


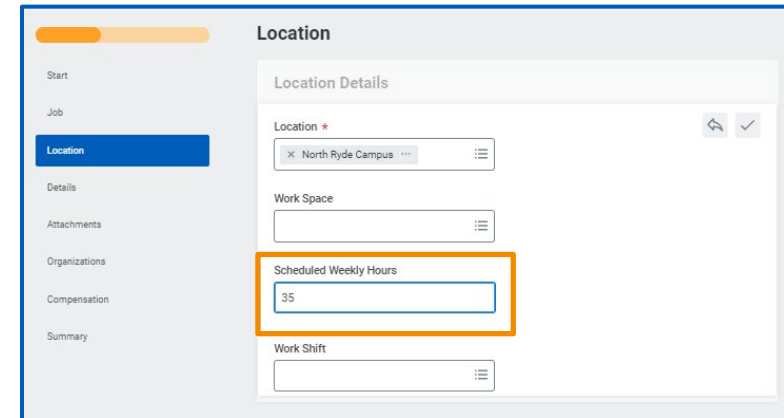
This job aid covers how to use Workday for employee job changes, including FTE changes, subsequent fixed term appointments, extend a secondment, end a secondment, changes to location, ending additional jobs, and terminations.

CHANGE JOB: CHANGE IN WORKING HOURS (FTE)

As a manager, you can initiate the process to change the FTE of your team members.

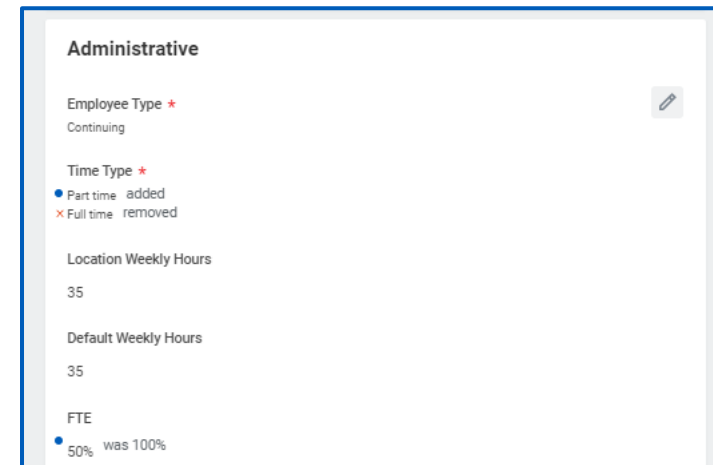
From the **employee's profile**:

1. Click on **Actions** .
2. Select **Job Change > Transfer, Promote or Change Job**.
3. Select the **Effective Date**.
4. Select the **Reason** for this change, e.g. Change Scheduled weekly hours (FTE).
5. Click **Start**.
6. From the menu on the left of the screen, select details to be updated e.g. **Job**, **Location** or **Details**.
7. For **Change of FTE**, select **Location** and update the **Scheduled Weekly Hours** field to the appropriate FTE. For instance, if the employee is moving from 1 FTE to 0.5 FTE, update **Scheduled Weekly Hours** from 35 (1 FTE) to 17.5 (0.5 FTE) weekly hours.



The screenshot shows the 'Location' details form in Workday. The left sidebar has a menu with 'Start', 'Job', 'Location' (selected), 'Details', 'Attachments', 'Organizations', 'Compensation', and 'Summary'. The main content area is titled 'Location' and contains a 'Location Details' section. The 'Location' field is set to 'North Ryde Campus'. The 'Work Space' field is empty. The 'Scheduled Weekly Hours' field is highlighted with an orange box and contains the value '35'. The 'Work Shift' field is empty.

8. Select **Details**.
9. Open the **Administrative** sub section and update the **Time Type** field from **Full Time** to **Part Time**.



