last Day of Work, Pay Through Date and Notify By fields are defaulted to the End Date
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Last Day of Work</td><td>Is the last day the employee is working at the additional job</td></tr>
<tr><td>Pay through Date</td><td>Is used only if special circumstances exist per Employee Relations. In most cases, this field should be the last day of employment</td></tr>
<tr><td>Notify By</td><td>Broward College is not currently using the Notify By date. Leave the date as the last day of work or blank.</td></tr>
</table></td></tr>
<tr><td>Step 12</td><td>Enter Comments (e.g. Employee accepted another position or employee informed department that he/she is no longer available to teach, etc.) and click Submit</td></tr>
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