

## How a PI or Manager Adds Job

The Add Job task in Workday is the business process used to assign an employee an additional job or position while keeping their existing job active. This creates a situation where the worker holds multiple concurrent jobs (e.g., a primary job and one or more additional jobs).

1. Log in to Workday using your **ID** and **Password**.
2. In the Workday landing page, type **Employees Name ❶** in the search bar. Then click on the **Employees Name ❷**. A pop-up **Add Job** will open seen in **Figure 2** below.

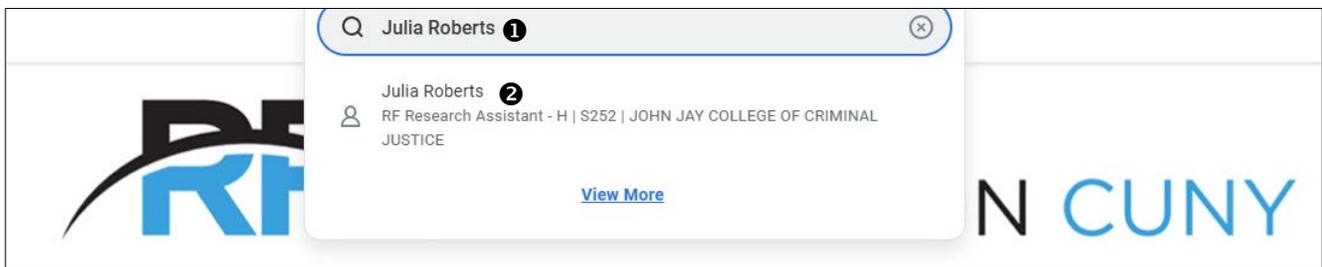


Figure 1

3. Click on the **Actions button ❸**, scroll down to **Job Change ❹**. Click on **Add Job ❺**. This will open a **Add Job** window seen in **Figure 3** on **Page 2**.

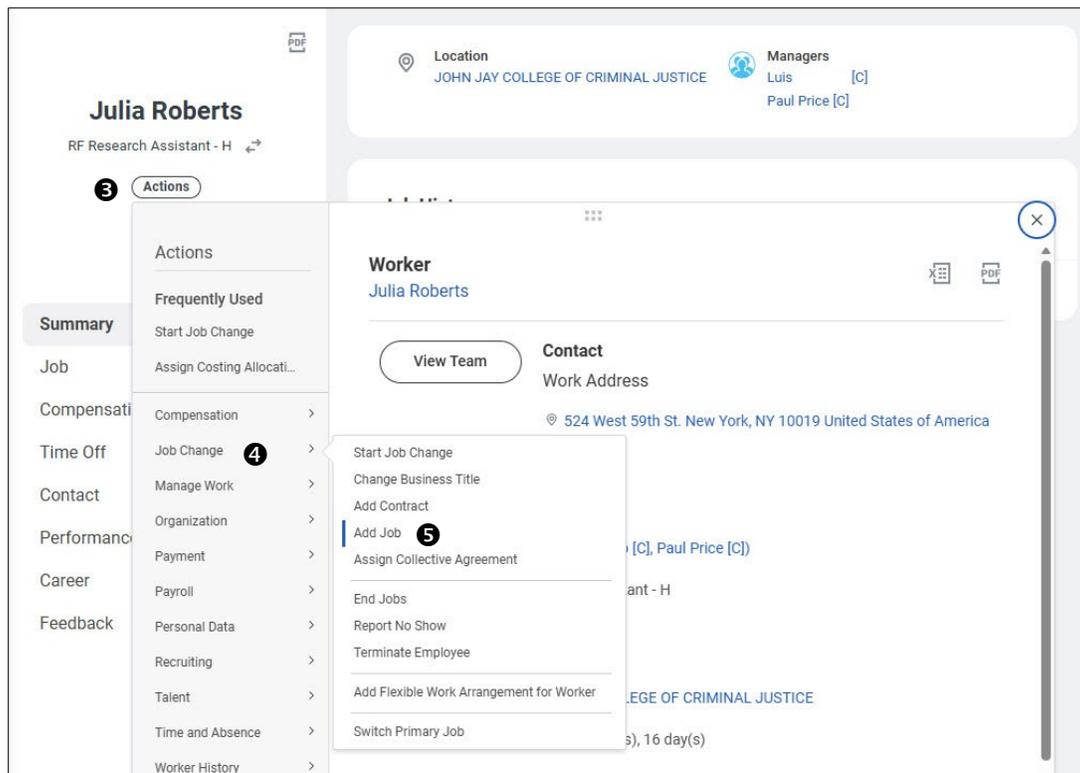


Figure 2

- Click the **Menu bars** ❶ to choose a **Supervisory Organization**. Then choose an **Employee** ❷ and click **OK** ❸. This will open the **Add Job** window seen in **Figure 4** below.

