

## Functional Area: Recruitment

Manager

### MOVING AN ADJUNCT INTO AN INSTRUCTOR POSITION

This job aid will show you the steps to move an Adjunct into an Instructor position, once their Bargaining Unit entry is verified by Academic Affairs. Generally, Managers and respective Department Chairs will have the ability to switch a job profile in their supervisory organizations. Note: there needs to be an open position for the Instructor under the supervisory organization. If there is no open position, please refer to the job aid that details steps on how to create a position.

#### STEPS

1. To start the process, verify that you are the **Manager** of the employee. Type the name of the employee in the search bar and select the **Summary** tab to view the profile details where you can find the name of the manager.

The screenshot displays the Workday user interface for an employee profile. At the top, a search bar contains the name 'janet'. The profile card for Janet Taylor, an Adjunct Instructor, is shown. The 'Manager' field is highlighted with a red box and lists Timothy Duggan. Other fields include Location (Main Campus) and Cost Center (32541 Teacher Education). The left sidebar shows the 'Summary' tab selected, with other options like Overview, Job, Absence, Pay, Personal, Performance, Career, and Feedback. The top right corner shows notification and user icons.

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2. Click **Actions** located at the top-right corner of the profile. Hover over the **Job Change** to expand that section and click on **Start Job Change**.

The screenshot displays the Workday user interface for the profile of Janet Taylor, an Adjunct Instructor. The top navigation bar includes a 'MENU' icon, the Workday logo, and a search bar containing the name 'janet'. The profile card shows her location as 'Main Campus' and her manager as 'Timothy Duggan'. The 'Actions' menu is open, listing various options such as 'Start Job Change', 'View Feedback', and 'Open Job Requisitions...'. The 'Job Change' option is highlighted with a red box, and its sub-menu is expanded, showing 'Start Job Change' as the selected option. Other sub-menu items include 'Transfer, Promote or Change Job', 'Change Location', 'Add Job', 'End Jobs', 'Report No Show', 'Terminate Employee', 'Manage Probation Periods', and 'Create Exit Interview'. The background shows a 'Worker' profile card for Janet Taylor with contact information and work address.

3. Click on pull-down icon to reveal the **Change Job** and **Change Location** choices. Select **Change Job** and then click **OK**.

**Start Job Change**

Worker \*

X Janet Taylor ...

What do you want to do? \*

Search

Change Job

Change Location

OK Cancel

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4. Click  in any section to update the applicable information

### Start Job Change

Janet Taylor

#### Start

##### Start Details

When do you want this change to take effect? \*

- 12/24/2023 added

Why are you making this change? \*

- Change Job Details added

Who will be the manager after this change?

Timothy Duggan

Which team will this person be on after this change?

Teacher Education - Adjuncts (Timothy Duggan)

Where will this person be located after this change? \*

[Main Campus](#)

Do you want to use the next pay period?



- added

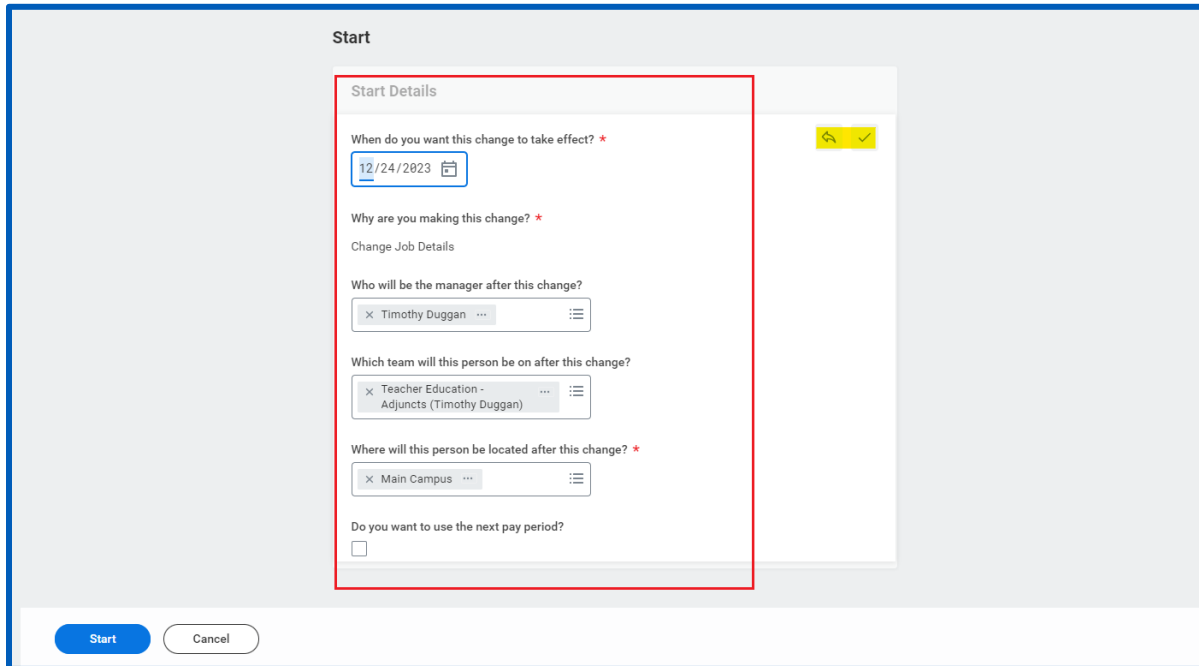
[Start](#) [Cancel](#)

