Add additional job

This job aid helps users add an additional job to an employee in Workday. You must have the following before you begin:

- An unfilled position for Position Management supervisory organizations.
- A job requisition for all jobs other than international assignments or non-competitive academic jobs.

See the Appendix for a table of job types, rules and how a primary job is designated when an additional job is added.

Initiators: Academic HR Analyst, Academic HR Partner, Global Mobility Administrator, Global Mobility Partner, HR Administrator, HR Analyst, HR Central, HR Partner, Primary Recruiter

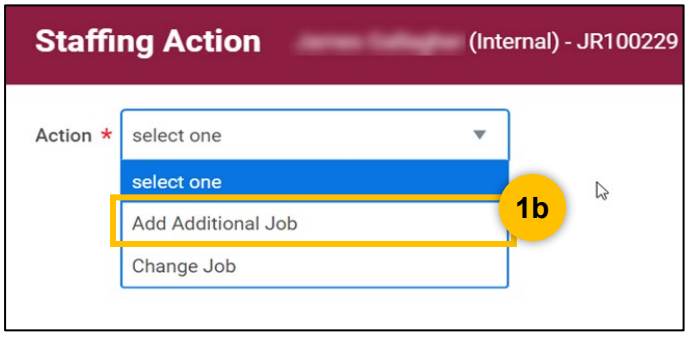
Approvers: Academic HR Partner, Cost Center Manager, Dean/VP, Provost/EVP, HR Partner

Start

You can initiate the Add Additional Job process in two ways. If the job is an international assignment or non-competitive academic job, complete step 1a. For all other additional jobs, complete step 1b.

1a. Search for and select **Add Job** using the search bar. Continue to step 2.

1b. Select Add Additional Job from the staffing action step from the Ready for Hire process and select submit. Skip to step 5.

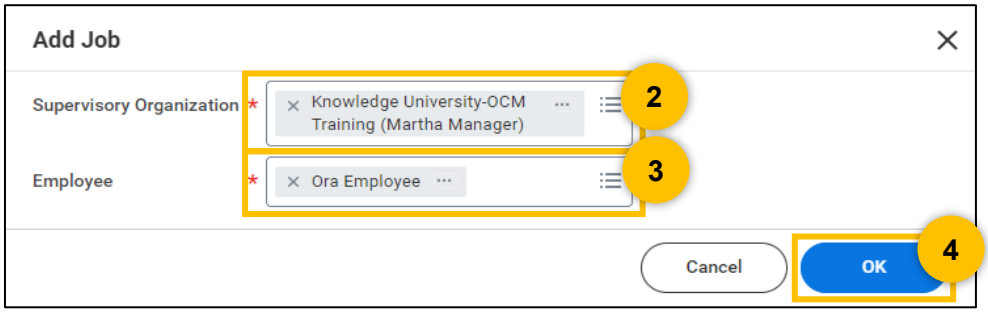


2. Select the **Supervisory Organization** where the additional job resides.

   Note: The supervisory organization defaults to the initiator's supervisory organization.

3. Select the **Employee**.

4. Select **OK**.

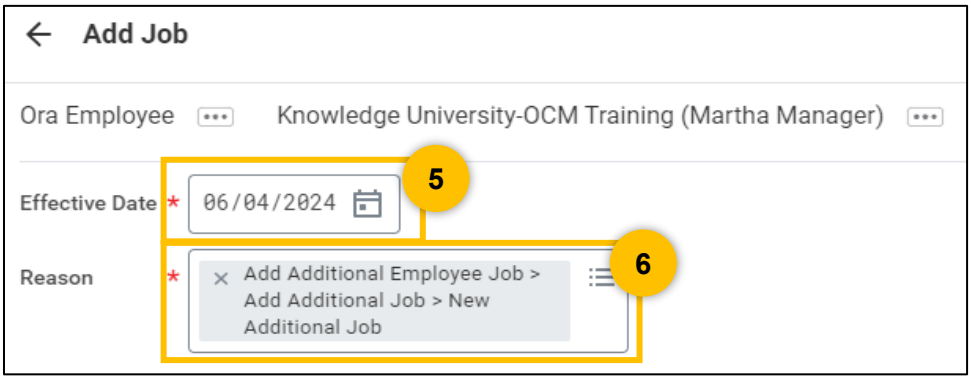


The window displays the employee's name and supervisory organization.