The screenshot shows the 'Add Job' window with the following elements:

- Supervisory Organization \***: A dropdown menu showing 'S252 [C], Paul Price [C]' with a menu icon ❶.
- Employee \***: A dropdown menu showing 'Julia Roberts' with a menu icon ❷.
- Buttons**: 'Cancel' and 'OK' buttons, with the 'OK' button labeled ❸.

Figure 3

- From the calendar icon, choose the **Effective Date** ❹. When you choose Position ❺, the rest of the fields will auto populate including the **Working Time** section ❻. One can choose **Work Shift** from the Menu bars if required ❼. Other fields will open, seen in **Figure 5** on **Page 3**.

The screenshot shows the 'Add Job' window with the following elements:

- Header**: 'Derek Jeter', 'S252 (Luis [C], Paul Price [C])'.
- Effective Date \***: A date field with a calendar icon ❹.
- Reason \***: A dropdown menu with options like 'Add Additional Employee Job >' and 'Add Job > Add Job'.
- Job Details**:
  - Position \***: A dropdown menu ❺.
  - Employee Type \***: A dropdown menu.
  - Job Profile \***: A dropdown menu.
  - Time Type \***: A dropdown menu.
  - Location \***: A dropdown menu.
  - Pay Rate Type**: A dropdown menu.
- Working Time** ❻:
  - Default Weekly Hours: 0
  - Location Weekly Hours: 0
  - Scheduled Weekly Hours: 0
  - FTE: 0%
- Working Time Detail View** (populated):
  - Default Weekly Hours: 35
  - Location Weekly Hours: 35
  - Scheduled Weekly Hours: 19
  - FTE: 54.29%
  - Work Shift**: A dropdown menu with a menu icon ❼.
- Buttons**: 'Cancel', 'Save for Later', and 'Submit'.

Figure 4

6. Some fields in the **Additional Details ①** and **Organizations Assignments ②** will auto-populate. Not all fields are required. The **End Employment Date ③** is required. Choose the date from the calendar icon.

Next, click **Submit ④**. An **Alert banner ⑤** will appear at the top with a reminder to view by clicking on **View All ⑥**, then click **Submit** again. The next step is to review the information seen in **Figure 6** on **Page 4**.

Figure 5

After clicking on Submit in the previous step, a **Success! Event submitted** ❶ pop-up will appear seen in **Figure 6** below. Click on **Open** ❷, this will open the full window to review and submit seen in **Figure 7** below.

