Workday Job Aid for Managers

End Additional Job

Use this job aid to end a colleague’s additional job.

To learn more about Workday, find job aids and videos at workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday website at workday.trinity-health.org.
End Additional Job

Business Process Steps and Roles

As a manager, you may initiate the End Additional Job process for your team members only. After you initiate, the process will be completed through the HR function (see page 8).

NOTE: You should initiate the End Additional Job process; however, when necessary, it may be initiated by an HR Partner, HR Representative, or HR Shared Services (HRSS) Representative.

When to Use

When a colleague has multiple jobs, use this process to end one additional job.

NOTE: If the colleague is being terminated from all jobs, this business process is required to end additional jobs before starting the Termination business process.

Related Reports

- Staffing Activity Summary

Before You Start

Ensure local policies and procedures have been followed and appropriate approvals have been received before ending an additional job. This may include:

- Colleague or manager/HR determines additional job needs to be ended
- Manager and HR determine if the additional position will be closed or refilled
- Manager may contact HR Partner with questions
End Additional Job

Data Needed for End Additional Job

The following data will be requested

- **Employee**: Name of colleague whose additional job is ending
- **End Date**: Last day of additional job
- **Reason**: Reason for ending additional job; choose from menu options
- **Close Position**: Know if the position will be closed or refilled
- **Attachments**: Any documents required by policies and procedures
- **Assigned To**: Name of colleague who will assume colleague’s Workday roles

Notifications

(a colleague or department should be notified outside of the Workday system)

- No notifications.

Variations

- There should be no variations to this process across the system.

Other Resources

- Contact your Tier 1 resource, as noted on the Workday Help website at [workday.trinity-health.org](http://workday.trinity-health.org).

SPECIAL NOTE: While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.
End Additional Job

**Process Steps**

1. Log in to Workday
2. Click **My Team**
3. Click **End Additional Job** from the Actions column

**Alternate Starting Steps:**

1. Type the colleague’s name in the search box and press **Enter**
2. Click the related actions icon (“brick”) that appears next to the name
3. Go to **Job Change** and click **End Additional Job**

4. Continue with this job aid at step 6

You may also type **end additional job** in the search box to start the process.
End Additional Job

Process Steps (continued)

4. Type the name of the colleague whose additional job is ending; the additional job will auto-populate (or click the prompt icon to choose from the colleague’s additional jobs)

5. Click OK

HINT: Click the prompt icon and then My Team to get the list of your team members.
End Additional Job

Process Steps (continued)

6. Complete the End Additional Job form (* indicates required information)

7. Click the arrow next to Additional Information to expand the section; review and edit if needed.
End Additional Job

Process Steps (continued)

8. Click the add icon and Attach to add attachments (if applicable).

9. Type comments and click Submit.

10. Process moves to next step; click Done.

To learn more about the documentation required to end an additional job, go to the Workday Help website at workday.trinity-health.org.
End Additional Job

Process Steps (continued)

Process continues by the HR function as follows:

<table>
<thead>
<tr>
<th>Step</th>
<th>Process Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Review</td>
<td>HR Partner</td>
</tr>
<tr>
<td>❑ Check Benefit Elections</td>
<td>Benefits Partner</td>
</tr>
<tr>
<td>❑ Check Benefit Elections</td>
<td>HRSS Representative</td>
</tr>
<tr>
<td>❑ Remove User-Based Security Group Assignments</td>
<td>Security Administrator</td>
</tr>
<tr>
<td>❑ Assign Roles to Worker</td>
<td>Security Partner</td>
</tr>
<tr>
<td>❑ Offboarding Procedures</td>
<td>Facilities Partner</td>
</tr>
</tbody>
</table>

Process roles are designated by “security role,” which do not reflect actual job titles.

To learn how to check the status of the process, go to page 12.

NOTE: The process may be returned to you if there are questions or issues.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website at workday.trinity-health.org.
End Additional Job

Process Steps (continued)

1. Log in to Workday
2. Click Inbox
3. Find the email and click to open (opens in the right pane of the screen)

To skip this step if not applicable:

1. From the email, click the gear icon
2. Click Skip This Task

Note: You will be required to type a skip reason.
End Additional Job

Process Steps (continued)

4. Type comments

5. Click Submit

6. Process is complete; click Done

NOTE: Add any comments for the recruiter in regard to backfilling the position. For example:
- Goal is to fill by August 1
- Can replace with two part-time colleagues
End Additional Job

End of Process: Next Steps

WHEN END ADDITIONAL JOB PROCESS IS COMPLETE

- Manager contacts HR Partner to begin backfill process, if applicable
- If colleague is terminating and all additional jobs have been ended, Manager completes Termination business process
Quick Tip: Check the Status of a Process

**How to Check the Status of a Process**

1. Log in to Workday
2. From Inbox, click the **Archive** tab
3. Find the item you wish to view and click to open (opens in the right pane of the screen)
4. Click **Process**