MC MONTGOMERY COLLEGE

Add/End Additional Job
Workday Job Aid for Managers, Academic Aides, WDCE Partner

Overview

Use this job aid as a resource to add or end an additional job for an Employee or Student Worker within a Job Management organization. An additional job is when an Employee with a primary job or position is placed into an additional job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile. Certain eligibility rules apply depending on the type of employee and job. Please refer to the *Before You Begin* section of this job aid for guidance.

Terminology

Add Additional Job: Adds one or more jobs for an employee. For Job Management organizations, you can create the job as part of the Add Additional Job process. For Position Management organizations, only HR manages positions.

End Additional Job: When ending an Additional Job, the Additional Job is removed from the worker, but the worker is not terminated (separated). If you are terminating the worker *and* all of their positions/jobs, please refer to the *Separation* job aid. *Important:* Temps and Students who enter time and are no longer working must have their job(s) ended or they must be separated to ensure they do not get paid. If they still have an active job, then they are still able to submit time; therefore, the job(s) must be ended. If you have issues initiating the *End Job* or *Separation* process, please contact your HR Partner.

Table of Contents

Before You Begin

An employee must be eligible for additional (multiple) jobs. Please review the tables below to determine if the employee is eligible for an additional job and which type of additional jobs they can have.

Employee or Job Type	Rule(s)
Casual Temp	• Only eligible for an additional job if HR approves, please contact HR before proceeding • Total FTE of all jobs must not exceed 100%
Exempt Employees (staff, chair, administrators)	• Can *only* have an additional job of PT Faculty and WDCE Faculty
Federal Work Study (FWS)	• Only eligible for an additional job if FWS Partner approves, please contact FWS Office before proceeding • Only eligible for other FWS jobs • Total hours of all jobs must not exceed 12 hours per week
FT Faculty Exempt Employee	• Can *only* have an additional job of WDCE Faculty • If they have no current WDCE Faculty additional job, then a Job Requisition is required • If they have an existing WDCE Faculty additional job, no Job Requisition is required. Proceed with the Add Job process.
FT Faculty Summer Non-Instructional or Summer Instructional	• No job requisition is required. Proceed with the Add Job process.
Non-Exempt Employees	• Not eligible for additional jobs.
Staff on Special (SOS)	• 10-month regular staff working in the summer are only eligible for an additional job if HR approves, please contact HR before proceeding
Students	• Only eligible for SA jobs • Total FTE of all jobs must not exceed 100%; Total hours of all jobs must not exceed 20 hours per week • If approved for work on college newspaper, website, Governance, etc., then the additional job must be approved by HR, please contact HR before proceeding

Before You Begin

An employee must be eligible for additional (multiple) jobs. Please review the tables below for non-exempt and exempt employees to determine if the employee is eligible for an additional job and which type of additional jobs they can have.

Approved Secondary Jobs for Exempt Employees						
Secondary Job(s)						
Primary Job	WDCE Instructor	Administrator	Associate/ Support Staff	Short-term Temporary	PT Faculty	FT Faculty
Full-time Faculty	✓					
Part-time Faculty	✓				✓	
Administrator	✓				✓	
Chair (12 months, FT)	✓				✓	
Associate/Support Staff (12 month FT)	✓				✓	
Associate/Support Staff (12 month PT)	✓				✓	
Associate/Support Staff (10 month FT/PT)	✓				✓	

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Approved Secondary Jobs for Non-Exempt Employees							
Secondary Job(s)							
Primary Job	WDCE Instructor	Administrator	Associate/Support Staff	Short-term Temporary	Faculty	Student Assist	Federal Work Study
Associate/Support Staff (12 month FT/PT)							
Associate/Support Staff (10 month FT/PT)							
Short-term Temporary (not to exceed a total or combined total of 40 hrs/week)				✓ With HR approval			
Student Assistant (not to exceed a total or combined total of 20 hrs/week)						✓ With HR approval	
Federal Work Study (not to exceed a total or combined total of 12 hrs/week)							✓ With HR approval

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Process Flow: Add Additional Job

