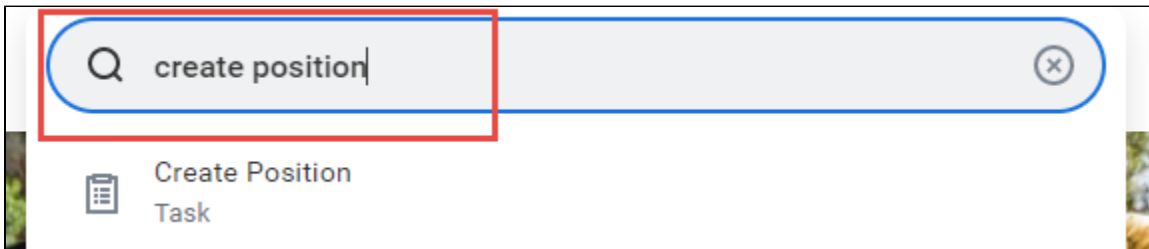
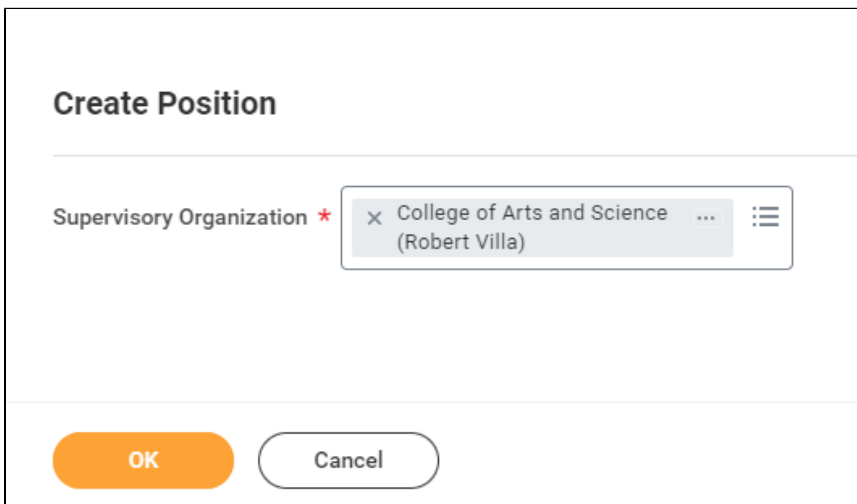


How to create an adjunct position

1. Search **create position** and select the option from the drop down list.



2. The screen automatically defaults to your **Supervisory Organization**. Click **OK**.



3. Enter **Position Request Reason**.

| | | |
|--------------------------|---|---|
| Supervisory Organization | College of Arts and Science (Sammy Smith) | |
| Position Request Reason | <input type="text" value="Search"/> | |
| Job Posting Title | * | <input type="text" value="Create Position > Create Position"/> |
| Number of Positions | * | <input type="text" value="1"/> |

⋮

Search

←

Create Position > Create Position

Position

☒

Create Position > Create Position > Budgeted

☐

Create Position > Create Position > Not Budgeted

☐

Create Position > Create Position > Replacement

4. Enter title of the position you are creating in **Job Posting Title**.



| | | |
|--------------------------|---|--------------------------------------|
| Supervisory Organization | College of Arts and Science (Sammy Smith) | |
| Position Request Reason | <input type="text"/> | |
| Job Posting Title | * | <input type="text" value="Adjunct"/> |
| Number of Positions | * | <input type="text" value="1"/> |

5. **Number of Positions** defaults to one. If you need to create more than one of the same position, you would enter the number here.




| | | |
|--------------------------|---|--------------------------------------|
| Supervisory Organization | College of Arts and Science (Sammy Smith) | |
| Position Request Reason | <input type="text"/> | |
| Job Posting Title | * | <input type="text" value="Adjunct"/> |
| Number of Positions | * | <input type="text" value="1"/> |

6. **Availability Date** is the date the new position will be visible in Workday.

