Core HR: Add Job – Job Management

Adding an additional job to an employee in a job management supervisory organization can be initiated by the employee's manager. 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.

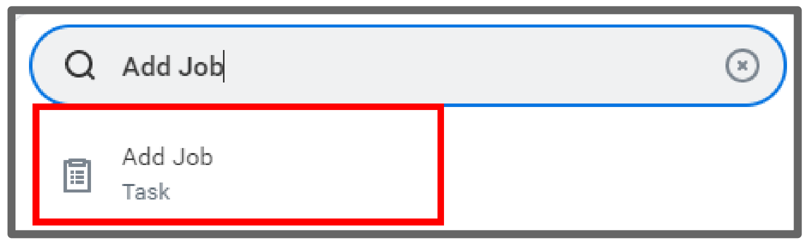
Tasks

Before You Begin

If you add an additional work-study job, and the start date is not a Monday (Academic Division) or Sunday (UPG), the costing allocation may hit the default account and will need to be adjusted.

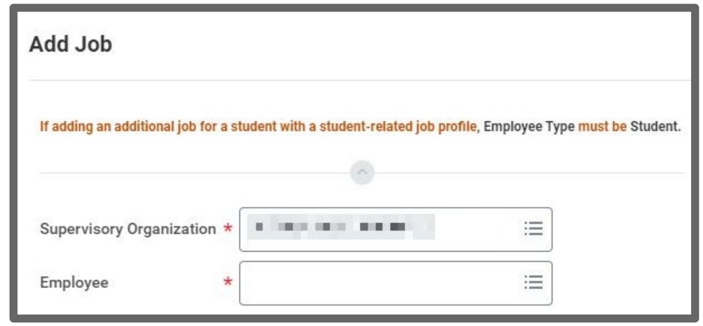
Add Job

1. From the Workday search feature, enter 'Add Job' and select the **Add Job** task.



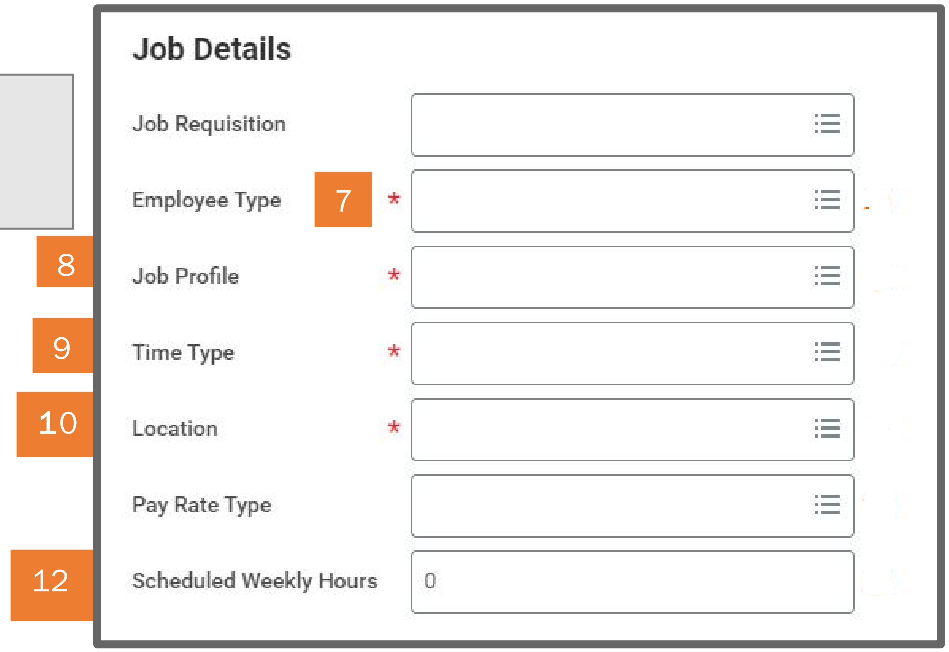
2. Using the **Prompt** icon, select the **(JM) Supervisory Organization.**

   Note: If you do not have a (JM) Supervisory Organization, select the Cancel button. Request a (JM) Supervisory Organization by emailing AskHR@virginia.edu



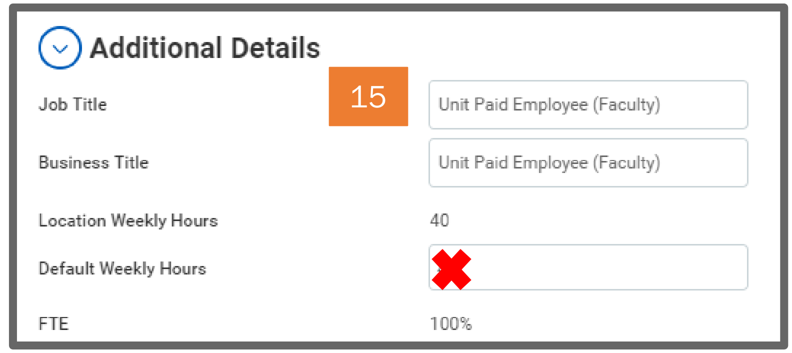
3. Using the Prompt icon, select the **Employee**.
4. Click **OK**.
5. Select the **Effective Date**.
6. The **Reason** will default.
7. Using the **Prompt** icon, select the **Employee Type.**

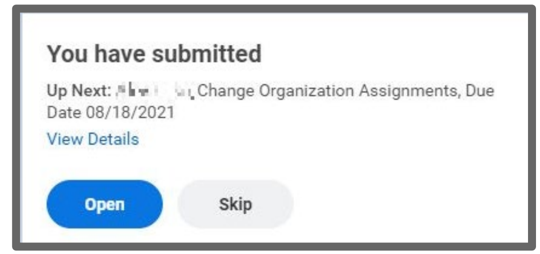
> If you are adding an additional student job, the value in Employee Type must equal 'Student.'



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.

14. Click the arrow in front of **Additional Details**.
15. Alter the **Job Title** as desired.
16. Do <u>not</u> 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** button within the confirmation to go to the next step. If you do not click the **Open** button 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 the **Open** button to enter the hourly rate/period activity pay for the worker. If you do not click the Open button, this will be waiting in your inbox.
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.

Propose Compensation Hire

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

6. 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.
7. Click **Done**