

SUMMARY

This job aid outlines the process of a Job Continuation action in Workday for a student worker or graduate assistant.

NOTE: The Job Continuation reason code can be used to extend a job and/or compensation. If any additional details related to the job are to be changed, the Change Job – Change Job Details business process should be used. A Change Job - Job Continuation is the correct business process to use when completing a job continuation, not a Request Compensation Change.

JOB CONTINUATION – STUDENTS & GRADUATE ASSISTANTS

1. **Search** the worker's name in the search box and click **Enter**. Next to the worker's name, click on the **Actions** icon, then hover over **Job Change**, and select **Transfer, Promote, or Change Job**.

NOTE: It is extremely important that you read the help text as it relates to the Change Job. You must make the correct selections so that the correct Business Process is initiated.

2. Start **Details**. Complete the necessary information. Click the pencil to the right of the screen to edit. Click the check mark to close the edited section.
 - When do you want this change to take effect? The **effective date** for the job continuation should be **the day after the previous job ended** (the next payroll period will auto-populate).
 - Why are you making this change? Click the prompt icon and select **Job Continuation**.
 - Who will be the manager after this change? This information should auto-populate.
 - Which team will this person be on after this change? This information should auto-populate.
 - Where will this person be located after this change? This information should auto-populate.
 - Do you want to use the next pay period? Leave this box **unselected**.
 - a. Click **Start** (or Cancel).
3. Job. **Confirm** that the information shown is correct.
 - a. Click **Next** (or Back).
4. Location. **Confirm** that the information shown is correct.
 - a. Click **Next** (or Back).
5. Details. **Confirm** that the information shown is correct.
 - a. Enter the **End Employment Date** if the job continuation is for a Graduate Assistant. This will not be required for a Student Worker position.

- b. Leave the Location Weekly Hours and Default Weekly Hours at 40 as this is LSU's standard work week.
 - c. For a Graduate Assistant position, the Annual Work Period and Plan Disbursement Period (AWP/DPP) can remain as is and do not need to be changed.
 - d. For a Student Worker position, the AWP/DPP will not be required.
 - e. Click **Next** (or Back).
6. Attachments. Click the Add button if you need to **attach any supporting documentation**.
 - a. Click **Next** (or Back).
7. Organizations. Confirm that the information is correct.
 - a. Click **Next** (or Back).
8. Compensation. Confirm that the information is correct.
 - a. For Graduate Assistant positions, click the pencil icon in the Salary section.
 - Click the arrow next to Additional Details and input the **Actual End Date**; the Expected End Date can be left blank. The **End Employment Date and Compensation End Date must match**.
 - b. For Student Worker positions, click the pencil icon in the Hourly section.
 - An end date is not required.
 - c. Click **Next** (or Back).
9. Summary. **Review** all information that was input on the previous screens for accuracy.
 - a. Click **Submit** (or Save for Later or Cancel).
 - b. Click **Done**.

For Graduate Assistants: The process will route to the Student Employment Partner to input the costing information, and then Cost Center Manager to review and approve the costing allocation for the change job, followed by the Graduate Aid Office and Compensation Partner. Once approved by the Graduate Aid Office, the process routes to the HR Analyst to manage the business processes for the Worker before receiving the final approval from the Payroll Partner.

For Student Workers: The process will route to the Student Employment Partner to input the costing information, and then the Cost Center Manager to review and approve the costing allocation for the change job.