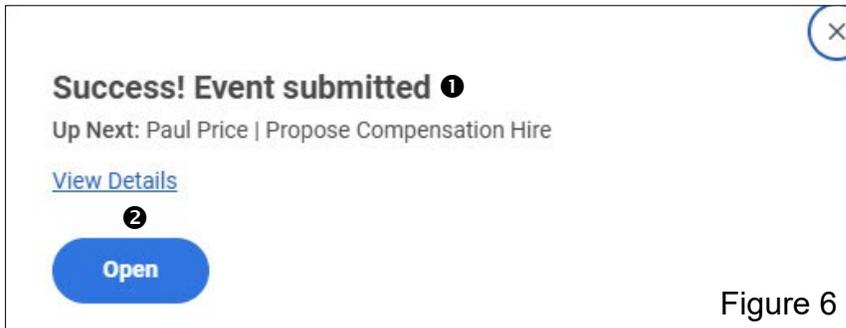
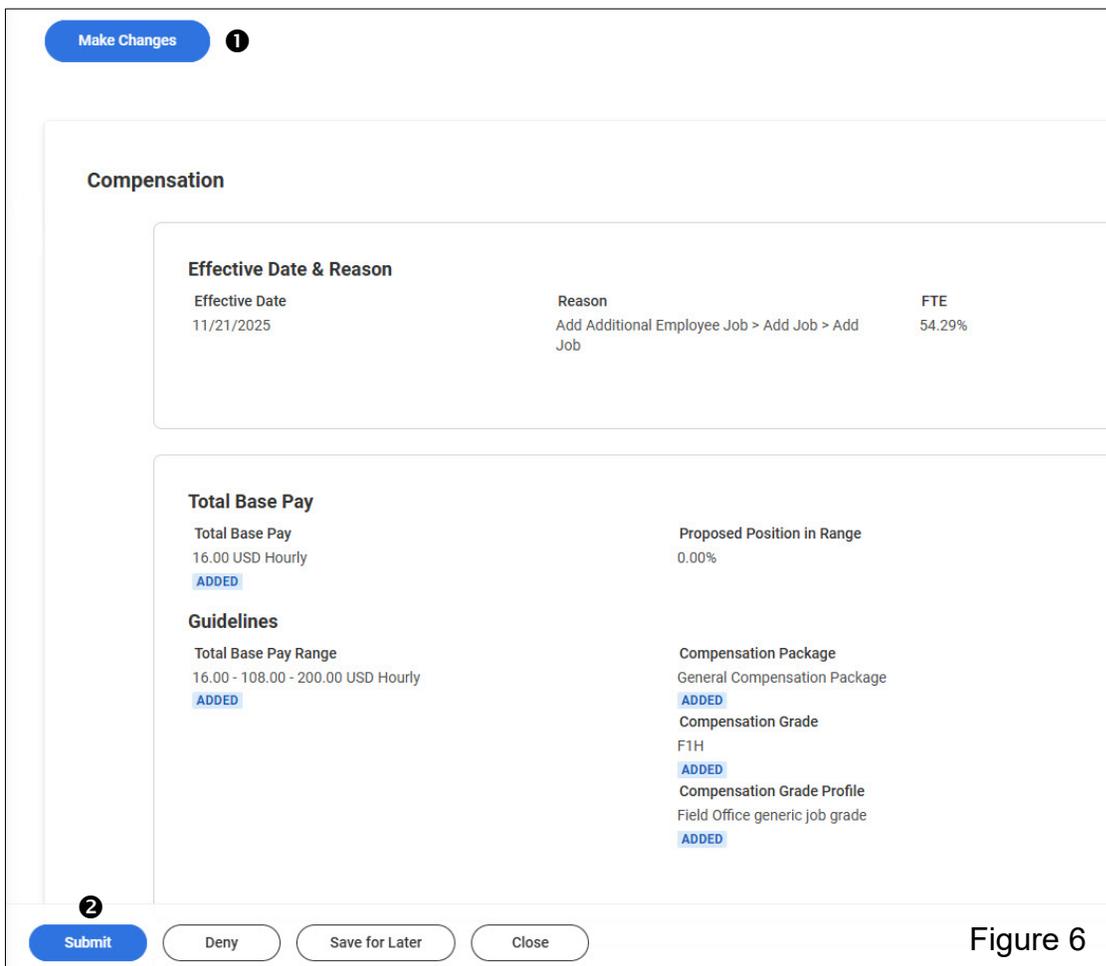


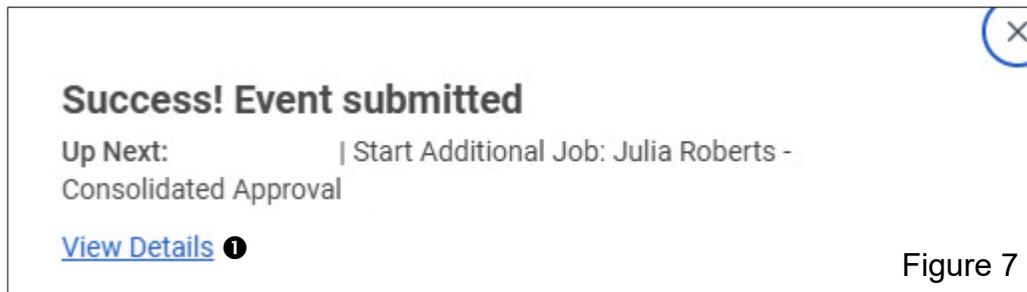
Figure 6

7. Review all the information. If any changes are required, click on **Make Changes** ❶. After the changes are made, click on **Submit** ❷. This was forwarded to the Grants Officer for approval.

