

Initiated by: HR Analyst

Add Additional Job is the business process for existing employees starting a position in addition to their current positions. A common example of this would be adding an Adjunct Professor role.

1. Go to your employee's **Workday profile**.

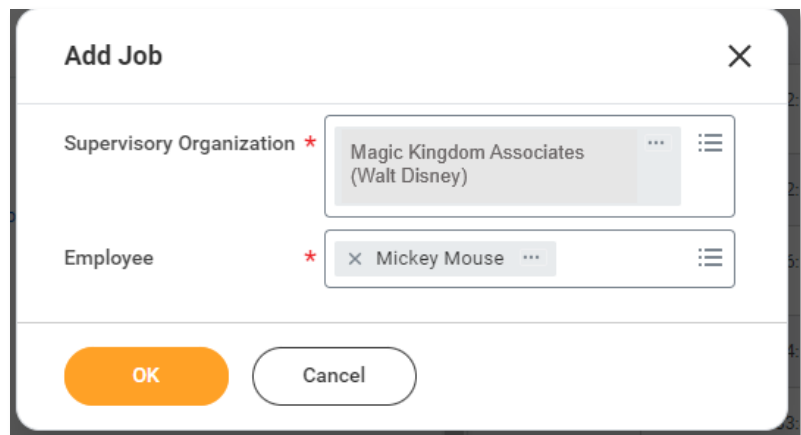
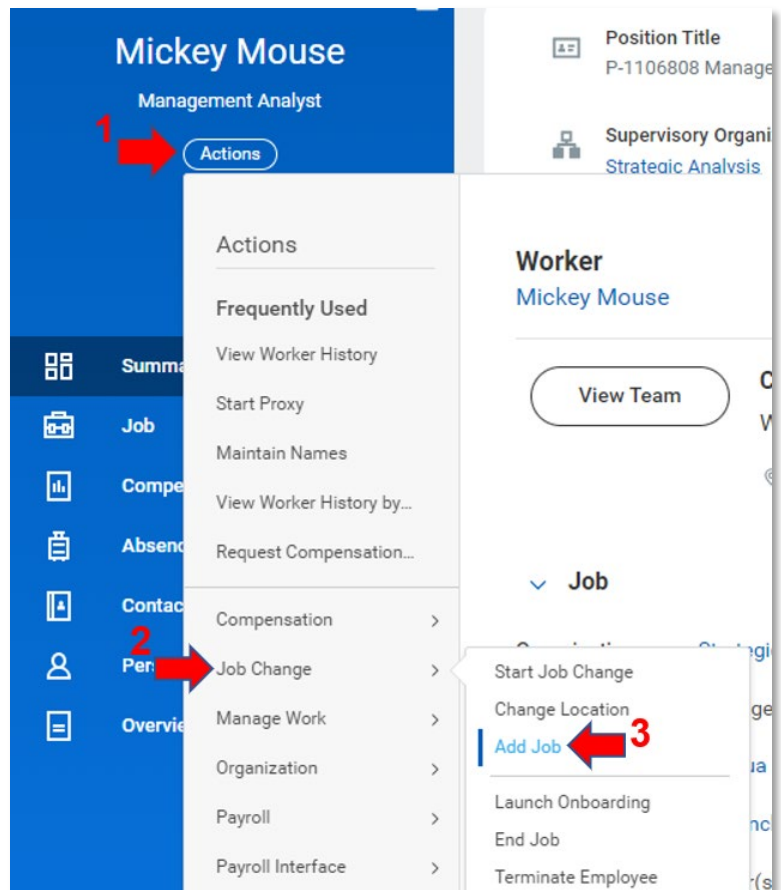
2. Click **Actions**.

3. Hover over **Job Change**.

Click **Add Job**.

4. Select the **Supervisory Organization** the new position will fall under.

Click **OK**.



