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

2. Select an effective date and click “OK”:

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

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:

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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Your screens and processes may vary from those described here.
**Position & Job Management:**

**Adding/Removing ESSENTIAL PERSONNEL status**

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**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.

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

7. This action will be successfully competed 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