



# 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

Position ID	Start Date/Hire Date	Position Start Date	End Date	Position	Position Worker Type	Job Profile	Organization	Pay Rate Type	Total Base Pay
P9079917	06/11/2018	06/11/2018	09/08/2018	P9079917 Student Phys Ed Assistant - 294200 - Macy Beal	Seasonal (Fixed Term) (Seasonal)	Student Phys Ed Assistant - 294200	CSL Athletics and Recreation	Hourly	\$10,140.00
Total									37.50% 15 \$10,140.00

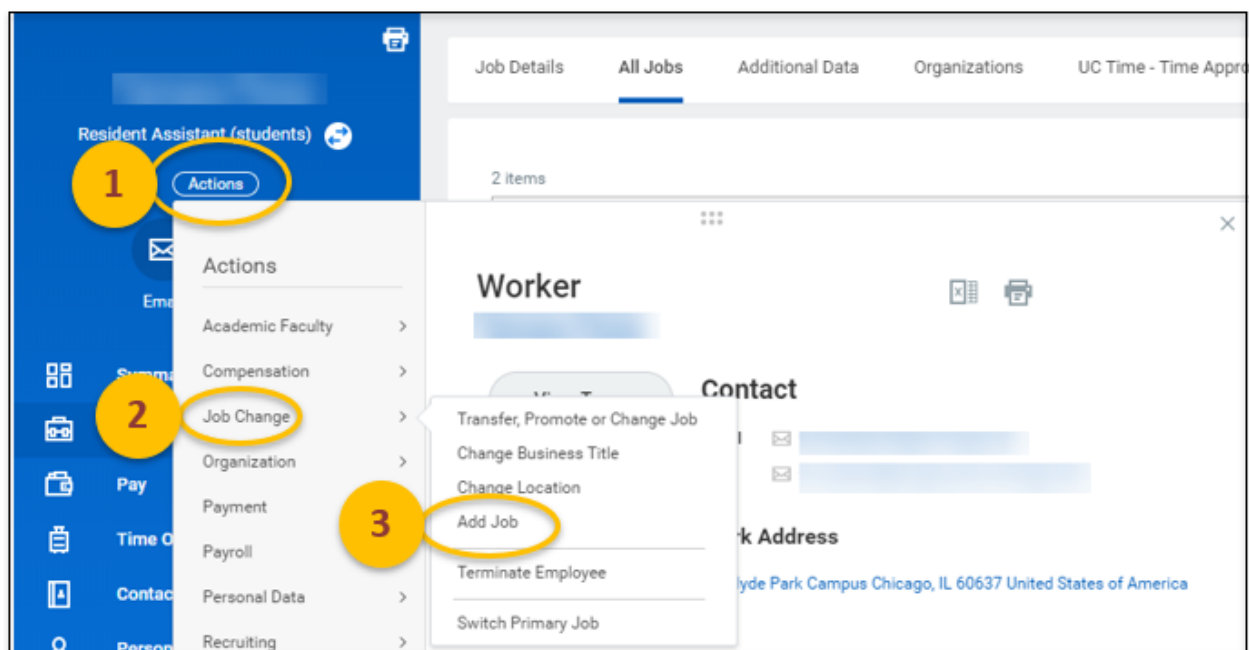


## Business Process: Add Additional for Student Employees



### 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

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



6. 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”.

Effective Date \* 07/14/2020

Reason \* Add Additional Employee Job > Add Additional Job > Additional Job

**Job Details**

Position \* Search

Positions without Job Requisitions >

Positions with Job Requisitions >

7. Select the position that you want to add for the student

← Add Job

CSL Athletics

If you are adding an add...

Please ensure the Sched...

For compliance with the...

If the employee is movin...

