

Add Additional Job for Student Employees

Quick Reference Guide

Purpose: This document informs HRPs who hire students how to *Add an Additional Job to the student's worker record in Workday.*

- Add Additional Job is used to hire student employees within the HRP's supervisory organization.
- To compensate an employee performing work for more than three months, a position must exist in the HRP's supervisory organization and the Add Additional Job business process must be completed.
- Before adding an additional job, determine if the student has an active record. If they do, review all active positions to make sure that an additional position will not take the student over 20 hours per week.
- If a student will be scheduled for more than 20 hours per week, permission must be granted from the Dean of Students for graduate students or Enrollment & Student Advancement (ESA) for undergraduate students.
- If the additional position will not place the student over 20 scheduled hours per week, the position can be added.

Information Needed:

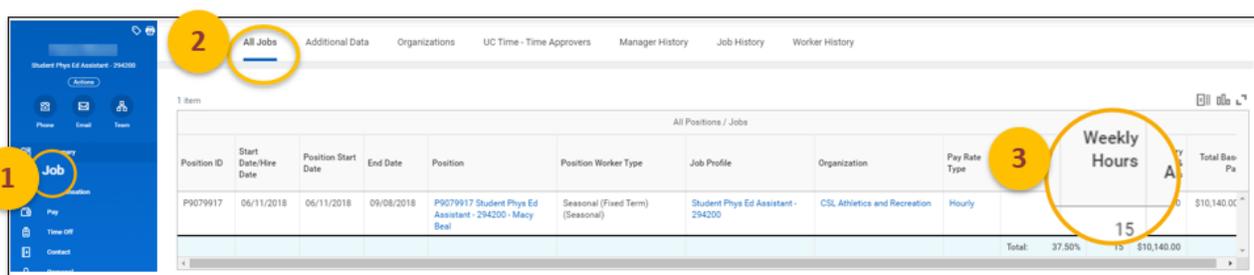
- Student's Name
- New Position Details
- Compensation Amount
- FAS Accounts and Sub-Accounts

Before Starting: Add Additional for Student Employees

1 – Check for Student's Current Positions and Weekly Hours

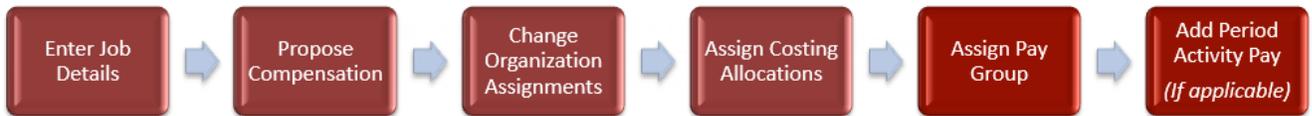
- Search Student's name to locate their Worker Record. When you locate the appropriate worker record, do the following:

1. Click on Job
2. Click on All Jobs
3. Review Weekly Hours



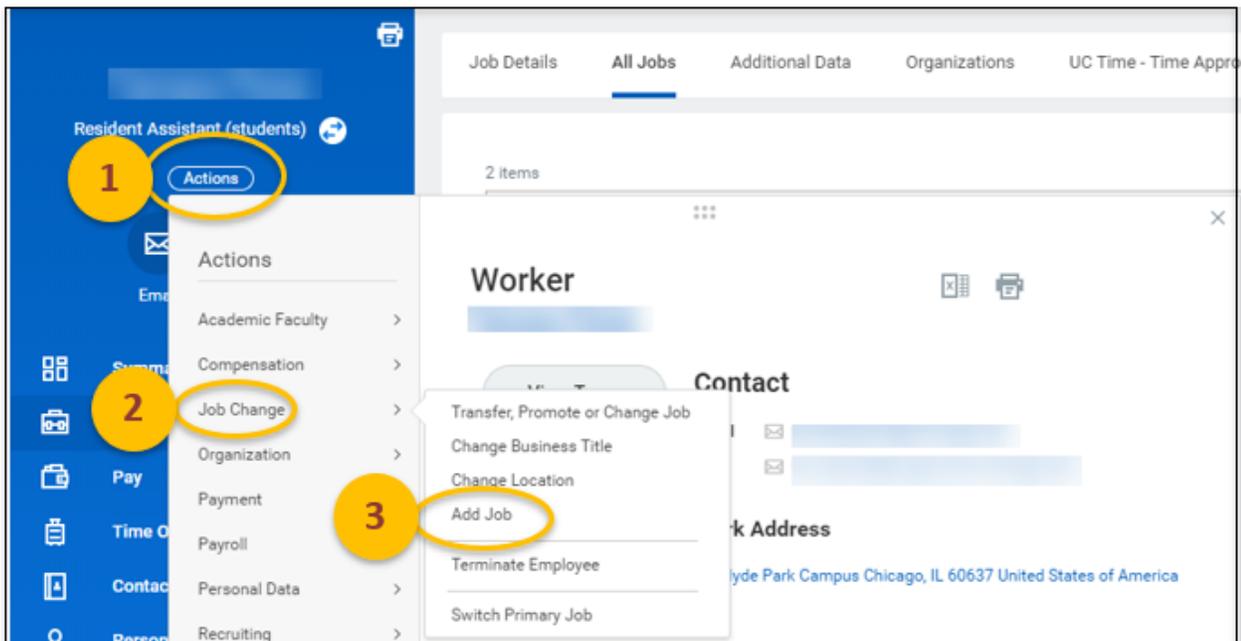


Business Process: Add Additional for Student Employees



2 – Initiate Add Additional Job

1. Click on the Related Action button
2. Click Job Change
3. Click Add Job





3 – Enter Job Details

1. Supervisory organization will auto-fill, but make sure it is the correct Supervisory Organization
2. Employee name will auto-fill
3. Click OK

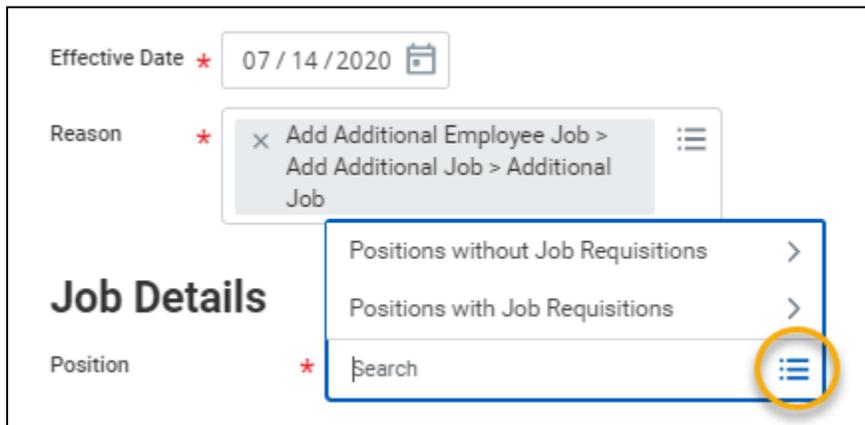
The screenshot shows the 'Add Job' form. The title 'Add Job' is in a blue header. Below the header, there are two fields: 'Supervisory Organization' and 'Employee'. Both fields have a red asterisk indicating they are required. The 'Supervisory Organization' field contains 'CSL Athletics and Recreation' and has a dropdown arrow. The 'Employee' field is partially obscured by a grey box and also has a dropdown arrow.

