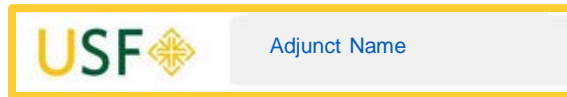
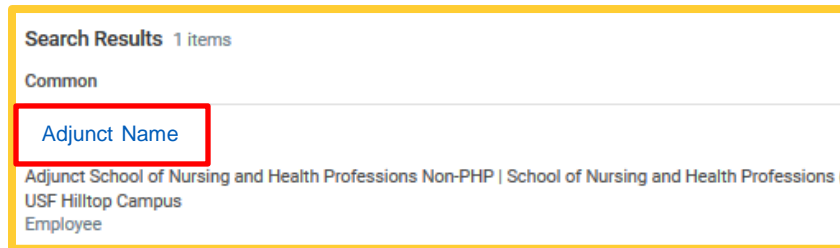


CREATING A NON-TEACHING ASSIGNMENT (NTA)

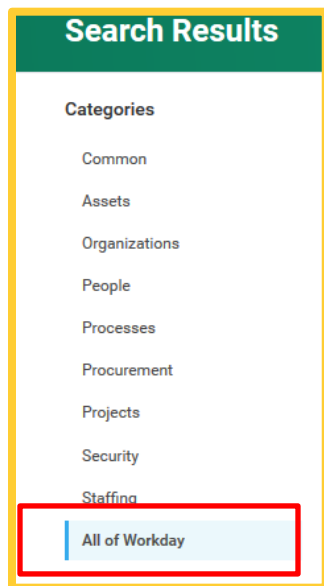
1. Enter the adjunct's name in the search box on the home page.



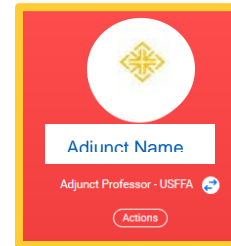
2. Click on the adjunct's name when it appears.



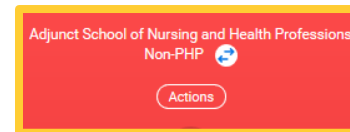
3. If the adjunct's name does not appear, confirm that the **All of Workday** option is highlighted



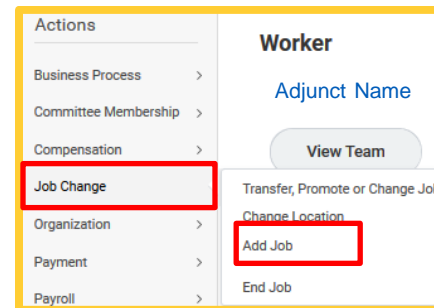
4. When the adjunct's name appears, click on their name to bring up their profile



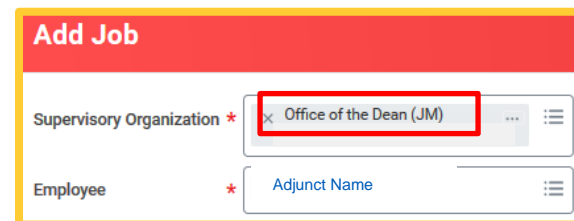
5. Once the profile is up click **Actions**.



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.

16. The Compensation page will appear.

Compensation

Effective Date & Reason

Effective Date: 04/01/2021

Reason: Add Additional Employee Job > New Assignment > New Position

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

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

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:

3 weeks, 4 hours per week, \$50 per hour, Total \$1,600

20. Click **Submit**.

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

Success! Event submitted

Up Next: Change Organization Assignments,
Due Date 06/04/2021
[View Details](#)

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: Operating

Other

Legacy FOP

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!