Earliest Hire Date is the earliest date you can hire an adjunct into this position.

| Hiring Restrictions | Qualifications |
|---------------------|--|
| Availability Date | * 07/01/2020  |
| Earliest Hire Date | * 07/01/2020  |

7. Enter Adjunct in **Job Profile**.

| Hiring Restrictions | Qualifications |
|-----------------------------|---|
| Availability Date | * 07/01/2020  |
| Earliest Hire Date | * 07/01/2020  |
| No Job Restrictions | <input type="checkbox"/> |
| Job Family | <input type="text" value=""/> |
| Job Profiles for Job Family | (empty) |
| Job Profile | <div>× Adjunct ... </div> |

8. In **Location** field, select location/building where the adjunct will be based.

| | | |
|-------------|---|--|
| Location | <div> <input type="text" value="Search"/> </div> <div> <input checked="" type="radio"/> All Locations </div> <div> <input type="radio"/> Locations by Location Hierarchy </div> <div> <input type="radio"/> Locations by Country </div> | <div> <input type="text" value="Search"/> </div> <div> <input checked="" type="radio"/> All Locations </div> <div> <input checked="" type="checkbox"/> Assaf Academic Center </div> <div> <input type="checkbox"/> Bobby Campbell Stadium </div> <div> <input type="checkbox"/> Campus Communication Center </div> <div> <input type="checkbox"/> Central Energy Plant </div> <div> <input type="checkbox"/> Christine E. Lynn University Center </div> <div> <input type="checkbox"/> College of Aeronautics </div> <div> <input type="checkbox"/> de Hoernle International Center </div> <div> <input type="checkbox"/> de Hoernle Residence Hall </div> |
| Time Type | | |
| Worker Type | | |

9. **Time Type** for an adjunct will always be **part time**.

| | |
|-----------|--|
| Location | <div> <input type="text" value="Trinity Residence Hall"/> </div> |
| Time Type | <div> <input type="text" value="Search"/> </div> <div> <input checked="" type="radio"/> Part time </div> |

10. **Worker Type** will be **Employee**.

| | |
|-------------|--|
| Location | <div> <input type="text" value="Trinity Residence Hall"/> </div> |
| Time Type | <div> <input type="text" value="Part time"/> </div> |
| Worker Type | <div> <input checked="" type="radio"/> Employee </div> |

11. **Worker Sub-Type** will be **Regular**.

| | |
|-----------------|---|
| Location | <input type="text" value="X Trinity Residence Hall ..."/> |
| Time Type | <input type="text" value="X Part time"/> |
| Worker Type | <input type="text" value="X Employee"/> |
| Worker Sub-Type | <input type="text" value="X Regular"/> |

12. Review the completed fields. Make edits if necessary.

| | | |
|--------------------------|---|--------------------------------------|
| Supervisory Organization | College of Arts and Science (Sammy Smith) | |
| Position Request Reason | <input type="text"/> | |
| Job Posting Title | * | <input type="text" value="Adjunct"/> |
| Number of Positions | * | <input type="text" value="1"/> |

| | |
|---------------------|----------------|
| Hiring Restrictions | Qualifications |
|---------------------|----------------|

| | | |
|-----------------------------|--|---|
| Availability Date | * | <input type="text" value="07/01/2020"/> |
| Earliest Hire Date | * | <input type="text" value="07/01/2020"/> |
| No Job Restrictions | <input type="checkbox"/> | |
| Job Family | <input type="text"/> | |
| Job Profiles for Job Family | (empty) | |
| Job Profile | <input type="text" value="X Adjunct ..."/> | |
| Job Description Summary | <input type="text"/> | |
| Job Description | <div> Format B I U A </div> <input type="text"/> | |
| Location | <input type="text" value="X Assaf Academic Center ..."/> | |
| Time Type | <input type="text" value="X Part time"/> | |
| Worker Type | <input type="text" value="X Employee"/> | |
| Worker Sub-Type | <input type="text" value="X Regular"/> | |
| Critical Job | <input type="checkbox"/> | |

13. There is no requirement to enter a comment or attach a document at the bottom of the screen. Click **Submit** at the bottom of the screen.

 enter your comment

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

14. Your manager will be up next to approve the position details you entered. You can also click on the **View Details** and then the **Details and Process** tab to view the information you have submitted.

×

You have submitted
Up Next: Kasey Smith, Consolidated Approval by Manager's Manager
[View Details](#)