On the Add Job page:

5. Confirm the **Effective Date**.

6. Select **New Additional Job** as the **Reason**.



In the Job Details section:

7. Select an **Assignment Type** if this is an international assignment.

8. If the **Supervisory Organization** is Position Management, either confirm the position defaulted from the Job Requisition or select a **Position Without a Job Requisition**.

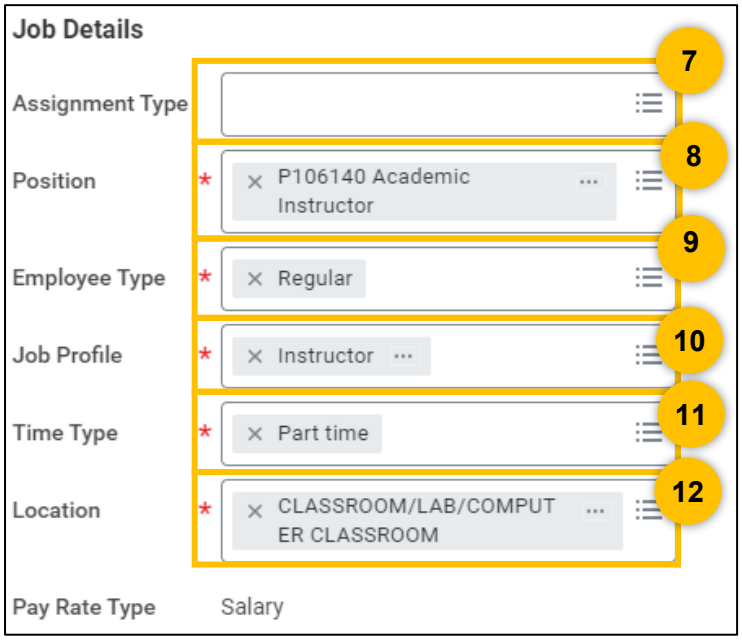
   Note: A job requisition is not required when hiring for a non-competitive academic additional job.

9. Confirm the **Employee Type**.

10. Confirm the **Job Profile**.

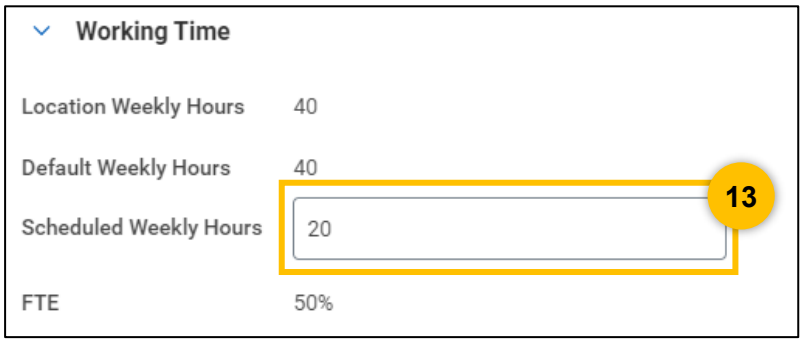
11. Confirm the **Time Type**.

