Creating a Non-Teaching Assignment

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

14. Click **Submit**.

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


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.

18. In the Hourly Wage box, click on the arrow next to 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)

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.

23. The transaction will be sent to the Adjunct’s Manager for approval.
Compensation: Creating a Non-Teaching Assignment

Success! Event submitted

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