

This guide supports employees who need to end one position for an existing employee that holds multiple positions/jobs. Ending an additional job does not completely terminate an employee. This action ends one job at a time. The initiator can choose to open or close the position while taking this action.

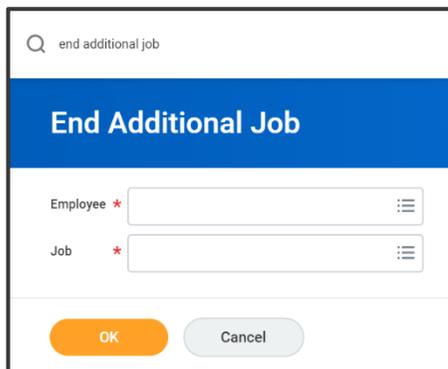
Individuals involved in ending an additional job include: Manager (Initiate) and the HR Partner (Initiate/Approve). The Benefits Partner may also be involved if ending the additional job affects current benefits eligibility.

END ADDITIONAL JOB

From the Home page:

1. Enter '**End Additional Job**' into the search bar.
2. Select **End Additional Job** – Task.

The *employee detail screen* displays.



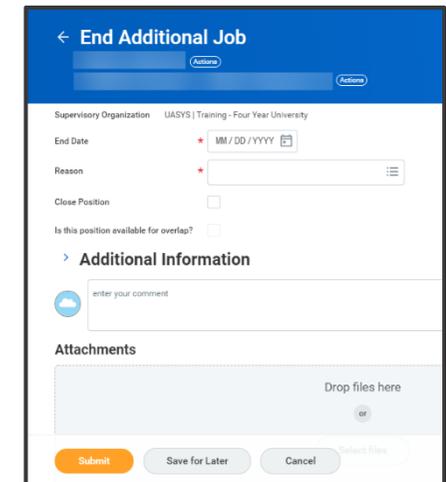
3. Enter **Employee Name** to end an additional job for.
4. Select **Job**. Since the employee has multiple jobs, it is

important to end the correct one.

5. Click **OK**.

The *End Additional Job screen* displays.

6. Enter **End Date**.
7. Select **Reason** (from the drop-down menu). There are three categories for ending an additional job – involuntary, other, and voluntary. Choosing the correct reason within the proper category will address routing and reporting concerns.



8. Workday does not send a notification to other departments or managers of the remaining position(s) when a worker ends an additional employment position. This is true regardless of the reason that the additional job ended.
9. Note that a remaining position will now be the primary position.
10. Close Position? If you check this box, the position will no longer be available. It is closed permanently.
11. Is the position available for overlap? If the end date is in the future, this check box feature will

become visible and available for selection. There can be two workers in the position for training purposes for up to two weeks.

12. Clicking on the caret to the left of Additional Information will expand three date fields. These are – Last Day of Work, Pay Through Date, and Notify By. Workday will pre-populate all three date fields with the End Date you entered into the date field on this screen. These dates can be changed as needed.



Note: If the Additional Information section is changed to reflect a retroactive date, identifying possible overpayment for a position, the Payroll Partner will receive an inbox item to review for overpayment and approve.

13. Click **Submit**.

NEXT STEPS

After you click submit, the end additional job request will be sent for approval, if necessary. There may also be a review of any changes in Benefits. This will be done in conjunction with the Benefits Partner. Once approved, the employee's relationship to the selected position in Workday will be ended.

Let us review the process after the initiation steps, as shown above, have been completed and submitted.

HR Partner

If the HR Partner did not initiate the transaction, they will receive

an inbox task to review and approve.

If they did initiate the transaction, there is no need to receive their additional approval. There will not be an inbox item.

Benefits Partner

There may be an effect on the worker's benefits when an additional job is ended. Perhaps both jobs combined allowed the employee to be benefits eligible. Either way, there may be a change in benefits eligibility.

Payroll Partner

If the additional information section is completed to reflect a retroactive date, possibly identifying an overpayment for the position, the Payroll Partner will receive an inbox item to review for overpayment and approve.

After these approvals and reviews are complete, the employee will no longer show as having that specific additional job. Remember, this process ends one additional job at a time.