Effective Date \* 05/05

Reason \* Add Additional Employee Job > Add Additional Job > Additional Job

**Job Details**

Position \* Search

Positions without Job Requisitions

P9001294 Associate Professor

P9010445 Associate Professor

P9019963 Temporary Office Support

P9027848 Student Phys Ed Assistant

P9028666 Temporary Office Support

P9029737 Student Phys Ed Assistant

P9029822 Temporary Office Support

P9030111 Student Phys Ed Assistant

P9030107 Temporary Office Support



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	*	<div><div>×</div><div>P9030111 Student Phys Ed Assistant</div><div>...</div><div>⋮</div></div>
Employee Type	*	<div><div>×</div><div>Student (Fixed Term)</div><div>...</div><div>⋮</div></div>
Job Profile	*	<div><div>×</div><div>Student Phys Ed Assistant - 294200</div><div>...</div><div>⋮</div></div>
Time Type	*	<div><div>×</div><div>Part time</div><div>...</div><div>⋮</div></div>
Location	*	<div><div>×</div><div>Hyde Park Campus</div><div>...</div><div>⋮</div></div>
Pay Rate Type		<div><div>×</div><div>Hourly</div><div>...</div><div>⋮</div></div>
Scheduled Weekly Hours		<div>5</div>



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

Propose Compensation Hire

[Actions](#) P9027848 Student Phys Ed Assistant (Unfilled) [Actions](#)

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

Compensation

Reason

Effective Date

05/05/2020

[Employee Job](#) > [Add Additional Job](#) > [Additional Job](#)

2. Scroll down to Hourly and click icon to edit

Hourly

Assignment Details

0.00 USD Hourly added

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

Hourly Plan

Total Base Pay Range

8.25 - 45.00 USD Hour

Amount \*

15.00

Frequency \*

X Hourly

6. Select Submit

Submit Deny Save for Later Close



#### 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

Propose Compensation Hire

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

Compensation

Reason

Effective Date

05/05/2020

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

Compensation Plan

Salary Plan

Total Base Pay Range

1,972.00 - 40,000.00 USD Monthly

Amount \*

2,000.00

Currency \*

USD

Frequency \*

Monthly

Additional Details

Expected End Date

06/13/2020

Actual End Date

06/13/2020

6. Click Submit

Submit Deny Save for Later 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

**Assign Costing Allocation for Add Job**

Event Costing Allocation for Start Additional Job:

Effective Date 05/05/2020

Costing Allocation Level ★ select one

Earning

Add

select one

Worker, Position, and Earning

Worker and Position

enter your comment

Process History

Assign Costing Allocation- Awaiting Action

4. After you make your selection, click submit

Submit Save for Later Close



## 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:
  - Click on the prompt
  - Select By Academic Year and choose the appropriate year
5. Click OK

**Inbox**

Actions (226) Archive

Viewing: All Sort By: Newest

**Period Activity Pay:** - 36 second(s) ago - Due 05/15/2020; Effective 05/13/2020

Leave Return for (On Leave) last day of leave on 05/13/2020 9 hour(s) ago - Effective 05/13/2020

Transfer: 5 day(s) ago - Due 05/10/2020; Effective 09/01/2020

Unit Completes Budget Office Questionnaire: CSL Student Support Services 5 day(s) ago - Effective 05/07/2020

Time Entry: - 18 hours from 05/03/2020 to 05/09/2020 5 day(s) ago - Effective 05/09/2020

Assign Organizations: Create Position: musician 5 day(s) ago - Due 05/09/2020; Effective 05/01/2020

Unit Completes Budget Office Questionnaire: CSL OIA: Employee Services 5 day(s) ago - Effective 04/01/2020

Assign Organizations: Create Position: Musician 5 day(s) ago - Due 05/09/2020; Effective 05/01/2020

Disposition Candidates: Close Job Requisition: On-Call Building Attendant

**Add Period Activity Pay**

36 second(s) ago - Due 05/15/2020; Effective 05/13/2020

**PLEASE NOTE:** The Affordable Care Act requires accurate documentation of an employee's hours.

To pay an employee for an additional job, you will need to perform the **Add Additional Job** process before submitting a new period activity pay assignment

The **Effective Date** entered must be on or after the start date of the Academic Period and the Activity Start Date.

You can indicate that this PAP is for an additional job by clicking the **Additional Job** checkbox.

Ensure the payment start and end dates are appropriate pay periods, and avoid the use of a payment start date that is in the past.

For Paydate schedule click [here](#)

**Effective Date**

**Academic Period**

**Period Activity Rate Matrix**

**Effective Date** 05/05/2020

**Academic Period**

**Period Activity Rate Matrix**

OK Cancel



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

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

Total Amount 0.00 USD

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

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 *	Start Date
0.00	03 / 30 / 2020
Currency	End Date
USD	06 / 13 / 2020
Costing Overrides	Do Not Pay
0	<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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