**Note:** For effective dates please refer to Academic Payroll Calendar uploaded on the announcement tab of your Workday home page.

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5. Click  to save changes or click  to undo the change. Make sure you select the right team (Supervisory Organization) under which the new position is located. This is very important because when you search for positions in the subsequent steps; it will show you the open positions only for the selected supervisory organization in this step.



Start

Start Details

When do you want this change to take effect? \*

12/24/2023

Why are you making this change? \*

Change Job Details

Who will be the manager after this change?

Timothy Duggan

Which team will this person be on after this change?

Teacher Education - Adjuncts (Timothy Duggan)

Where will this person be located after this change? \*

Main Campus

Do you want to use the next pay period?

Start Cancel

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6. Check all the details before you click **Start**.

**Start Job Change** Janet Taylor ⋮

**Start**

**Start Details**

When do you want this change to take effect? \*

- 12/24/2023 added

Why are you making this change? \*

- Change Job Details added

Who will be the manager after this change?

Timothy Duggan

Which team will this person be on after this change?

- Teacher Education (Timothy Duggan) added
- ✗ Teacher Education - Adjuncts (Timothy Duggan) removed

Where will this person be located after this change? \*

- Ⓧ Main Campus

Do you want to use the next pay period?


- added

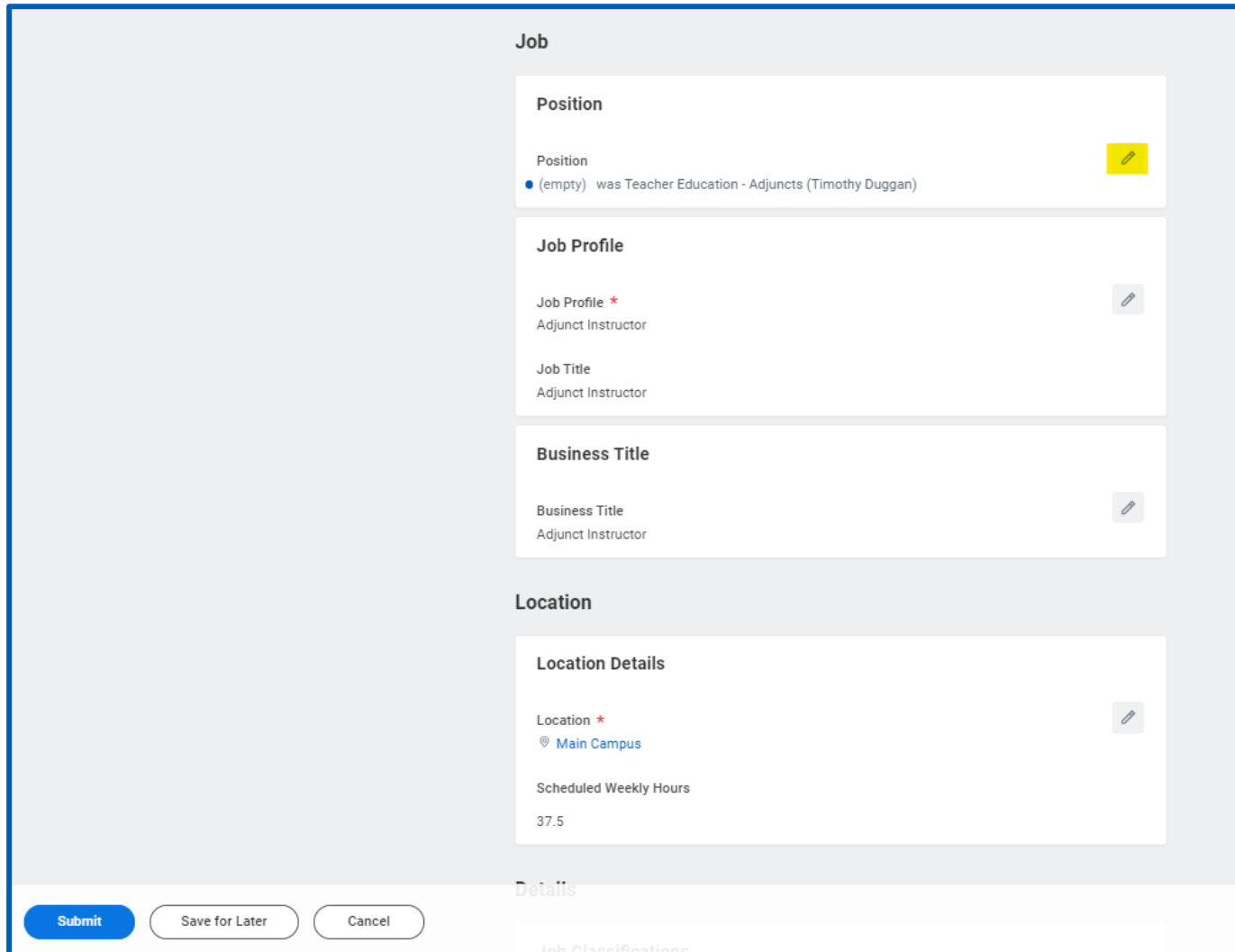
**Start** **Cancel**

**Note:** If a faculty member teaches in multiple departments, the job change from Adjunct to Instructor needs to be initiated by the home department. Consult with your Dean if you need help determining the home department.

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7. click  in **Position** section to update the applicable information.



