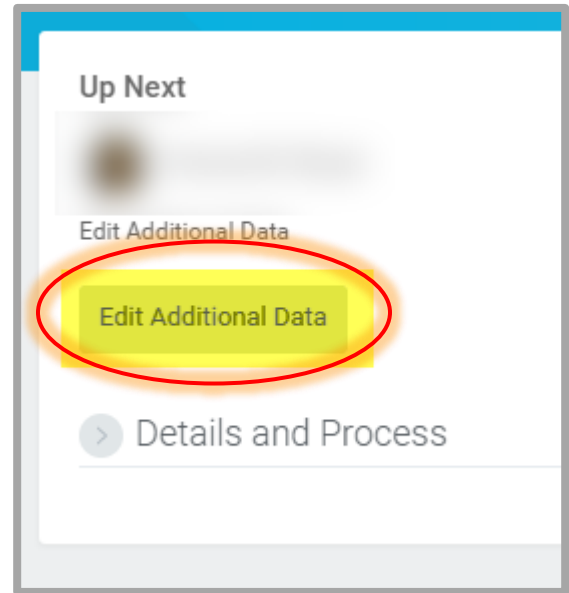
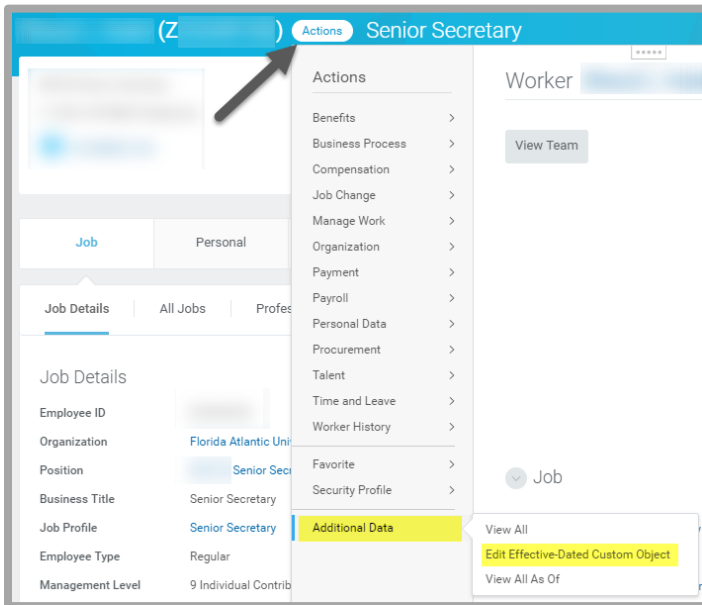


Position & Job Management:

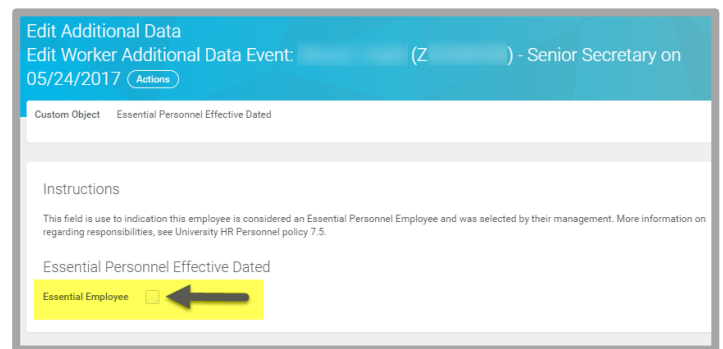
Adding/Removing ESSENTIAL PERSONNEL status

Use this process to assign the **ESSENTIAL PERSONNEL** designation to an Employee.