12. Confirm the **Location**.



In the Working Time Section:

13. Confirm the **Scheduled Weekly Hours**.



In the Additional Details section:

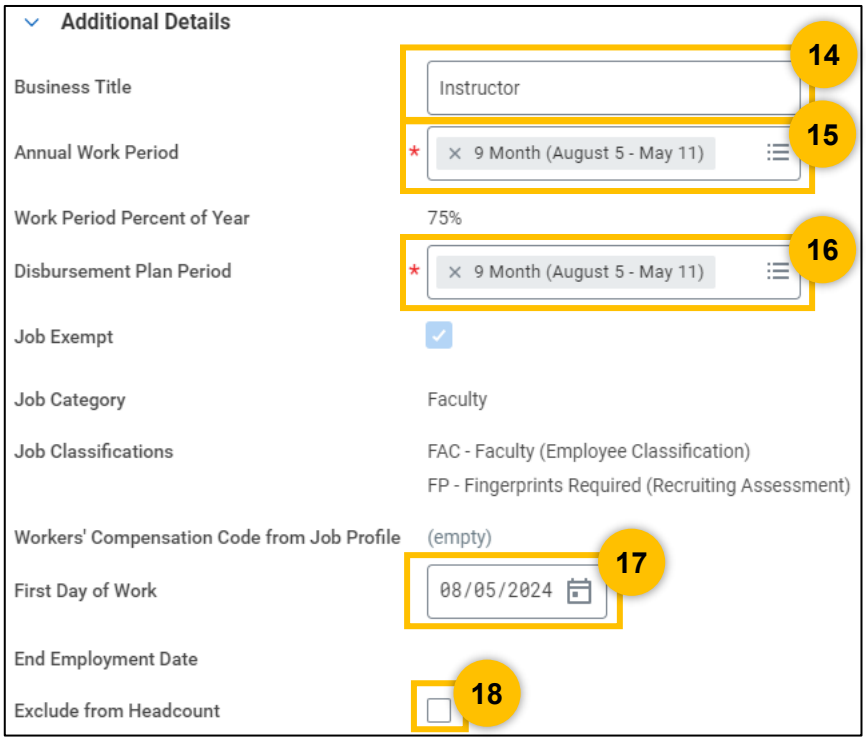
14. Confirm the **Business Title**.

15. Select an **Annual Work Period** if applicable.

16. Select a **Disbursement Plan** if applicable.

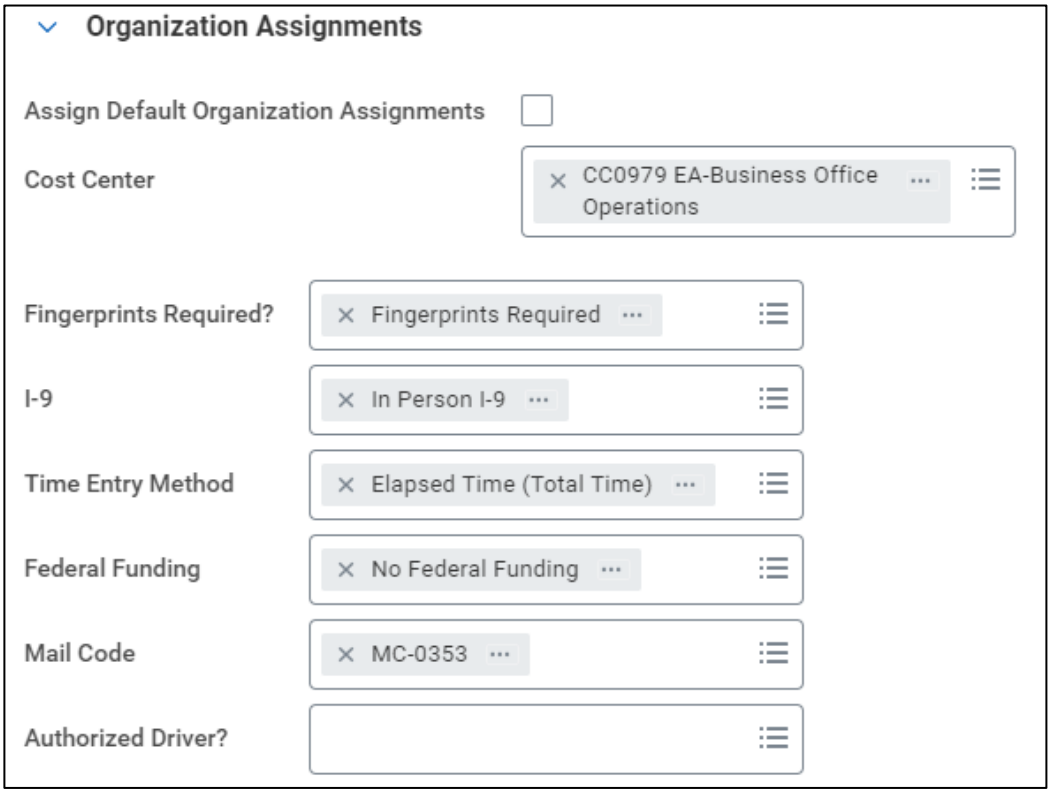
17. Confirm the **First Day of Work**.