The screenshot displays the 'Job' details page in Workday. It is divided into several sections:

- Job**
  - Position**: Shows 'Position' with a dropdown menu currently set to '(empty) was Teacher Education - Adjuncts (Timothy Duggan)'. A yellow edit icon is visible to the right.
  - Job Profile**: Shows 'Job Profile \*' as 'Adjunct Instructor' and 'Job Title' as 'Adjunct Instructor'. A grey edit icon is visible to the right.
  - Business Title**: Shows 'Business Title' as 'Adjunct Instructor'. A grey edit icon is visible to the right.
- Location**
  - Location Details**: Shows 'Location \*' as 'Main Campus' and 'Scheduled Weekly Hours' as '37.5'. A grey edit icon is visible to the right.

At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

**Note:** You need to have an available open position to move forward with the business process. If you don't have one, please refer to the job aid on creating a new instructor position.

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8. Start typing the available empty positions in the search bar either by position title or position number. It should display the available positions under the search results. select the applicable one. If it is not available, a position needs to be created.

The screenshot displays the 'Job' form in Workday. The 'Position' field is set to '(empty)'. A search dropdown is open, showing 'w00' in the search bar and two results: 'W00471 Instructor' (selected) and 'W00485 Program/Student Advisor'. Below the search results, the form fields are populated with the selected position's details: 'Adjunct Instructor' for Job Title, 'Adjunct Instructor' for Business Title, and 'Main Campus' for Location. The 'Scheduled Weekly Hours' field is currently empty.




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9. **Job Profile** details should be automatically populated based on the position details you have entered in the above step.


