Add Additional Job   All Employees

## Use this process to give any type of employee an additional job.

An OPS job requisition is required if the assignment is a separate additional job.

The Add Additional Job business process must be initiated by the manager or HR Partner.

Manager/HR Partner Steps

From the Home screen:

1. Type the **Employee's Name** or **Z Number** in the search box.

2. Click the **Related Actions** icon (⋯) next to the employee's name and roll over **Job Change**. Then select **Add Job.**
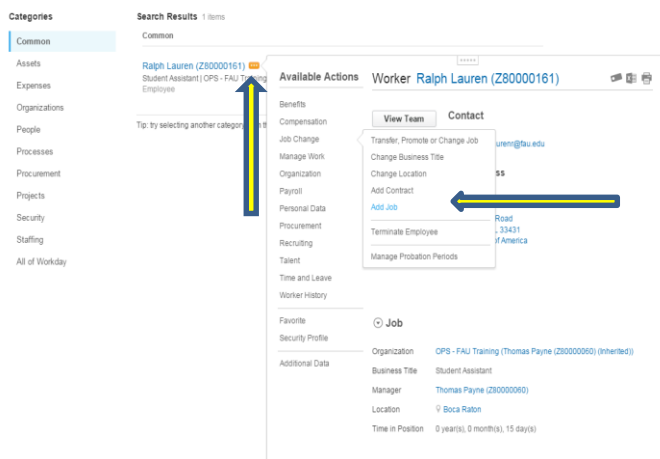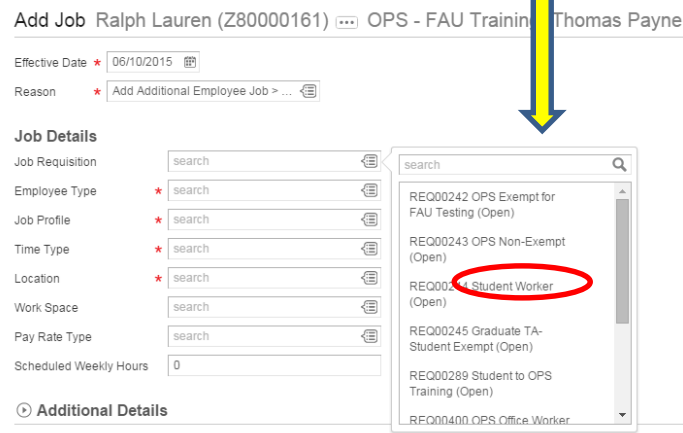

Add Job Details Page:

3. Enter the appropriate **Supervisory Organization** for the additional job.

4. The employee's name will be defaulted.

5. Click **Ok**.

Job Details Page:

6. Enter the **Effective Date** of the assignment.

7. The reason (Add Additional Employee Job) will default.

8. In Job Details, click on the **Prompt** icon (▤) and select the appropriate **OPS Job Requisition**.

9. The **Employee Type**, **Job Profile**, **Time Type**, **Location**, **Workspace** and **Pay Rate Type** will default from the job req. The **Scheduled Weekly Hours** will also default, but this field can be changed.

10. Click on **Additional Details**.

11. Enter an **End Employment Date**.

12. Click **Submit.**

13. The Process will route to the Cost Center Manager to assign organizations and propose compensation.

14. Once fully, approved, the process will be designated as complete.

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