4. Select the Effective Date
5. The Reason will auto-fill

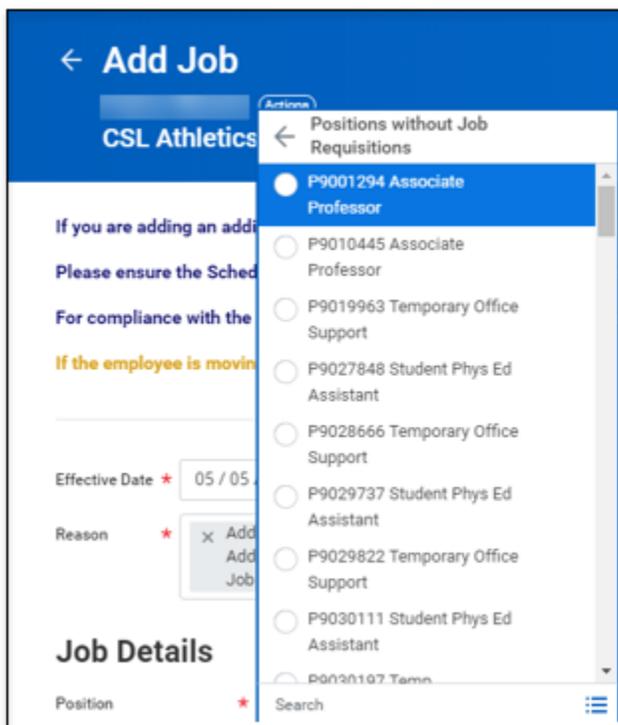
The screenshot shows the 'Add Job' form with a blue header containing a back arrow and the title 'Add Job'. Below the header, there are two fields: 'Effective Date' and 'Reason'. Both fields have a red asterisk indicating they are required. The 'Effective Date' field contains '05 / 05 / 2020' and has a calendar icon. The 'Reason' field contains 'Add Additional Employee Job > Add Additional Job > Additional Job' and has a dropdown arrow.



- For Position, click the prompt and select “Positions without Job Requisitions” or “Positions with Job Requisitions”
 - The majority of student positions are created without requisitions. So more than likely, you will select “Positions without Requisitions”.



- Select the position that you want to add for the student





8. Select the student's position
9. Employee Type: will auto-fill based on the position. In this case it is Student (Fixed Term)
10. Job Profile: will auto-fill based on the position
11. Time Type: click on the prompt and select Part time or Full time. Most student positions are part time
12. Location: click on the prompt to select a specific location or type in a location such as Hyde Park Campus
13. Pay Rate Type: will auto-fill based on the position
14. Scheduled Weekly Hours: enter the number of hours that the student will be scheduled to work for the newly added position

Job Details

Position	*	<input type="text" value="X P9030111 Student Phys Ed Assistant ..."/>
Employee Type	*	<input type="text" value="X Student (Fixed Term)"/>
Job Profile	*	<input type="text" value="X Student Phys Ed Assistant - 294200 ..."/>
Time Type	*	<input type="text" value="X Part time"/>
Location	*	<input type="text" value="X Hyde Park Campus"/>
Pay Rate Type		<input type="text" value="X Hourly ..."/>
Scheduled Weekly Hours		<input type="text" value="5"/>



- 14. Click on the caret next to Additional Details
- 15. Job Title: will auto-fill
- 16. Business Title: will auto-fill
- 17. Default Weekly Hours: enter 37.5 hours
- 18. FTE: Full Time Equivalent - for part-time workers this should be less than 100%

Additional Details

Job Title	Student Phys Ed Assistant - 294200
Business Title	Student Phys Ed Assistant - 294200
Location Weekly Hours	0
Default Weekly Hours	37.5
FTE	13.33%

- 19. First day of work: should match the Effective Date
- 20. End Employment Date: enter the appropriate date
- 21. Click Submit

First Day of Work: 05 / 05 / 2020

End Employment Date: 06 / 13 / 2020

Exclude from Headcount: *

enter your comment

Attachments

Drop files here

Select files

Submit Save for Later Cancel



4- Propose Compensation

4a. Bi-Weekly (The HRP will receive an inbox task to start this process.)

