

### Overview

Use the chart below to determine which Workday task to use based on the desired staffing change. All tasks can be initiated from the My Team Management application or directly off the Worker Profile. For questions, please reach out to HR before initiating a task.

Workday Task	Reason Code	Use Case
Start Job Change	Request to Reclassify Position	<p><b>Use Case:</b> This job change is for Staff. No employee in a job management organization, nor FTF or Regular PTF, is eligible for a reclassification.</p> <p><b>Fields to Verify:</b> Worker, Job, Reason, Effective Date, &amp; Attachment(s).</p> <p><b>Compensation Details:</b> The process automatically routes to the Compensation Partner to modify compensation details as necessary.</p>
	Extend or Modify End Date	<p><b>Use Case:</b> This job change is for employees with a pre-determined end date.</p> <p><b>Fields to Verify:</b> Worker, Job, Reason, Effective Date, &amp; Employment End Date.</p>
Add Job	Additional Job	<p><b>Use Case:</b> 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.</p> <p><b>Note: An employee must be eligible for additional (multiple) jobs and part of a Job Management Organization (JM) to initiate this task.</b></p> <p><b>Fields to Verify:</b> Employee, Effective Date, Reason, Employee Type, Job Profile, Time Type, Location, Pay Rate Type, Scheduled Weekly Hours, End Date (if applicable), Organization Assignments, &amp; Discipline (if applicable).</p>
End Job	Contract Ended Voluntary Involuntary	<p><b>Use Case:</b> 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 <i>Separation</i> job aid.</p> <p><b>Note: You may only use End Job for employees with multiple jobs. If the employee only has one job, or if you are terminating the worker and all their positions/jobs, you must use the Separation process.</b></p>

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		<p><b>Important:</b> 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.</p> <p><b>Fields to Verify:</b> Employee, Job, End Date, Reason, Last Day of Work, Pay Through Date, Notify By, Comment (optional), &amp; Attachments (if applicable).</p>
Separation	Voluntary Separation	<p><b>Use Case:</b> Please encourage the employee to submit their resignation in Workday. If they do not submit their resignation, you can initiate a voluntary termination in Workday if the employee voluntarily elects to leave MC.</p> <p><b>Fields to Verify:</b> Employee, Primary Reason, Separation Date, Last Day of Work, Pay Through Date, &amp; Resignation Date.</p>

Key Staffing Terms	
Close Current Position	Select Close Current Position if you do not plan to backfill the employee's current position.
Default Weekly Hours	Change to represent the employee's schedule (e.g. Regular Part-Time Faculty is 20 hours).
Effective Date	Date this business process will be visible in Workday. In some cases, Workday will default to the beginning of the next pay period. If you need a future dated pay period, please reach out to the Compensation Partner.
Employee Type	Full-Time Faculty
	Part-Time Faculty
	Short-Term Temporary (Casual)
	Staff
	Student

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	Temporary with Benefits
	Retiree
	Surviving Dependent
Job Profile	Job Profiles describe the duties and responsibilities of a job and indicates whether a position is: hourly or salary, exempt or non-exempt.
Job Title	Specific Title for the employee's position: defaults from the Job Profile. Job Title, Job Profile, and Business Title will be the same except if the employee is in an interim or acting role.
Location	Business location for the employee. Employee's primary location.
Pay Rate Type	Hourly (nonexempt)
	Salary (exempt)
	Period Activity Pay
Position	Defaults from the Job Profile: Position Title, Job Profile, and Business Title will be the same except if the employee is in an interim or acting role.
Position Available for Overlap	Select if you plan to fill this position before the current employee vacates the position. This will route to HR for approval.
Scheduled Weekly Hours	This value calculates to the employee's displayed full time equivalent (FTE), and should reflect the most accurate estimate of that value. Managers will assign work schedules which impacts benefits, pay, time off, and leave.
Termination Details	Separation Date: Date the employee will be terminated in Workday.
	Last Day of Work: Last day of employee to physically report to work.
	Pay Through Date: Last date the employee will be paid.

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	Resignation Date: Date the employee turned in their resignation.
Time Type	Full-Time
	Part-Time