Manager, WDCE Partner, or Academic Aide initiates the process	→ Initiator Changes Organization Assignments, if needed	→ Compensation Partner or HR Partner Proposes Compensation for Hire based on the Employee Type and Job Profile	→ The process routes through approvals as applicable (see approvals listed below)
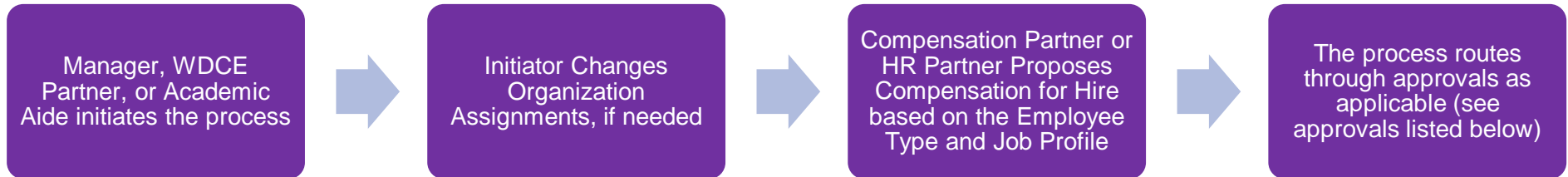
Approvals:

- HR Partner reviews if they were not the initiator, the additional job was not triggered from Recruiting, and/or the Job Application or Employment Agreement are empty.

- Federal Work Study Partner approves if they were not the initiator, and the Job Family is Work-study Student Aide.

Additional Steps:

Once approvals are provided, the process is complete and remaining steps may take place depending on the job details:

- If not initiated by Recruiting, HR Partner Switches Primary Job

- If not initiated by Recruiting, HR Partner Adds Academic Appointment

- For Part-Time Faculty, ELR Manages Union Membership

Add Additional Job for a Job Management Organization

1. From the Workday Search Bar, enter **Add Job** and select the task.

2. The **Supervisory Organization** automatically populates. Verify that the correct Job Management (JM) Organization is listed. Job Management organizations have "JM" at the front of their title. If you need to change the Organization, follow the applicable step in the table below: click the **Prompt** icon and type the Manager's name in the field to search for their Organization(s).

   Note: If you manage more than one Supervisory Organization and would like to select a different organization, click the prompt, and select **My Organizations**.

If…	Then…
You are a Manager and are selecting one of your Organizations	• Click the Prompt icon to open the menu • Click **My Organizations** • Select the JM Organization
You are selecting an Organization you do not manage	• Click the Prompt icon to open the menu • In the field, type the Manager's name • Select the correct JM Organization

3. Enter the name of the applicable **Employee**. The predictive text will locate the Employee, but the spelling must be correct.

   Note: Only eligible employees within the selected JM Organization display in the drop-down menu. If you need to select an employee from another Supervisory Organization, type their name in the field so they can work under the selected Supervisory Organization. For faculty, they will need one job per Chair or Program Manager/Director in order to add Period Activity Pay.

4. Click **OK**.

5. Enter the **Effective Date**.

6. (Required) Click the **Reason** field and select the **Additional Job** option. Then, click **Additional Assignment**.

7. Enter the **Employee Type** (e.g., PT Faculty and WDCE Faculty)

   Note: A WDCE Instructor has an Employee Type of Part-Time Faculty and the Job Profile should be WDCE Faculty.

8. Select the **Job Profile**. Refer to the rules below for guidance:
   - If the employee is working for a stipend with Student Internship (NIST), the Job Profile should be "Student Internship."
   - If employee is a Student approved to work on college newspaper, website, etc. the Job Profile should be "Student Stiped."
   - If the employee is a full-time faculty and this is a summer job, then job profile of the additional job should be Summer Instructional or Non-instructional Faculty FT - Summer. For Instructional, this will be under a Dean's JM Organization. For Non-Instructional, this will be under a Chair's JM Organization.

9. Select the **Time Type** as **Part Time**.

10. Select the **Location**. Once you select a location, the Workspace field appears. Leave **Work Space** blank.

11. The **Pay Rate Type** auto-populates based on the previous selections. Ensure the rate is accurate. Refer to the rules below for guidance:

    • Period Activity Pay jobs should default to Period Activity Pay. If it does not, then select **Period Activity Pay** from the menu.

    • Student Intern and Student Stipend should have no Pay Rate Type.

12. Enter the **Scheduled Weekly Hours**. This is the number of weekly hours the Employee will work for the additional job. Refer to the rules below for guidance:

    • Part-Time Faculty and WDCE Faculty Scheduled Hours must be 0 as both are paid through Period Activity Pay.

    • Student Stipend, Student Intern, and Contractors are always 0.

    • Student Aide with a Job Profile of Student Assistant should have no more than 20 hours total.

