Adding an additional job to an employee in a job management supervisory organization can be initiated by the employee’s manager or Talent Support. This is available for employees only (not contingent workers) and it is recommended that you know the job management, supervisory organization it belongs to prior to starting this task.

**Tasks**

- Add Job
- Change Organization Assignments
- Propose Compensation Hire
- Onboarding Setup

**Add Job**

1. From the worker’s profile page, click on the **Actions** button. Hover over **Job Change**, then click on **Add Job**.
2. Using the **Prompt** icon ☰, select the (JM) **Supervisory Organization**.
3. The worker’s name will default in the **Employee** field.
4. Click **OK**.

5. Select the **Effective Date**.
6. The **Reason** will default.
7. Using the **Prompt** icon ☰, select the **Employee Type**.

If you are adding an additional student job, the value in Employee Type must equal ‘Student.’

8. Using the **Prompt** icon ☰, select the **Job Profile**.
9. Using the **Prompt** icon ☰, select the **Time Type**.
10. Using the **Prompt** icon ☰, select the **Location**.
11. The **Pay Rate Type** will default.
12. Alter the **Scheduled Weekly Hours** to the number of hours worked per week.
13. Review the fields for accuracy.
Core HR: Add Job – Job Management

14. Click the arrow in front of Additional Details.

15. Alter the Job Title as desired.

16. Do not alter the Default Weekly Hours, as this is the base for all hours.

17. Enter a comment in the Comment field about how much you plan to pay the worker and the PTAO.

18. Click Submit.

19. You will receive a ‘You have submitted’ confirmation. You can click on the Open link within the confirmation to go to the next step. If you do not click the Open link within the submit confirmation the next step will be in your inbox.

Change Organization Assignments

If you clicked out of the Change Organization Assignments submit confirmation, this task will be in your inbox.

1. If the task is already open, go to step 2. Otherwise, click on the Change Organization Assignments item in your inbox under the Actions section.

2. Review the information. There must be a value in each of the fields. If you manage multiple departments, you may alter the department. Each of these fields must have a value.

Note: changing the department here will route UVA Financial Approver tasks for the hire to the assigned person for the new department.
3. Scroll down to the **Organizations** section and confirm or change the organizations listed. **Company, Fund,** and **Department** must each have a value.

4. Click **Submit**.

5. You will receive a ‘Success! Event submitted’ confirmation. Click **View Details** to view the process.

6. Click **Done**.

The action will go to the appropriate Financial approver for approval if Period Activity Pay. If hourly, you will receive a ‘You have submitted’ Propose Compensation Hire task with an Open→ link to click on to go to the next step.

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### Propose Compensation Hire

After the approver approves, you will receive an inbox task to enter either a **Period Activity Pay** or an **Hourly Rate**. See the job aid [Period Activity Pay](#) to see more information on how to enter Period Activity Pay. If it’s hourly, follow the next few steps.

1. Find the **Propose Compensation Hire** item in your inbox under the **Actions** section and click on it.
Core HR: Add Job – Job Management

2. Review the information provided.
3. Click the pencil editor in the **Hourly** section.
4. Remove the defaulted **Amount**, and enter the amount you plan to pay the worker per hour.
5. Click the **Save** button.
6. Enter a comment in the comment field.
7. Click **Submit**.

8. You will receive a ‘Success! Event submitted’ confirmation and an Up Next’ for your Financial Approver. Click the **View Details** link to view the process.
9. Click **Done**.

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Onboarding Setup

If the add job was for a student worker, you will receive a task for Onboarding Set-up.

1. Find the **Onboarding Setup for Hire** item in your inbox under the **Actions** section and click on it.
2. Review the information provided.
3. Make any necessary adjustments.
4. Click **Submit**.
5. You will receive a ‘Success! Event submitted’ confirmation. Click the View Details link to view the process.

6. Click Done.