### Job

#### Position

Position 

- W00471 Instructor was Teacher Education - Adjuncts (Timothy Duggan)

#### Job Profile


Job Profile \* 

- Instructor added
- ✗ Adjunct Instructor removed

Job Title

- Instructor was Adjunct Instructor


#### Business Title

Business Title 

- Instructor was Adjunct Instructor

### Location

#### Location Details

Location \* 

- 📍 Main Campus

Scheduled Weekly Hours

- 19.5 was 37.5

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10. Review the position **Details** and scroll down through all available sections to confirm everything is complete and accurate.

### Details


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#### Job Classifications

Additional Job Classifications  
(empty) 

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#### Administrative

Employee Type \*   
Non-Tenure Track Faculty (Fixed Term)

Time Type \*  
Part time

Pay Rate Type  
Salary

Location Weekly Hours  
37.5

Default Weekly Hours  
37.5

FTE  
 52% was 100%

Job Exempt  
Yes

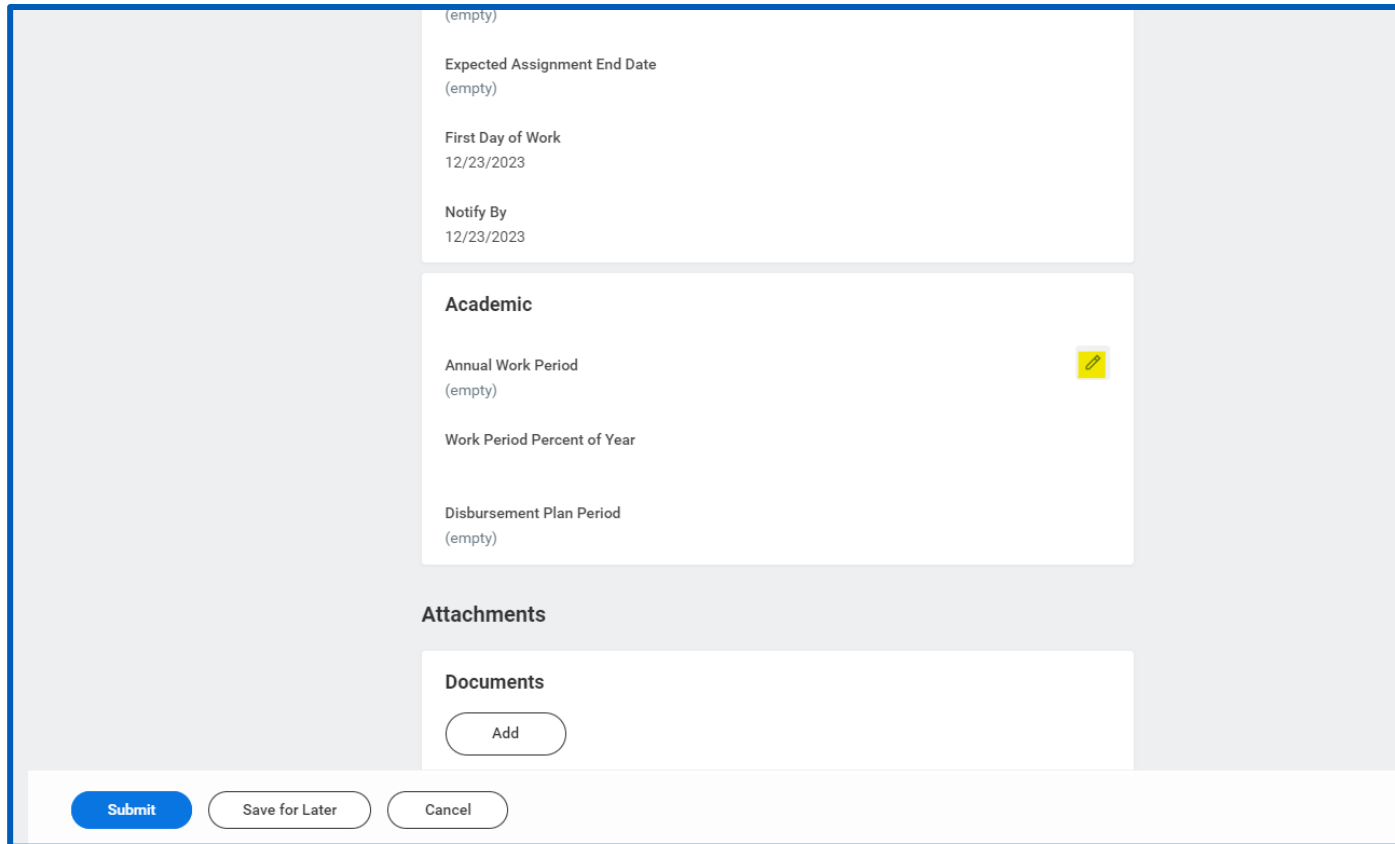
Job Classifications  
(empty)

Company Insider Types  
(emotv)

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11. Click  in the **Academic** section to update the annual work period.