5. Choose the **Effective Date** that this Additional Job will begin.

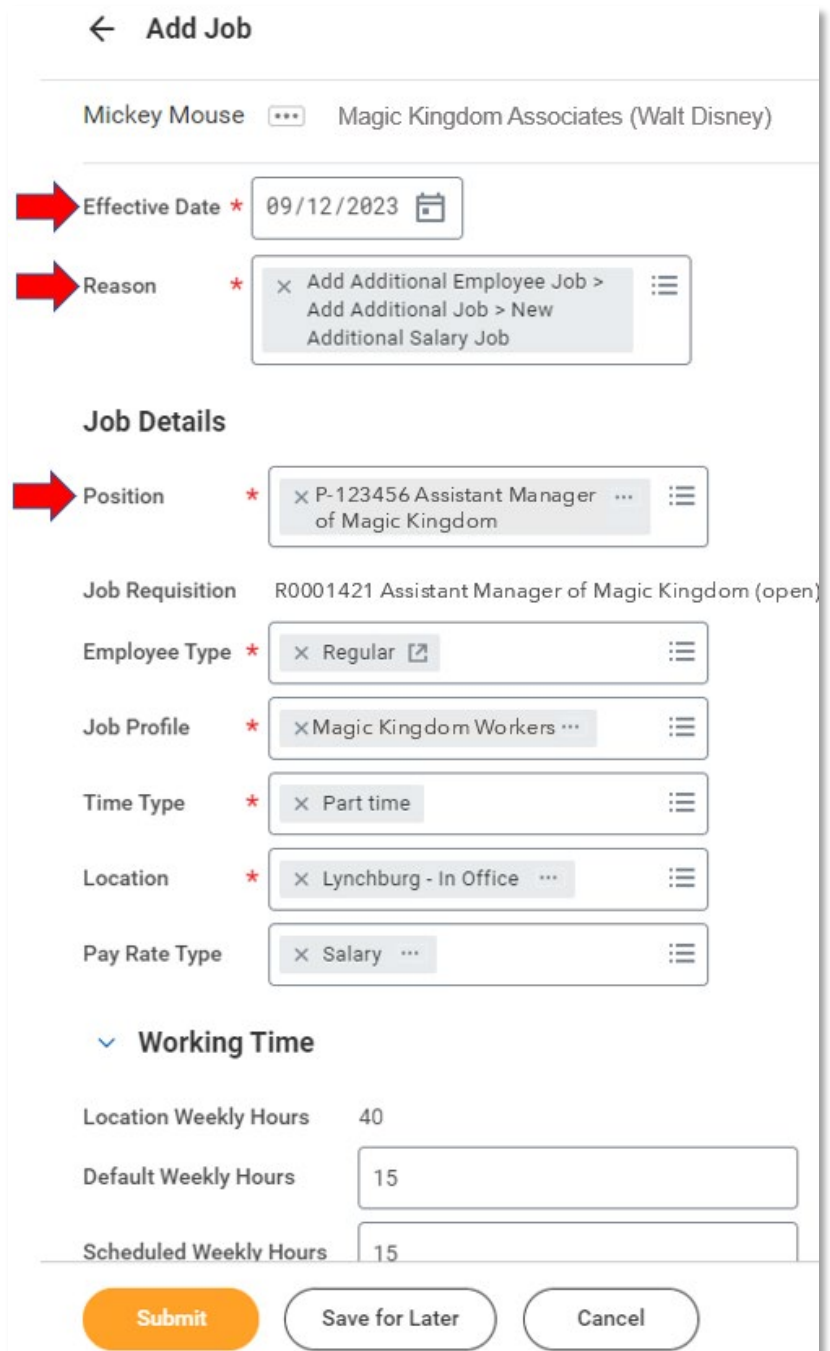
Select the appropriate **Reason**.

Select the new **Position**.

The Employee Type, Job Profile, Time Type, Location, and Pay Rate Type should auto-populate, but if it does not, enter the appropriate information.

Ensure the Default Weekly Hours and Scheduled Weekly Hours reflect accurately.

6. **Submit.**



The screenshot shows the 'Add Job' form in Workday. At the top, there is a back arrow and the title 'Add Job'. Below this, the organization 'Mickey Mouse' and 'Magic Kingdom Associates (Walt Disney)' are listed. The form contains several fields, each with a red arrow pointing to it:

- Effective Date ***: A date field containing '09/12/2023' with a calendar icon.
- Reason ***: A dropdown menu with three options: 'Add Additional Employee Job >', 'Add Additional Job > New', and 'Additional Salary Job'.
- Position ***: A dropdown menu with one option: 'P-123456 Assistant Manager of Magic Kingdom'.
- Job Requisition**: A text field containing 'R0001421 Assistant Manager of Magic Kingdom (open)'.
- Employee Type ***: A dropdown menu with one option: 'Regular'.
- Job Profile ***: A dropdown menu with one option: 'Magic Kingdom Workers'.
- Time Type ***: A dropdown menu with one option: 'Part time'.
- Location ***: A dropdown menu with one option: 'Lynchburg - In Office'.
- Pay Rate Type**: A dropdown menu with one option: 'Salary'.

Below these fields is a section titled 'Working Time' with a dropdown arrow. It contains three input fields:

- Location Weekly Hours**: A text field containing '40'.
- Default Weekly Hours**: A text field containing '15'.
- Scheduled Weekly Hours**: A text field containing '15'.

At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later' (white with grey border), and 'Cancel' (white with grey border).

7. The Compensation Manager will get a Workday inbox task to **Propose Compensation**. If you are the Compensation Manager, scroll down to **Salary or Hourly**, depending on their pay type. Once pay has been updated, **Submit**.

Salary

Assignment Details

● 20,000.00 USD Annual added

Plan Name

● Liberty Salary Plan added

Effective Date

● 09/12/2023 added

8. The business process will go to the **Compensation Approver, HR Executive, HR Office Partner**, and then the **Compensation Manager** again for **approvals**.

If there is an effect on employee benefits, the employee will receive a **Change Benefit Elections** Workday inbox task after the Add Additional Job is completed.