CREATING A NON-TEACHING ASSIGNEMENT (NTA)

1. Enter the adjunct's name in the search box on the home page.



2. Click on the adjunct's name when it appears.



 If the adjunct's name does not appear, confirm that the All of Workday option is highlighted

Categories Common Assets Organizations People Processes Procurement Projects Security Staffing	Search Results	
Common Assets Organizations People Processes Procurement Projects Security Staffing	Categories	
Assets Organizations People Processes Procurement Projects Security Staffing	Common	
Organizations People Processes Procurement Projects Security Staffing	Assets	
People Processes Procurement Projects Security Staffing	Organizations	
Processes Procurement Projects Security Staffing	People	
Procurement Projects Security Staffing	Processes	
Projects Security Staffing	Procurement	
Security Staffing	Projects	
Staffing	Security	
	Staffing	
All of Workday	All of Workday	



4. When the adjunct's name appears, click on their name to bring up their profile



5. Once the profile is up click Actions.



6. Choose Job Change, then choose Add Job.

	Worker
>	Adjunct Namo
>	
>	View Team
	Transfer, Promote or Change Job
>	Change Location
	Add Job
	End Job
	>

7. The chosen Supervisory Organization must be a JM org.

Add Job	
Supervisory Organization *	
Employee * Adjunct Name	:=

8. Click OK.

9. Enter the Effective Date for the position. Enter Reason: New Position.

Effective Date *	04/01/2021 💼	
Reason *	× Add Additional Employee Job > New Assignment > New Position	:=

 Enter Job Profile by choosing Job Family. Choose Academic Part-Time Faculty – Non Teaching Assignments.

*	× Fixed Term (Fixed Term)	:=
*	Search	:=
*	\leftarrow Academic-Part-time Faculty	
*	Non Teaching Assignments	>

11. Pick the appropriate option from the NTA dropdown menu.



12. Enter **Location**. Enter **Hours**. *NOTE*: Hours should never exceed 29.50!

Job Details	
Employee Type	* Fixed Term (Fixed Term)
Job Profile	★ ADJ043 - Mentor/Student := Advisor (Bar, Essay, Thesis, Summer Webtrack)
Time Type	* × Part time :=
Location	★ VSF Hilltop Campus … 🗄
Work Space	
Pay Rate Type	× Hourly …
Scheduled Weekly Hour	s 10

13. Click on the arrow next to Additional Details.



Enter the **End Employment Date** for the position. The End Employment date **must be the last day of a pay period**. *NOTE: DO NOT change the default weekly hours!*

End Employment Date	* 06/30/2021
Exclude from Headcount	

- 14. Click Submit.
- **15.** Click **Open** within the submission message.





Business Officer

16. The Compensation page will appear.

Compensation	1
Effective Date & Reason	
Effective Date	l
Reason Add Additional Employee Job > New Assignment > New Position	l

17. Scroll down the page to the **Hourly Wage** section. Click on the **Edit Pencil** and enter the **Hourly Wage**. *WARNING - Do not* exceed the predetermined maximums for the position.

Hourly	
Assignment Details • 0.00 USD Hourly added	×

In the Hourly Wage box, click on the arrow next to Additional Details.

Observation Additional Details

19. Enter End Employment Date. The End Employment Date must be the last day of a pay period. In the Comment section enter the number of weeks, number of hours per week, hourly rate and total budgeted assignment dollar amount. (# wks X # hrs per wk X hourly rate = total budgeted amount for assignment)

End Employment Date	* 06/30/2021 💼
Exclude from Headcount	
β weeks, 4 hours per week, \$5	50 per hour, Total \$1,600

- 20. Click Submit.
- 21. The message Success! Event Submitted will appear. Click Open.



22. The Change Org Assignments task will appear. In the Costing area, enter the legacy FOP and an additional organization in the Other section if required. Click Submit.

Organizations	
Company	
Company *	
University of San Francisco	
Costing	
Fund	P
Operating	_
Other	
Legacy FOP	Ø

23. The transaction will be sent to the Adjunct's Manager for approval.



Success! Event submitted

Up Next: Consolidated Approval by Chief Budgeting Officer (UC) View Details



- **24.** Once the transaction is approved by the adjunct's manager, and as long as no other outside approvals are necessary, the job is automatically routed to Compensation for approval.
 - **a.** The transaction will always be routed to the Business Officer for costing allocation after Compensation approves the action.
- 25. YOU HAVE NOW CREATED AN NTA!