    • FWS must not exceed a total of 12 hours per week total for all jobs.

13. The **Additional Details** section auto-populated based on the previous selections. The employee types listed below require an End Date. Click the Additional Details title to open the section, then enter an **End Date**.

    • Temp (Casual)

    • Students

    • Temp with Benefits

14. Click **Submit**.

    Note: You automatically receive a Workday Inbox task to Change Organization Assignments. Continue to the steps below.

Change Org Assignments

For guidance on what Organization Assignments mean, please refer to the Workday Core Concepts training video located in Workday Learning. Think costing or FOAP.

1. Navigate to your Workday **Inbox**.

2. Locate and select the **Assign Organizations** task.

3. Review the default organizations and edit as needed (e.g., Company, Cost Center, Costing Fund and Program).

4. Under the **Other** section a **Discipline** can be selected. A Discipline is required if the Program is 1000. If the Program is 1000, then select the **Discipline**.

    Note: Use the "Banner-to-Workday Crosswalk" report in Workday to validate organization assignments and costing.
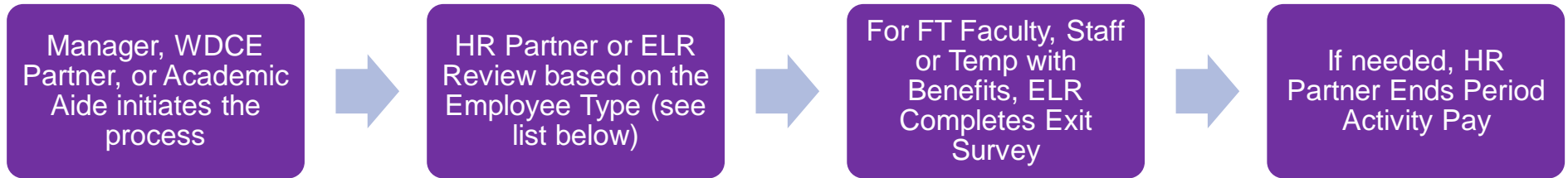
5. Click **Submit**.

    Note: The process routes through reviews and approvals based on the job details.

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Process Flow: End Additional Job

| Manager, WDCE Partner, or Academic Aide initiates the process | → | HR Partner or ELR Review based on the Employee Type (see list below) | → | For FT Faculty, Staff or Temp with Benefits, ELR Completes Exit Survey | → | If needed, HR Partner Ends Period Activity Pay |

Reviews:

- HR Partner reviews if the Employee Type is Part-time Faculty, Student, or Short-term Temporary
- Employee & Labor Relations (ELR) reviews if the Employee Type is Full-time Faculty, Staff, or Temporary with Benefits

Additional Steps:

The process is complete and remaining steps may take place depending on the job details:

- If applicable, HR Partner End Academic Appointment Track
- (Optional) Employee Completes Exit Survey
- If applicable, Security Administrator Assigned Roles
- If applicable Benefits Partner Reviews Benefit Change

End Additional Job

When ending an Additional Job, the Additional Job is removed from the worker, but the worker is not terminated (separated). End job does not mean the employee is separated or terminated. It simply means that job has ended, and that position number will cease to exist. The employee can have multiple jobs. If the employee has multiple jobs, you can use End Job. If they only have one Job you will need to use the Separation process. If you are terminating the worker and all of their positions/jobs, please refer to the *Separation* job aid.

1. From the Workday Search Bar, enter **End Job** and select the task.

2. Select the applicable **Employee**.

3. Select the applicable **Job** to end.

   Note: Only jobs applicable to the selected Employee display in the menu.

4. Click **OK**.

5. Enter the **End Date**.

6. Select the applicable **Reason**.

7. Click the **Additional Details** heading.

   Note: Additional fields display.

8. The following fields auto-populate based on the selected End Date. Review the dates and edit as needed.

   - **Last Day of Work:** This is the last physical day the Employee will occupy the additional job.

   - **Pay Through Date:** This is the last eligible date of pay for the additional job.

   - **Notify By:** This is the notification date.

9. (Optional) Enter a **Comment**.

10. (Optional) Add any related **Attachments**. To attach a document, click Select Files then select the applicable file. If applicable, enter a Comment specifically for the attachment.

11. Click **Submit**.

    Note: The process routes through reviews and approvals based on the end additional job details. Please refer to the process flow for Add Additional job at the beginning of this job aid.