The screenshot shows a recruitment form with the following sections:

- Expected Assignment End Date** (empty)
- First Day of Work** 12/23/2023
- Notify By** 12/23/2023
- Academic** section containing:
  - Annual Work Period** (empty) with a yellow pencil edit icon.
  - Work Period Percent of Year**
  - Disbursement Plan Period** (empty)
- Attachments** section containing:
  - Documents** section with an **Add** button.

At the bottom of the form are three buttons: **Submit**, **Save for Later**, and **Cancel**.

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12. Make sure you select one of the 4 listed options and the disbursement plan period below. For a faculty working 9 months of the year work period Percent of the year will be 75%.

The screenshot shows a Workday form with the following fields:

- Assignment Type (empty)
- Expected Assignment End Date (empty)
- First Day of Work: 12/23/2023
- Notify By: 12/23/2023

The 'Academic' section contains an 'Annual Work Period' dropdown menu with the following options:

- 12 Month (August 6 - August 3)
- 9 Month (August 6 - May 11)
- Fall 4.5 Month (August 6 - December 23)
- Spring 4.5 Month (December 24 - May 11)

Below the dropdown is an 'Attachments' section.

**Note:** Disbursement plan period options will determine how employees will get paid, e.g., if their annual work period is 9 months, they can choose to be paid over those 9 months or receive deferred pay over 12 months.

13. Complete the **enter your comment** field to provide additional details about the change(s) to your information and click **Add** to attach supporting documentation for the change of your information and click **Submit**

The screenshot displays a recruitment form interface. At the top right, there is a section titled "Academic" with a pencil icon for editing. It contains three items: "Annual Work Period" with a radio button selected for "12 Month (August 6 - August 3)" and the word "added"; "Work Period Percent of Year" with a radio button selected for "100%" and the word "added"; and "Disbursement Plan Period" with a red asterisk and a radio button selected for "12 Month (August 6 - August 3)" and the word "added". Below this is an "Attachments" section with a "Documents" sub-section containing a yellow "Add" button. At the bottom left, there is a text input field labeled "enter your comment" with a blue cloud icon to its left. At the bottom of the form, there are three buttons: "Submit" (blue), "Save for Later" (white), and "Cancel" (white).

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14. Click **Open** to view the next workflow to be completed.

The screenshot shows the Workday user interface for Janet Taylor, an Adjunct Instructor. The top navigation bar includes a search bar with the name 'janet' and notification icons. The left sidebar contains navigation options: Summary, Overview, Job, Absence, Pay, Personal, Performance, Career, and Feedback. The main content area displays the user's profile and a 'Feedback' section with a 'Give Feedback' button. A notification box is highlighted with a red border, containing the text 'You have submitted' and 'Up Next: Timothy Duggan | Propose Compensation Change | Due Date 10/08/2023'. Below this text is a blue 'Open' button. The notification also includes a 'View Details' link. The main content area also displays 'Location: Main Campus' and 'Cost Center: 32541 Teacher Education'.

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15. Click  in any section to update the applicable information

**Propose Compensation Change** Janet Taylor ... W00471 Instructor ...

**Compensation**


**Effective Date & Reason**

Effective Date   
12/23/2023

Use Next Pay Period  
Yes

Reason  
Data Change > Data Changes > Change Job Details

**Employee Visibility Date**

Employee Visibility Date 

**Total Base Pay**

Total Base Pay  
● 0.00 USD Annual (100% FTE: 0.00) added

Proposed Compa-Ratio  
0

Proposed Position in Range  
-38.89%

[Submit](#) [Save for Later](#) [Close](#) [Guidelines](#)

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16. Make sure you enter the **Salary** details for the selected position which can be **Annual**; leaving this field blank will cause an error while submitting the workflow.

