

Add Additional Job

This job aid outlines the process for adding a second job to a worker. The second job could be a rotation or a work-out-of-class. This action can be initiated by a Manager, HR Partner, Compensation Partner, or a Recruiter.

If there is not a vacant position for the additional job, you'll need to create a position using the [Create a non-budgeted Position](#) job aid. Use the default information for this position. No compensation will be assigned to this position.

Create the requisition for the position using the [Create Job Requisition](#) job aid. In the *Reason* field, use *Fill a Vacancy>Job Rotation*. Recruit for the position in the usual process. If this is a direct appointment of an internal candidate, follow *Step 22 – 29* of the [Direct Appointment - Internal Candidate](#) job aid to *Create a Prospect* and *Create a Job Application* to attach the candidate to the requisition, then you can Move them Forward to Ready for Hire.

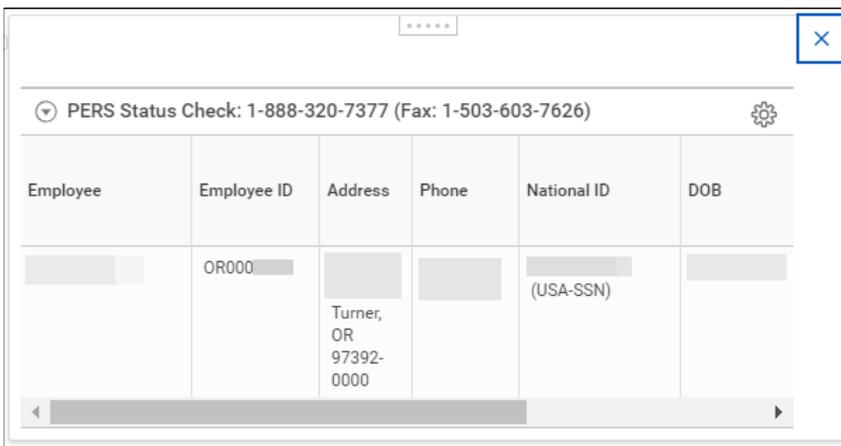
Step 1: The HR Partner will receive an inbox item. From the *Ready for Hire* message click in the **Action** box, click on **Add Additional Job**.



Step 2: Click **Submit** and **Done**.

Step 3: Refresh your  Inbox.

Step 4: Click on the **Start Additional Job** task in your inbox. The employee's information will display so your agency's PERS Authorized Contact can call/fax the Central PERS Team to verify the PERS status.



Step 5: Add or verify the **Effective Date** and the **Reason**.

Effective Date * MM / DD / YYYY 

Reason * 

Step 6: Review and update *Job Details* as needed. Scroll down to the *Additional Details* section. Use the prompt (>) to open the field if it's not already open.

> **Additional Details**

Step 7: Click in the **Job Classification** field to enter the worker's six required classifications.

Job Classification

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

Work Shift

End Employment Date

Difficulty to Fill

Critical Job

Available For Hire

Hiring Freeze



Holiday Code >

Job Share >

Overtime Eligible >

Pay Basis Code >

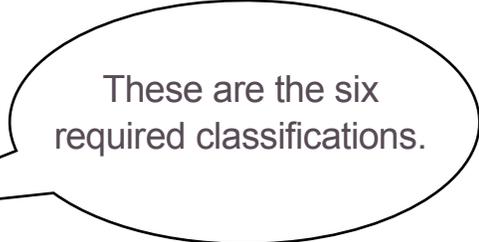
PERS Class Plan >

PERS Plan >

Service Type Code >

Timesheet Code >

US Standard Occupational Classifications (SOC) >



These are the six required classifications.

