Compensation: Creating a Non-Teaching Assignment

Creating a Non-Teaching Assignment (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.

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

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

5. Once the profile is up click Actions.

6. Choose Job Change, then choose Add Job.

7. The chosen Supervisory Organization must be a JM org.
8. Click OK.

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

10. Enter **Job Profile** by choosing **Job Family**. Choose **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!

13. Click on the arrow next to **Additional Details**.

   Enter the **End Employment Date** for the position. **NOTE**: DO NOT change the default weekly hours!

14. Click **Submit**.

15. Click **Open** within the submission message.
**Compensation:** Creating a Non-Teaching Assignment


![Compensation Page](image1)

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 Wage Entry](image2)

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

![Additional Details](image3)

19. Enter the **Actual End Date**.

20. In the **Comment** section at the bottom of the page 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)

![Comment Section](image4)

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

![Success Event Submitted](image5)

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**.

![Costing Area](image6)

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

24. Once the transaction is approved by the adjunct’s manager, 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.

YOU HAVE NOW CREATED AN NTA!