A **Success! Event submitted** pop-up will appear seen in **Figure 8** on **Page 5**.



If you wish to view all the details of your request, click on **View Details** **1**.



**Please Note:** If the position was created using a salary, you'll be able to adjust this here. If the position was created using hours per pay period, you'll be able to adjust the hourly rate. This is based on what the position was created with.

After the HR Partner approves the submission, you will receive a **Wage Theft Notice** in **Awaiting Your Action** section seen in **Figure 8** on **Page 6**.

8. After the approval from the HR Partner, the PI has two new tasks to comply with, **Wage Theft Notice 1**.

Click on **Wage Theft Notice**, this will open the email to click on **Review** seen in **Figure 9** below.

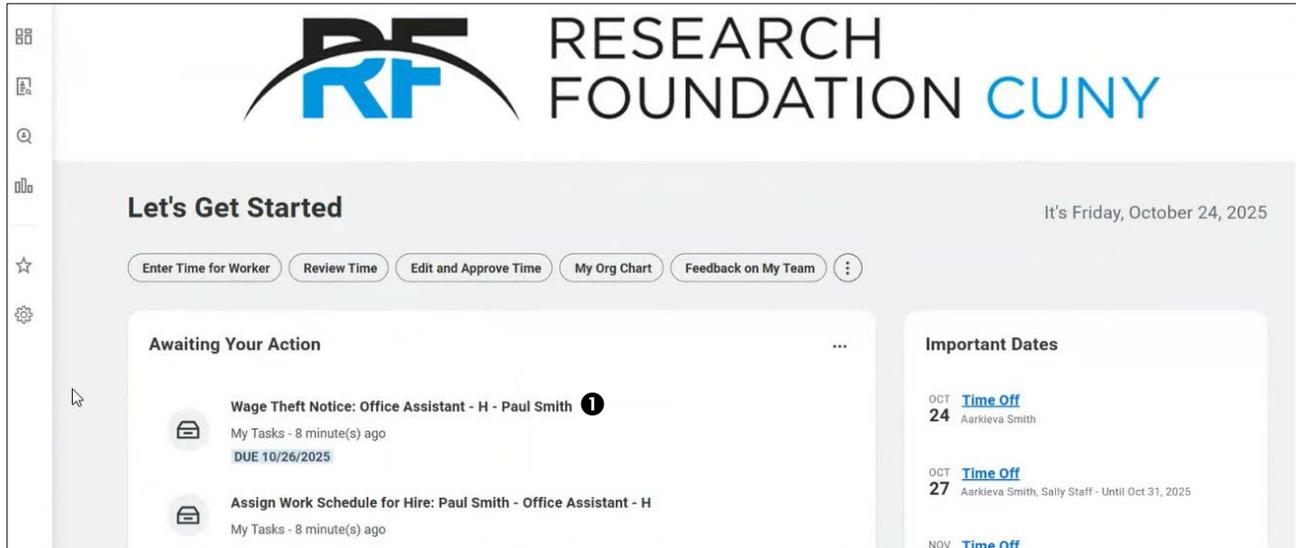


Figure 8

9. Click on **Review 2**, this will open the **Wage Theft Notice** to review seen in on the next page.

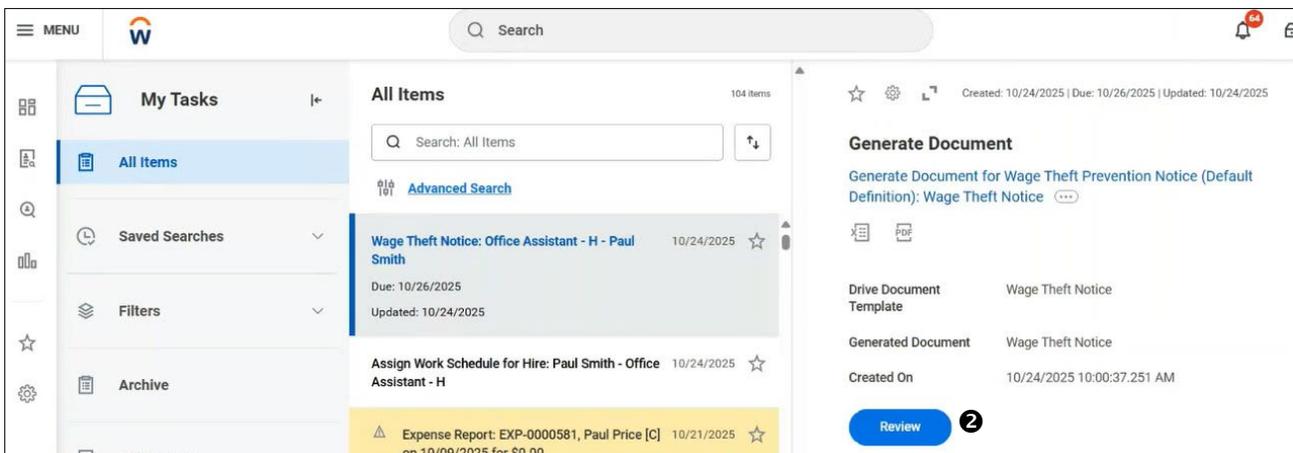


Figure 9

10. Review the **Wage Theft Notice**, then click **Submit** ❶. A Print Generated Document will appear as seen in **Figure 11** on **Page 8**.

**Please Note:** This will generate the Wage Theft Notice letter through DocuSign so the PI will review and sign before sending it to the candidate so they can review, sign, and submit back.

**Wage Theft Notice**  
File Edit Format Insert Layout

Paragraph 12 B I U A

**Employer Information**  
Name: Research Foundation of The City University of New York  
Doing Business As (DBA) Name(s): Research Foundation of The City University of New York  
FEIN (optional): 13-1988190  
Physical address: 230 W 41st Street, New York, NY, 10036  
Mailing Address: Same as physical address  
Phone: (212) 417-8300

<b>Notice Given:</b> <input checked="" type="checkbox"/> At Hiring <input type="checkbox"/> Before a change in pay rate(s) Allowances claimed or payday	<b>Allowances Taken:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Tips <input type="checkbox"/> Meals <input type="checkbox"/> Lodging <input type="checkbox"/> Other	Employee's rate of Pay: \$20.00 Hourly Overtime Rate of Pay: \$30.00 Pay is: Bi-weekly, Alternating Wednesdays
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I hereby certify that I have read the above and the information contained in this form is true and accurate to the best of my knowledge and belief. Any false statements knowingly made are punishable as a class A misdemeanor (Section 210.45 of the New York State Penal Law).

❶ Submit Cancel

Figure 10

11. Review the DocuSign document and sign. Click **E-sign by DocuSign 1** to open the document. Click on **Finish 2** after reviewing and signing. Then click **Submit 3**.