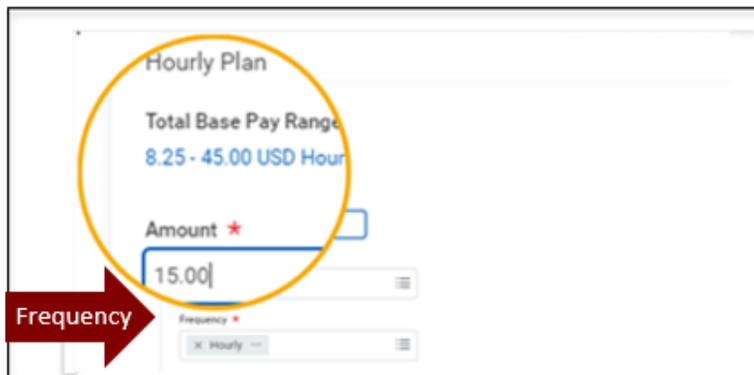
1. Effective Date: select the Effective Date



2. Scroll down to Hourly and click icon to edit



3. Total Base Pay Range: This range is prescribed by The University for the position being added
4. Amount: select an amount within the Total Base Pay Range
5. Frequency: will auto-fill based on the position being added



6. Select Submit





4b. Monthly

(Most student positions, whether exempt or nonexempt are paid on a bi-weekly schedule. See the Student Position Human Resource Protocol for exceptions.) <https://studentemployment.uchicago.edu/>

(The HRP will receive an inbox task to start this process.)

1. Effective Date: select the Effective Date

The screenshot shows a 'Propose Compensation Hire' form. At the top, there are two 'Actions' buttons. Below that, it says '1 hour(s) ago - Due 05/07/2020, Effective 05/05/2020'. The 'Compensation' section is visible, with a 'Reason' dropdown and an 'Effective Date' field containing '05/05/2020'. The 'Effective Date' field is circled in yellow. At the bottom, there is a link for 'Employee Job - Add Additional Job - Additional Job'.

2. Scroll down to Monthly and click the icon to edit
3. Amount: select an amount within the Total Base Pay Range
4. Frequency: may auto-fill based on the position being added
5. In Additional Details, include the ACTUAL End Date

The screenshot shows the compensation details section of the form. The 'Compensation Plan' is 'Salary Plan'. The 'Total Base Pay Range' is '1,972.00 - 40,000.00 USD Monthly'. The 'Amount' field is set to '2,000.00'. The 'Currency' is 'USD' and the 'Frequency' is 'Monthly'. Under the 'Additional Details' section, both the 'Expected End Date' and 'Actual End Date' are set to '06/13/2020'. The 'Total Base Pay Range' and 'Amount' fields are circled in yellow.

6. Click Submit

The screenshot shows the bottom of the form with four buttons: 'Submit' (highlighted in orange), 'Deny', 'Save for Later', and 'Close'.



5– Change Organization Assignments (The HRP will receive an inbox task to start this process.)

1. Details: review for accuracy
2. Company: auto-fills to University of Chicago

Start

Details

Effective Date *
05/05/2020

Worker

Position
P9027848 Student Phys Ed Assistant (Unified)

Supervisory Organization
CSL Athletics and Recreation

Organizations

Company

Company *
University of Chicago

3. FAS Account: click on icon and enter account number
4. FAS Sub Account: click on icon and enter sub account number

Other

UChicago HRMS Department

58672 CSL-Ph Ed/Athletics

Affiliated Organization

FAS Account

FAS Sub Account

Executive

Compensation Matrix Organization

Time and Absence Management Handling

FEMA and CARES Position Indicator

6. Click Submit

Submit Save for Later Close



6– Assign Costing Allocations *(The HRP will receive an inbox task to start this process.)*

1. Effective Date: will auto-fill
2. Costing Allocation Level: click on the caret to get two choices:
 - Worker, Position and Earning
 - Worker and Position, (This means that the worker will only receive pay for their job)
3. If you need to allocate costs to other account(s), click the add button to add additional FAS Accounts or Sub Accounts

The screenshot shows a web form titled "Assign Costing Allocation for Add Job". The form has the following elements:

- Event:** Costing Allocation for Start Additional Job
- Effective Date:** 05/05/2020
- Costing Allocation Level:** A dropdown menu with a red asterisk. The current selection is "select one". The dropdown menu is open, showing two options: "Worker, Position, and Earning" and "Worker and Position". A yellow circle highlights the dropdown arrow.
- Earning:** A text input field.
- Add:** A button to add additional FAS Accounts or Sub Accounts.
- Comment:** A text input field with a placeholder "enter your comment".
- Process History:** A section showing a single entry: "Assign Costing Allocation - Awaiting Action".