The screenshot shows the 'Administrative' sub-section of the Workday form. The 'Employee Type' is 'Continuing'. The 'Time Type' is set to 'Part time' (added) and 'Full time' (removed). The 'Location Weekly Hours' field is set to '35'. The 'Default Weekly Hours' field is set to '35'. The 'FTE' field is set to '50%' (was 100%).

10. Select **Summary** to review the changes.



Note: The employee's compensation will automatically prorate based upon the FTE entered.

Compensation

Guide Me

Total Base Pay

Total Base Pay

- 74,415.00 AUD Annual (100% FTE: 148,830.00) was 148,830.00 AUD Annual

Primary Compensation Basis

Basis

Total Remuneration

Basis Details

- 109,576.09 AUD Annual (100% FTE: 219,152.18) was 174,131.10 AUD Annual

Guidelines

Total Base Pay Range

129,416.00 - 148,830.00 AUD Annual

Compensation Package

Macquarie University Group Compensation Package

Grade

Macquarie University Academic Staff Enterprise Agreement

Grade Profile

Level C (salaried)

Step

Step 6 - 148830 AUD

Salary

✕ ✎

Assignment Details

- 148,830.00 AUD Annual (Prorated: 74,415.00) was 148,830.00 AUD Annual

Plan Name

Salary Plan

Effective Date

04/02/2020

11. Once all edits are made, click **Submit**.

12. Review the allowance plans and update as needed.

Allowance

✕ ✎

Assignment Details

- 13.25% Annual added

Plan Name

- 13.25% employer contribution added

Effective Date

- 19/11/2020 added

Assignment Details

17% Annual

Plan Name

17% employer contribution

Effective Date

04/02/2020

13. Please indicate the exact work schedule (e.g. Weekly schedule - Mon 7, Wed 7, Thurs 3.5) in the **Comments** box at the bottom of the form. This is visible in the **Summary** section only.

☁

14. Click **Submit**.




Note: When changing FTE from full-time to part-time, or vice versa, HR will need to assign a work schedule to the employee. Managers should liaise with their HR Client team to confirm the new work schedule (in addition to noting this in the comments).

SUBSEQUENT FIXED TERM APPOINTMENTS


As a manager, you can initiate the process of setting up subsequent fixed term appointments for your team members.

From the relevant employee's profile:

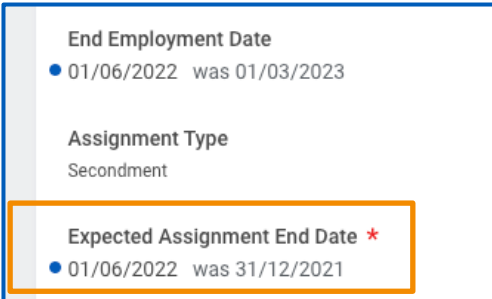
1. Select the **Actions**  button.
2. Select **Job Change > Transfer, Promote or Change Job**.
3. Select the **Effective Date** of the new fixed term appointment.
4. Select the reason for **Why are you making this change?** i.e. **Second or subsequent consecutive fixed term appointment**.
5. Click **Start**.
6. On the left you can update various details such as **Job, Details** or **Location**. For subsequent consecutive appointment, go to **Details** and update the **End Employment Date**.
7. Go to **Summary** to review the changes.
8. Once all edits are made, click **Submit**.
9. Click the **Details and Process** arrow and navigate to the **Process** tab to view next steps in the Change Job business process. The **Status** field indicates whether there are any required actions to complete.
10. Click **Done** to complete.

EXTEND SECONDMENT

As a manager, you can initiate the process to extend a secondment for your team members.

1. From the **Worker's profile**, click on **Actions** .
2. Select **Job Change > Transfer, Promote or Change Job**.
3. Select the effective date for the secondment extension under **When do you want this change to take effect?**

The **Effective Date** can be any date after today and before the current secondment end date.
4. Select **Extend Secondment** as the reason for the change.
5. Click **Start**.
6. Under **Details - Administrative**, enter the new end date of the secondment in the **Expected Assignment End Date**.