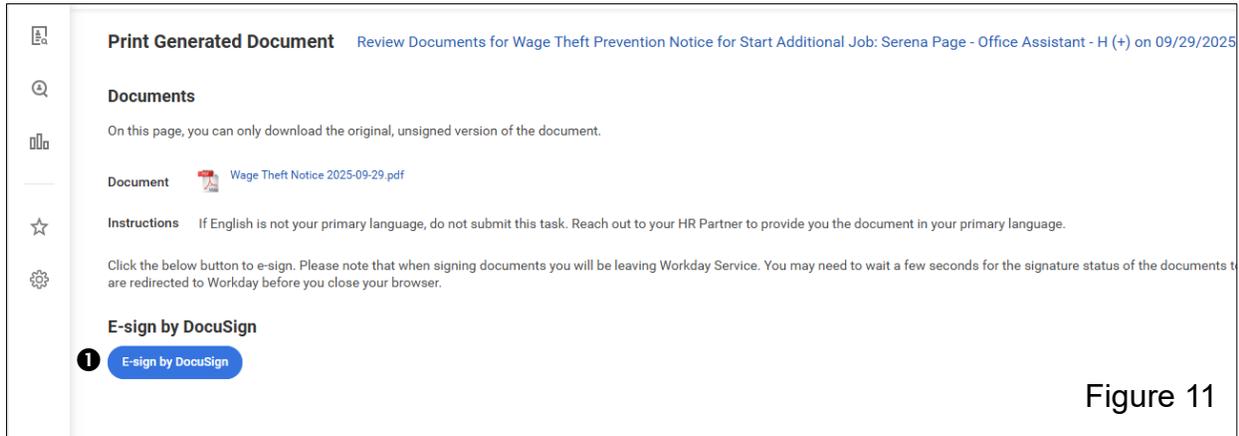


Figure 11

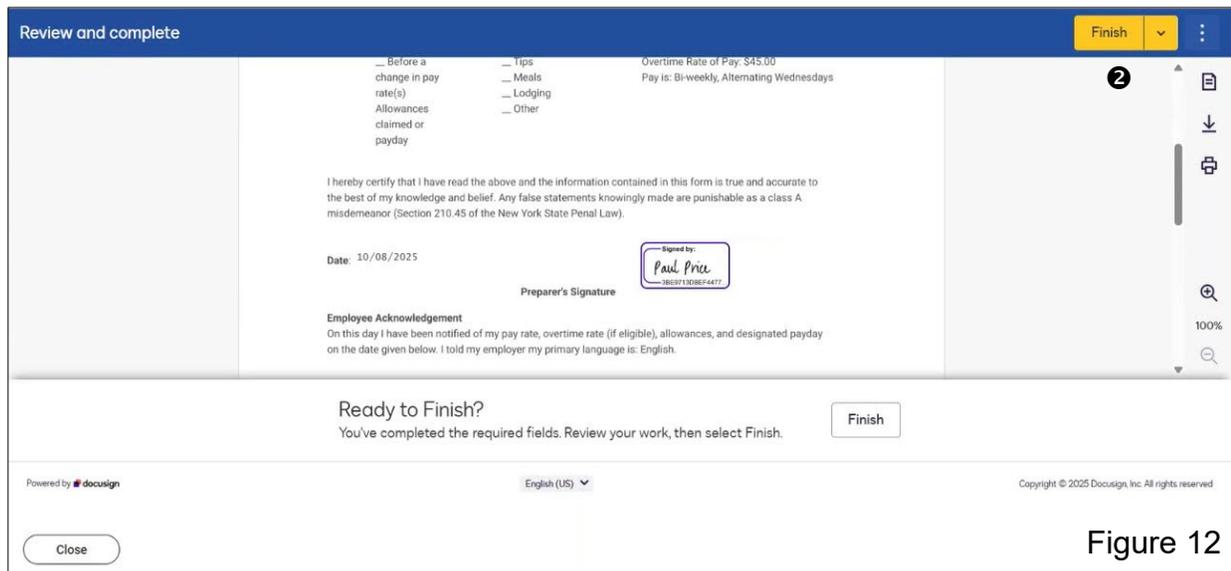


Figure 12

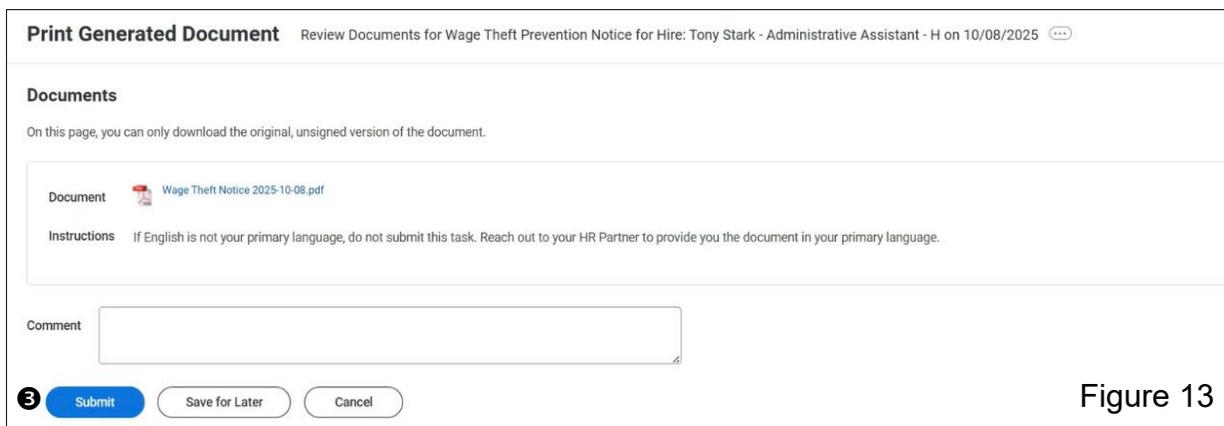


Figure 13

12. After submitting the **Wage Theft Prevention Notice**, a **Success! Event submitted** window will appear seen below.

13. Click **Done** ❶.



Figure 14

The employee must now sign the Wage Theft Notice. Once all steps are complete, you'll be able to view the new position under the employee's profile.