4. After you make your selection, click submit

The screenshot shows three buttons at the bottom of the form:

- Submit:** An orange button.
- Save for Later:** A grey button.
- Close:** A grey button.



7- Add Period Activity Pay (if applicable)

Note:

When using the Add Additional Job business process for students, Period Activity Pay is used if applicable. Period Activity Pay should be used for students in an exempt position who need to be paid bi-weekly. See the Student Position Human Resource Protocol more information.
<https://studentemployment.uchicago.edu/>

(If necessary, the HRP will receive an inbox task to start this process.)

1. Go to the task in your inbox
2. The Period Activity Pay task will be on top
3. Effective Date: will auto-fill
4. Academic Period:
 - o Click on the prompt
 - o Select By Academic Year and choose the appropriate year
5. Click OK

The screenshot shows the Workday interface. On the left, the 'Inbox' contains a list of tasks. The top task, 'Period Activity Pay', is circled in yellow. On the right, the 'Add Period Activity Pay' form is displayed. A dropdown menu for 'Academic Period' is open, showing years from 2015 to 2020, with 2020 selected. The 'Effective Date' is set to 05/05/2020. The 'Period Activity Rate Matrix' is set to 'UChicago'. At the bottom, there are 'OK' and 'Cancel' buttons.



1. Reason: Select - Period Activity > Add Activity Pay > Additional Assignment

Add Period Activity Pay

Position (+)

Academic Period * 2019-2020 Academic Year

1 minute(s) ago - Due 05/07/2020, Effective 05/05/2020

Total Amount 0.00 USD

Search

- ← Period Activity > Add Activity Pay
- Period Activity > Add Activity Pay > Additional Assignment
- Period Activity > Add Activity Pay > Hire

Payment Date Range

Units

Unit Type

Quantity

Default Quantity

Assigned Unit Rate

Default Unit Rate

*Compensation

Total Amount

Currency

Costing Overrides

Payments

Start Date

End Date

Do Not Pay

Number of Payments

Remaining Balance

Paid to Date

Weeks in Activity Period 0.00

2. Activity: click on the prompt, select all activities, and choose the appropriate activity
3. Start Date: enter the start date of the position or the start date of the period (quarter) in which the student is being paid
4. End Date: enter the actual end date of the position or the end date of the quarter
5. Use as Payment Date Range: If you check the box, the start and end dates of the activity will align with the payment start and end dates
6. Quantity: enter the number of activities being performed, this is usually 1
7. Assigned Unit Rate: This is the lump sum of the pay that the student will receive over a period of time, usually one quarter of service



Rate Matrix UChicago

Reason * ✕ Period Activity > Add Activity Pay > Additional Assignment ☰

1 item

+	*Activity	*Activity Dates	*Units
	Activity * ✕ ☰ Task ☰ Comment ☰	Start Date * 📅 03 / 30 / 2020 End Date * 📅 06 / 13 / 2020 Use as Payment Date Range <input checked="" type="checkbox"/> Weeks in Activity Period 10.86	Unit Type Week Quantity * 1 Default Quantity 0 Assigned Unit Rate * 0.00 Default Unit Rate 0.00

8. Total Amount: will auto-populate, based on the Assigned Unit Rate
9. Costing Overrides: Click on the “0” icon and add additional FAS codes, if necessary
10. Start Date/End Date: Enter the job start/end date. The start date may be the start date of the quarter and the end date is the end date of the 6th pay period of the quarter



*Compensation	Payments
Total Amount * 0.00	Start Date 03 / 30 / 2020
Currency USD	End Date 06 / 13 / 2020
Costing Overrides 0	Do Not Pay <input type="checkbox"/>
	Number of Payments 6
	Remaining Balance 0.00
	Paid to Date

11. Click submit.

Submit	Save for Later	Cancel
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