End Employment Date
● 01/06/2022 was 01/03/2023
Assignment Type
Secondment
Expected Assignment End Date *
● 01/06/2022 was 31/12/2021

Note:

If the **Employee Type** is fixed term the new **Expected End Assignment Date** cannot be greater than the current **End Employment Date**

The **End Employment Date** will update to match the **Expected End Assignment Date** at this stage of the process.

The **End Employment Date** will reset back to the **Contract End Date** when the process is complete.

7. Click **Submit**

END SECONDMENT - RETURN TO SUBSTANTIVE POSITION

As a manager, you can initiate the process to return a seconded employee to their substantive position.

1. From the **Worker's profile**, click on **Actions** [Actions](#).
2. Select **Job Change > Transfer, Promote or Change Job**.
3. Select the effective date for the employee's return to their substantive position under **When do you want this change to take effect?**

This date cannot be more than 1 day greater than their current secondment end date i.e. the **Expected Assignment End Date**.
4. Select **Return to substantive position** as the reason for the change.
5. Select the **Manager** the employee is returning to.
6. Select the **Supervisory Organization** the employee is returning to.

Start

Start Details

When do you want this change to take effect? *

02/06/2022

Why are you making this change? *

Return to substantive position

Who will be the manager after this change?

Rebecca Bond

Which team will this person be on after this change?

Faculty of Science and Engineering Management (Rebecca Bond)

Where will this person be located after this change? *

North Ryde Campus

Do you want to use the next pay period?

☐

Start Cancel

7. Click **Start**.

8. The Change Job form displays.

Move Guide Me

Opening

What do you want to do with the opening left on your team? *

Close this headcount added

Is this position available for overlap?

added

Attachments Guide Me

Documents

Add

Start

Move

Attachments

Summary

9. Select **Close this headcount** if you are not planning to fill this position again.



Note: If the employee is returning to a position outside of your **management hierarchy**, you will only see the Move and Attachments sections.

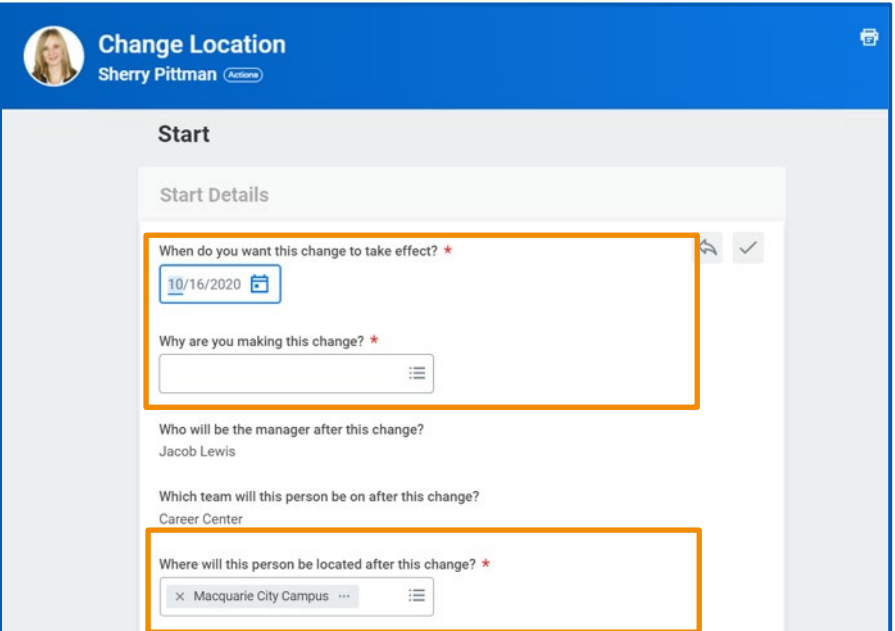
If the employee is returning to a position **inside your management hierarchy**, you will also see the full job details.

10. Click **Summary** on the menu on the left.
11. Add required documents under **Attachments**.
12. Click **Submit**.
13. The change job task will now go to the **Home HR Operations Officer**.