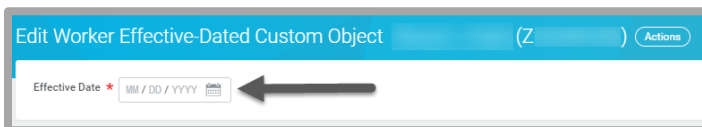
1. From the Employee Profile (as an **HR Partner**): Use the related actions button off of the Employee's name/z-number and go to Additional Data > **Edit Effective-Dated Custom Object**



4. Click the Essential Employee Checkbox or uncheck if removing, enter **ADDING ESSENTIAL PERSONNEL** or **REMOVING ESSENTIAL PERSONNEL** in the comment box and click SUBMIT:



2. Select an effective date and click "OK":



3. This will be up next for the **HR Partner**. Click Edit Additional Data:


5. The **Employee** will receive an action to review the Essential Personnel Policy, select the checkbox to agree to the statement provided, and will need to click SUBMIT. This must also be completed when EP status is removed:

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Position & Job Management:

Adding/Removing ESSENTIAL PERSONNEL status

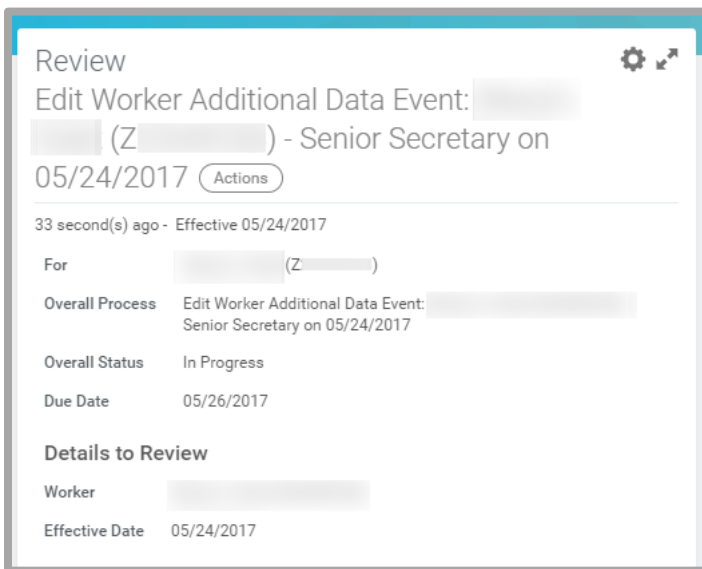
Document Link	Essential Personnel Program Policy
Instructions	<p>Your position/role has been designated as ESSENTIAL PERSONNEL. Please take some time to familiarize yourself with the Essential Personnel Policy. If you have any questions, please contact the Department of Emergency Management at (561) 297-4587 or em@fau.edu</p>
Signature Statement	By e-signing, you are indicating you have read, understand and will comply with this policy.
I Agree	<input type="checkbox"/>



NOTES

- Upon completion, Classification & Compensation will generate the Essential Personnel letter for the Faculty Member, AMP, SP, or OPS Employee. The appropriate Provost or Vice President office administrator will also be notified.
- Removal of EP Status: Follow the same steps to remove this status and include a comment when doing so.
- Upon termination, Essential Personnel Status will be removed from the employee, not the position.
- If a position is vacant, please contact Classification & Compensation to Add/Remove status from the position
- Contingent Workers must have access to Workday to acknowledge within the Business Process; Please contact classncomp@fau.edu to add CWs without access
- To view CURRENT Essential Personnel within supervisory organizations you manage use the **FAU ESSENTIAL PERSONNEL** report in Workday.

6. The **Management Chain** will be required to review and APPROVE the action:



The screenshot shows a 'Review' screen for an 'Edit Worker Additional Data Event'. The event is for a Senior Secretary on 05/24/2017. The overall process is 'Edit Worker Additional Data Event: Senior Secretary on 05/24/2017'. The overall status is 'In Progress' and the due date is 05/26/2017. The details to review include the worker and the effective date of 05/24/2017.

7. This action will be successfully completed for OPS or Student Employees and will route to the Classification & Compensation team to Add the Essential Personnel Designation on the Position Restrictions for Faculty, AMP, or SP positions.

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Position & Job Management:

Adding/Removing ESSENTIAL PERSONNEL status

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