18. Select **Exclude from Headcount** if applicable.



In the Organization Assignments section, these fields auto-populate from the selected position or job Requisition:

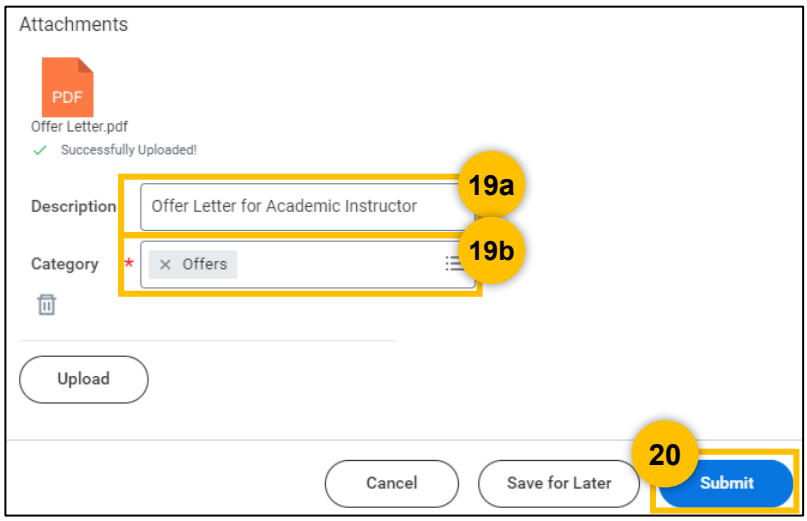
- **Authorized Driver?**
- **Cost Center.**
- **Federal Funding.**
- **Fingerprints Required?**
- **I-9.**
- **Mail Code.**
- **Time Entry Method**.



19. Click **Select Files** to add supporting documentation if applicable.
    a. Optional: Enter a **Description** of the attachment.
    b. Select a **Category**.

    Note: An attachment is required if the additional job is academic.

20. Select **Submit**.



Next steps

You must perform additional required tasks to complete the add additional job process. Additional tasks may include:

- Add Academic Appointment.
- Assign Costing Allocations.
- Assign Period Activity Pay.
- Change Organizational Assignments.
- One-Time Payment.
- Propose Compensation.

You can view the add additional job steps completed so far by selecting **Details and Process**. You can view the steps remaining in the business process by selecting **Remaining Process**.

The type and nature of the additional job determine who is involved in its approval. Typical approvers receive an additional job task to approve, deny or send back. An approver must provide a reason for sending the additional job back.

Appendix

When you add an additional job to an employee, Workday evaluates these rules in this order for the employee's primary job:

Job types	Primary job result
Regular vs. Regular Fixed Term	Regular is Primary
Graduate Appointment vs. Student Worker	Graduate Appointment
Regular/Regular Fixed-Term vs. Variable/Variable Fixed Term/Student Worker	Regular/Regular Fixed
Variable/Variable Fixed-Term vs. Student Worker	Variable
If the Proposed Job Scheduled Weekly Hours are more than the Current Primary Job Scheduled Weekly Hours	Proposed Job

If the primary job doesn't meet these criteria, the system uses the employee's existing job as their primary one.