The screenshot displays a recruitment form with the following sections:

- General Compensation Package** added
- Grade**
  - Unit Instructor added
  - Grade Profile (empty)
  - Step (empty)
  - Progression Start Date (empty)
- Salary**
  - Assignment Details (includes a close 'x' icon and an edit pencil icon)
    - 0.00 USD Annual added
  - Plan Name
    - Academic Salary Plan added
  - Effective Date
    - 12/23/2023 added
  - Add button
- Hourly**
  - Add button
- Allowance**
  - Add button

**Note:** The starting salary details are determined outside of Workday. Consult with your Dean and Academic Affairs for this information.



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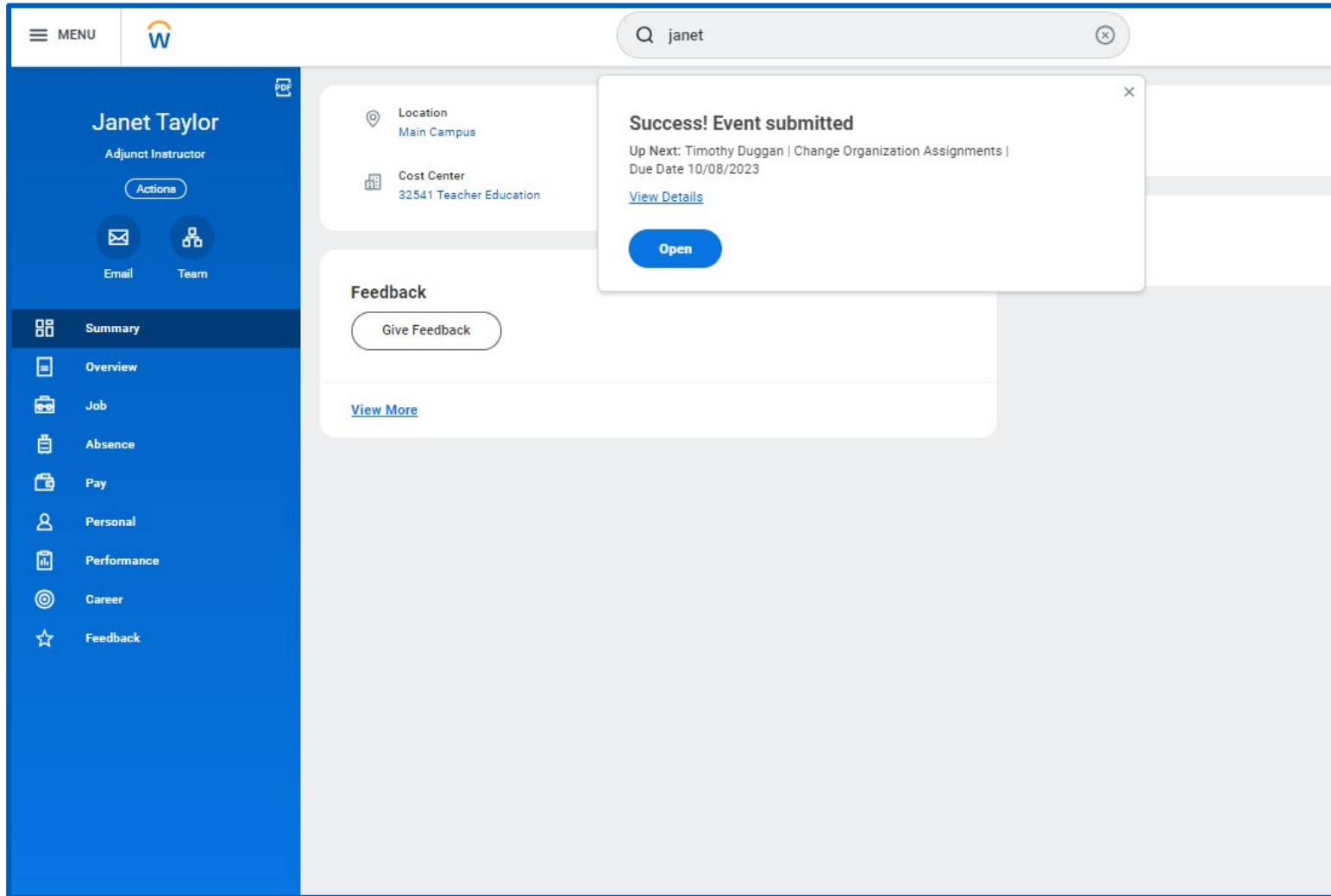
17. Scroll down through all available sections to confirm everything is complete and accurate. Complete the **enter your comment** field to provide additional details about the change(s) to your job information and click **Select files** to attach supporting documentation for the changes you made and click **Submit**.

