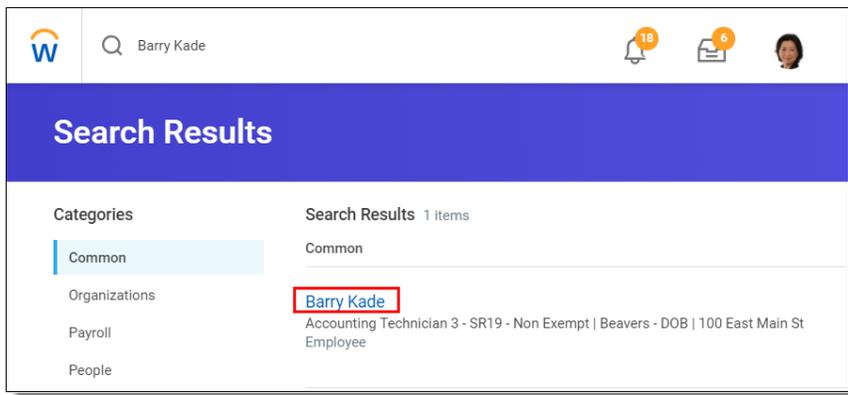## Managing Seasonal Employees

This job aid will walk a Manager or HR Partner through moving a Seasonal Employee in and out of season within the same agency.
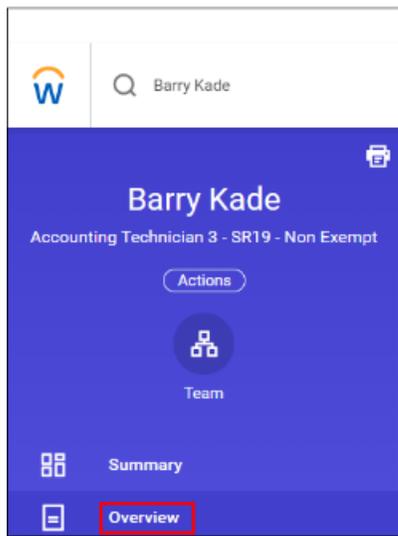
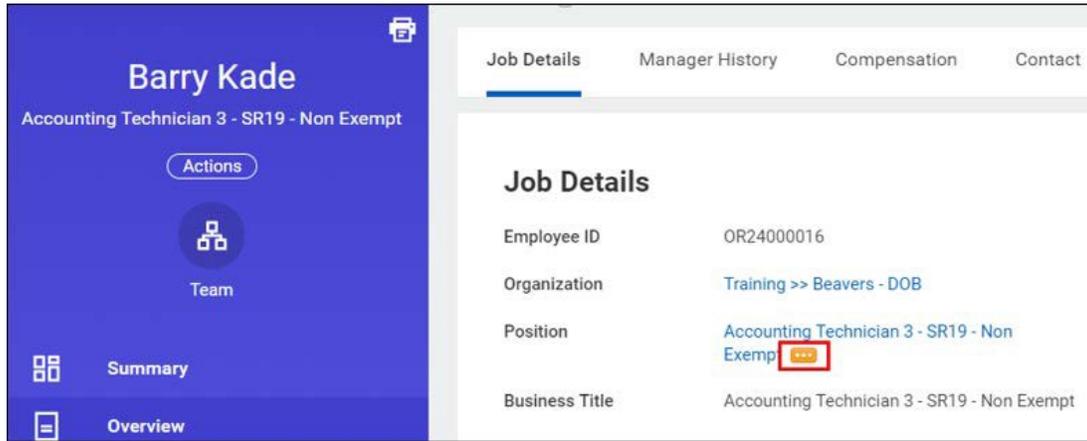**Step 1:** In the search bar type the employee's names.

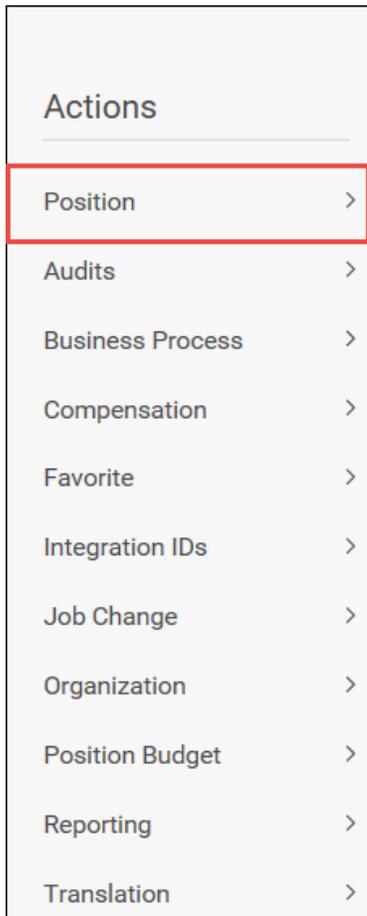**Step 2:** Click on the employee's name to go to the employee profile page.

Step 3: From the employee profile, click on the **Overview** tab.

**Step 4**: In the *Job Details* page, click on the *Related Actions* icon next to the position title.

Step 5: From the *Actions* list, hover over **Position**.

| ⚠️	If an employee is Off Season and takes a Temporary Appointment during this period of time, the off season position would need to be terminated. Once terminated through Workday (prior to 3:00 p.m.), the next day the employee can be hired into the temporary position. Verifying worker status updated in OSPS accurately between transactions is recommended.