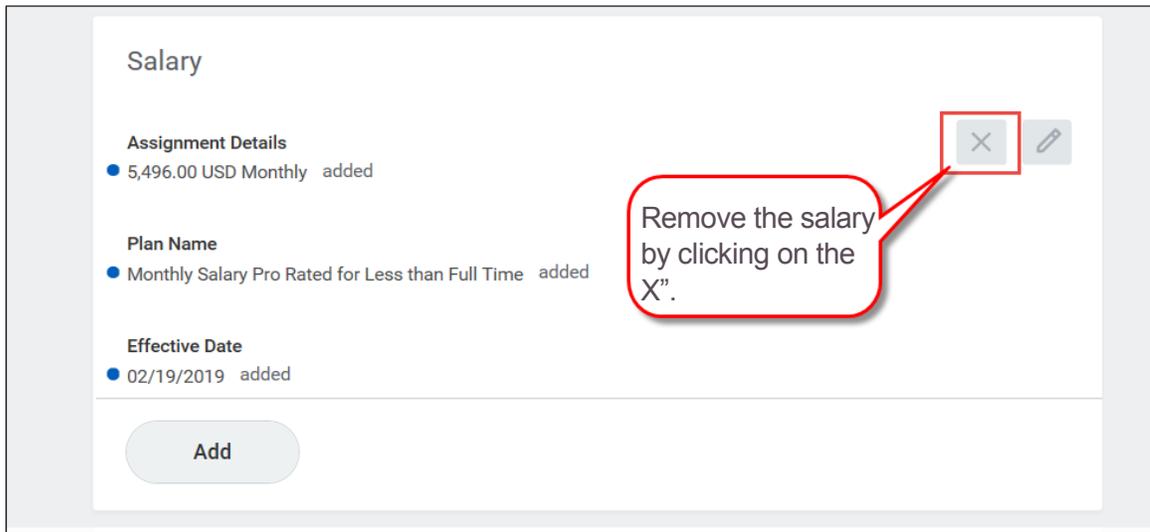


If the position you are adding the worker to is a non-budgeted position, you may be required to enter an end date. The additional job will not automatically end on the end date, but it will be reportable.

Step 8: Click **Submit**.

Step 9: Up Next will display for the HR Partner to *Review Add Additional Job*. Click **Review**. Verify the information is correct, update if needed and click **Approve**.

Step 10: Up Next will display for the HR Partner to *Propose Compensation Hire*. Verify there is no salary or allowance on the additional position. If there is salary, remove it. Click **Submit**. Any allowance due to the worker will be paid on the base position.

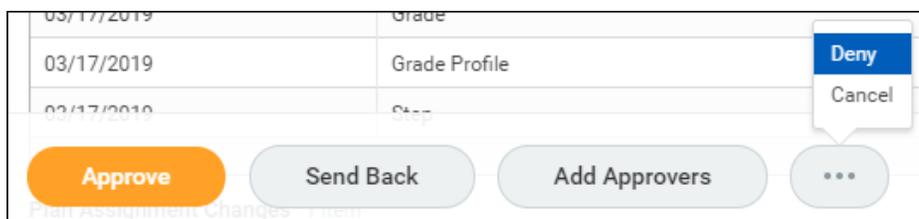


Step 11 (*Part 1*): Up Next will display for *Request Compensation Change* task for the base position. This is a two-part process: request the compensation and then submit the To Do. **Part 1 - Read the Tip:** for information concerning who can complete this task. The base position is where you want to put allowance for a work out of class. Click **Request Compensation Change**, refer to [Request Compensation Change](#) job aid. Click **Submit**.

Tip:
 You are adding an additional job for a worker. This step is being presented to you because this second job is due to a job rotation. If you need to assign a work out of class allowance to the worker you must do this through the request compensation change task. If this is a situation where the worker has a primary job, and you are adding one job through this business process you must add the work out of class allowance to the worker's primary position. If you are the compensation partner for the worker's primary position you should be able to do that through this task. However, if you are not the compensation partner for the worker's primary position then you will need to contact the worker's primary position compensation partner and ask them to add the allowance plan to the worker before you complete this task. If you have any questions please contact Workday Helpdesk.



Step 12: Up Next the Manager will get a task in their inbox to *Review Compensation Change*. The Manager can *Approve*, *Send Back*, *Add Approvers*, *Cancel* or *Deny*.



Step 11 (Part 2): The Compensation Partner will need to return to their inbox to *Complete To Do Request Compensation Change* action by clicking **Submit**. Do not repeat the Request Compensation Change task. Simply click **Submit**.

Complete To Do **Request Compensation Change** Actions

16 minute(s) ago - Effective 06/03/2019

Tip:
You are adding an additional job for a worker. This step is being presented to you because this is a situation where the worker has a primary job, and you are adding one job through this business process. However, if you are not the compensation partner for the worker's primary job, you are not able to do that through this task. However, if you are not the compensation partner for the worker's primary job, you are not able to complete this task. If you have any questions please contact Workday Helpdesk.

For: Human Resource Analyst 1

Overall Process: Start Additional Job: [Progress Bar]

Overall Status: In Progress

Request Compensation Change

enter your comment

Submit Save for Later Close

Do not repeat the Request Compensation Change task.

	<p>The employee now displays with the multiple jobs icon. </p> <p>When you are making the compensation change, <i>make sure that you are making the change on the base position only.</i></p>
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