The screenshot shows a form for proposing a compensation change. At the top right, there are sections for 'Plan Name' (Academic Salary Plan) and 'Effective Date' (12/23/2023), each with an 'Add' button. Below these are sections for 'Hourly' and 'Allowance', also with 'Add' buttons. A large text input field labeled 'enter your comment' is positioned below the 'Plan Name' and 'Effective Date' sections. To the left of the 'enter your comment' field is a 'Process History' section showing a record for Timothy Duggan, 'Propose Compensation Change - Awaiting Action', with a due date of 10/06/2023. To the right of the 'enter your comment' field is an 'Attachments' section with a dashed border, containing the text 'Drop files here', a small 'or' icon, and a 'Select files' button. At the bottom of the form are three buttons: 'Submit' (highlighted in blue), 'Save for Later', and 'Close'.

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18. Click **Open** to view the next workflow to be completed.



19. Review the **Details** below.

**Change Organization Assignments** Assign Organizations: Janet Taylor ...

**Start**

**Details**

Effective Date \*  
12/23/2023

Worker  
Janet Taylor

Position  
W00471 Instructor (Unfilled)

Supervisory Organization  
Teacher Education (Timothy Duggan)

**Organizations**

**Company**


Company \*  
Northeastern Illinois University

Cost Center

Submit Save for Later Close

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20. Click  in any section to update the applicable information.

### Organizations


**Company**

Company \*


Northeastern Illinois University

**Cost Center**


Cost Center \*

32541 Teacher Education 

**Costing**


Program 

11000 Gen Academic Instrct Degree-Related

Fund 

110010 Combined GRF and Operating IF

**Other**

Account 

600001 Wages

**Note:** The Budget office will help provide the correct FOAP details. If the Instructor will teach in multiple programs, you will need to enter multiple cost centers. Refer to the job aid, "How to Allocate Pay Across Different FOAPs."

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21. Complete the **enter your comment** field to provide additional details about the change(s) to your job information and click **Select files** to attach supporting documentation for the changes you made and Click **Submit**. Comments are optional.

The screenshot displays a recruitment form interface. At the top right, there is a 'Costing' section with a pencil icon, containing a 'Program' field with the value '11000 Gen Academic Instruct Degree-Related'. Below this is a 'Fund' section with a pencil icon, containing a 'Fund' field with the value '110010 Combined GRF and Operating IF'. Further down is an 'Other' section with a pencil icon, containing an 'Account' field with the value '600001 Wages'. Below these sections is a text input field labeled 'enter your comment'. To the left of the comment field is a 'Process History' section showing a user 'Timothy Duggan' and a task 'Change Organization Assignments for Worker - Awaiting Action' with a due date of 'Due 10/08/2023'. To the right of the comment field is an 'Attachments' section with a dashed border, containing the text 'Drop files here', 'or', and a 'Select files' button. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Close'.

22. Review the **Up Next** section to identify who is next in the workflow to process your Data change.

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The screenshot displays the Workday user interface for Janet Taylor, an Adjunct Instructor. The interface includes a blue navigation sidebar on the left with a 'MENU' icon and a 'W' logo. The sidebar lists various functional areas: Summary, Overview, Job, Absence, Pay, Personal, Performance, Career, and Feedback. The main content area features a search bar with the text 'janet' and a 'Success! Event submitted' notification. The notification details the next steps: 'Up Next: Thomas Phillion | Data Change: Janet Taylor - Consolidated Approval by Associate Dean or Dean | Due Date...' and provides a 'View Details' link. Below the notification, there is a 'Feedback' section with a 'Give Feedback' button and a 'View More' link. The 'Job History' section is partially visible on the right side of the screen.