Step 6: Click on *Edit Position*.
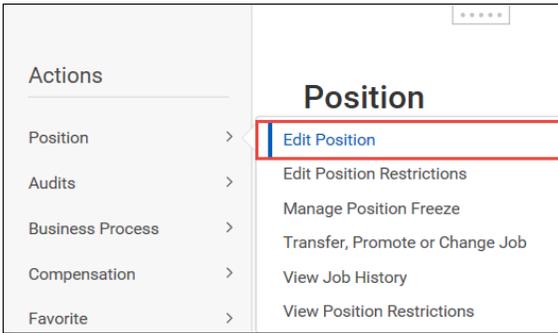
Step 7: In the *Effective Date* box, type in the effective date. This is the first day back to work.

Step 8: In the *Reason* box, select **Edit Job**.
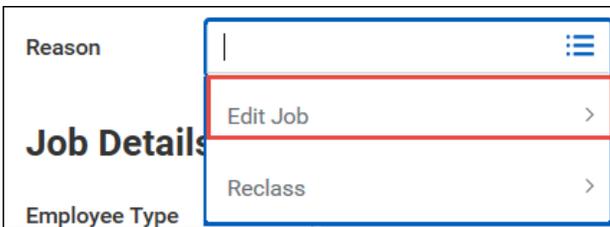
Step 9: From the *Edit Job* submenu, select either *Edit Job> Seasonal Worker Moving In Season or Edit Job >Seasonal Worker Moving Out Season.*
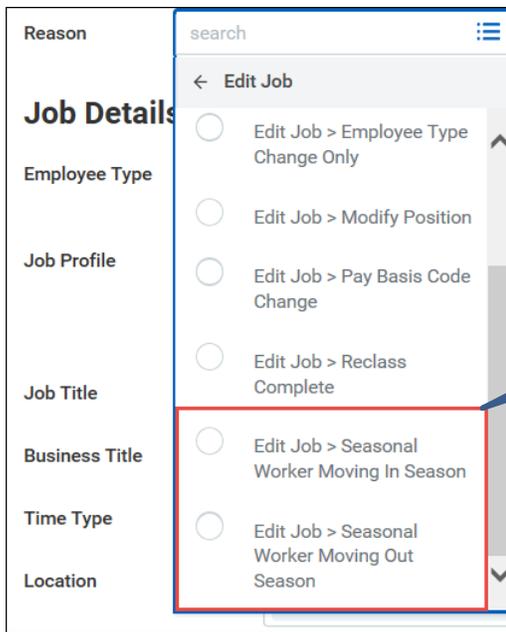

Worker must have an active union on their position with no end date prior to being moved In Season.
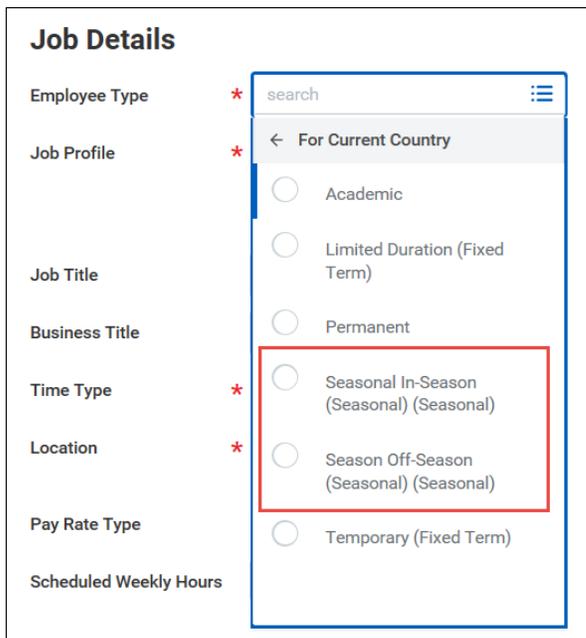
Please be sure to review/update the Job Details and Additional Information sections to accurately reflect the attributes of the worker for the following to make sure they are correct: Time Type, Location, Scheduled Weekly Hours and Job Classifications. *If not done at this step of the action, you will need to wait until the record has fed to payroll before correcting.

Step 10: In the *Employee Type* box, click on **For Current Country**.
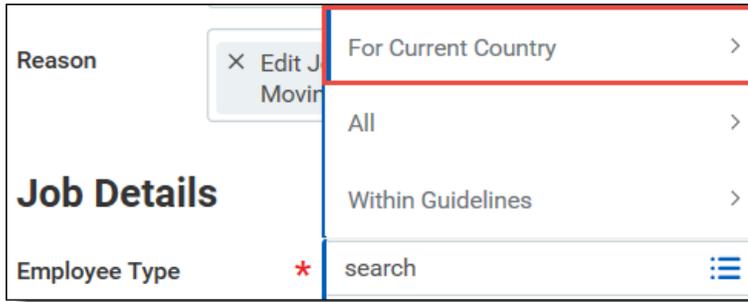
Reason	× Edit J	For Current Country	>
	Movin	All	>
Job Details		Within Guidelines	>
Employee Type	*	search	☰

Step 11: Click on either **Seasonal In-Season (Seasonal)(Seasonal)** or **Season Off-Season (Seasonal)(Seasonal). Click Submit.**

Job Details

Employee Type	*	search	☰
		← For Current Country	
Job Profile	*	◯ Academic	
		◯ Limited Duration (Fixed Term)	
Job Title		◯ Permanent	
Business Title			
Time Type	*	◯ Seasonal In-Season (Seasonal) (Seasonal)	
Location	*	◯ Season Off-Season (Seasonal) (Seasonal)	
Pay Rate Type		◯ Temporary (Fixed Term)	
Scheduled Weekly Hours			

Once the process has been completed, the action will process in payroll and the seasonal worker will move to a pay/no pay category. Off season positions will be held on the supervisory org until the next season.

⚠ If the seasonal worker will not be returning for the next season, terminate the worker per the Termination job aid.