CHANGE LOCATION

From the **My Team Management** application on the Home page:

1. Click **Change Location** under **Actions**.
2. Enter the employee's name.
3. Click **OK**.
4. Enter the relevant details in the required fields, indicated by the red asterisk.
5. Click **Submit**.
6. Navigate to the employee's profile to view the location change.





The screenshot shows the 'Change Location' form for Sherry Pittman. The form is titled 'Start' and contains a 'Start Details' section. The 'Start Details' section has four required fields, each marked with a red asterisk (*):

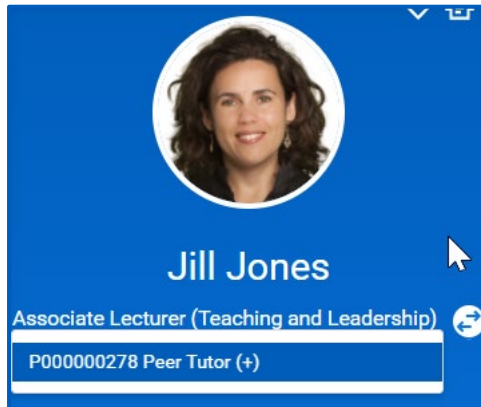
- When do you want this change to take effect? ***: A date picker showing 10/16/2020.
- Why are you making this change? ***: A text input field.
- Who will be the manager after this change? ***: A dropdown menu showing Jacob Lewis.
- Which team will this person be on after this change? ***: A dropdown menu showing Career Center.

Below these fields is another required field:


- Where will this person be located after this change? ***: A dropdown menu showing Macquarie City Campus.

END ADDITIONAL JOB

If your team member has more than one job, you can end that additional job within Workday. You'll see a  button next to their position in the worker profile. Click on it to view their additional job. It has a  next to it.




To end a non-primary job go to the employee's profile:

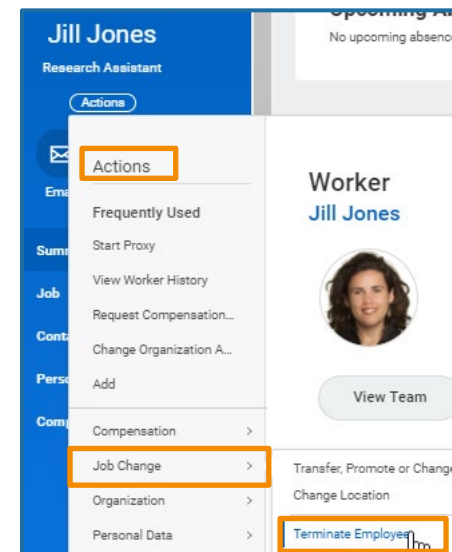
1. Select the **Actions**  button.
2. Select **Job Change > End Job**.
3. Select an **End date** of the job and a **Reason**.
4. Indicate whether the position can be **Closed** or should be available for **Overlap** after this termination. Position overlap allows a replacement worker to be hired into the same position before the current worker leaves.
5. Click **Submit**.
6. Complete the **Offboarding checklist** for the employee.
7. Click **Submit** after the checklist has been completed.

TERMINATE AN EMPLOYEE

As a manager, you will need to terminate an employee at the end of a fixed term appointment or when they have resigned.

From an employee's profile:

1. Click the **Actions**  button.
2. Select **Job Change > Terminate Employee** to display the Terminate Employee page.



3. Enter **Termination Date** and **Reason**. The employee will be considered active until midnight on the termination date.
4. Indicate whether the position will be **Closed** or available for **Overlap** after this termination. Position overlap allows a replacement worker to be hired into the same position before the current worker leaves.
5. Click **Submit**.

6. If required, **Complete Questionnaire**. Click **Submit**.
7. Click **To Do** to review actions to take prior to the employee's last day.
8. Click **Next** and **Done**.



Note: You can also terminate an employee from the **My Team Management** application by selecting **Terminate** under the **Actions** menu on the right-hand side of the screen.