Extend Assignment

OPS/Student OPS

Use this process to extend the assignment of an OPS/Student OPS employee.

Extending the assignment of an OPS employee 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 on the **Employee's Name**.
- 3. In the employee's **Profile**, click on the **All Jobs** tab.
- 4. In the position column, click the **Related Actions** icon (••••) next to the assignment that needs to be extended.
- 5. Roll over **Job.** Then click **Edit Job**.

,	Obama (Za Teaching Assis		0) 🚥									
10008580 Graduate Teaching Assistant					⊗ View Team					Thomas Payne (Z80000060) Manager		
Other Jobs •	@fau.edu					Q	Boca Raton					
Job	Personal	Career		Performance	Compensa	ation	Time Off	Overview				
Job Details	All Jobs	Professiona	l Profile	Manager H	listory M	fanagement Ct	nain Or	ganizations	Worker History	Service Dates	Job	
All amounts are annualized 3 items		Available Actions Position 10008731 Student Assistant-Greeter - Barry Obama (Z80000110) (+)								8		
Start Date	Position	Position Favorite		Worker Barry Chama (280000110) Droanication OPS - FAU Training (Thomas Payne (280000060) (Inherited))								
05/23/2015	10008580 Gradui Assistant	Job Organization		Edit Job Orga))							
06/06/2015	10008731 Studer Greeter (+)	Payroll		Location	Boca	Raton						
06/06/2015	10008732 Student (+)			CPS - FAU Training (Thomas Payne (280000060) (Inherited))		(i) Hourly	12.	5% 5	\$22,968.00	\$22,968.00		
							Total: 87	5% 35	\$243.848.00	\$243.848.00		

Edit Job Details Page:

- 6. Enter the **Effective Date** of the extension.
- 7. Use the Prompt icon () to select the Reason.
- 8. Click Edit Position, then click Edit Position> Update.
- 9. In the **Job Details** section, the Employee Type, Job Profile, Job Title, Business Title, Time Type, Location, Work Space, Pay Rate Type, and Scheduled Weekly hours will all default with the assignment's existing information. However, changes can be made to these fields.

10. Click on Additional Information.

- **11.** Enter the new **End Date** for the assignment.
- 12. Click Submit.
- 13. The process will route to the Cost Center Manager to assign costing allocation for the assignment as well as to change the compensation, if applicable.
- **14.** Once the process is fully approved, the process will be complete.

Notes

