SUMMARY

This job aid outlines the process of a Change Job – Student-GA Conversion action in Workday. This process can also be used to convert a GA to a student worker.

NOTE: A Change Job - Student to GA Conversion will also allow you to transfer a student from one supervisory organization to another.

If you are hiring a student that currently works in another supervisory organization, the Change Job will be initiated by the Student Employment Partner (SEP) of the student's current organization. The Position is created by the SEP of the receiving supervisory organization. Once initiated, the process will route to the receiving supervisory organization to enter the new position and complete the Change Job.

ADD ADDITIONAL JOB – STUDENTS & GRADUATE ASSISTANTS

1. **Search** for the student's name in Workday and **select** their profile.

ADD ADDITIONAL JOB – STUDENTS & GRADUATE ASSISTANTS

1. Initiate a **Job Requisition** to create a position for the graduate assistantship or student worker (if there is not an open and approved position to use). **Create** the position in the correct supervisory organization. *There must be an open position and requisition before the conversion is loaded.
2. **Search** for the student's name in the search bar, click the **Actions** tab, select **Job Change**, select **Transfer, Promote or Change Job**, and select the correct position number under the Job section.
3. <u>Start Details.</u> Complete the necessary information. Click the pencil to the right of the screen to edit. Click the check mark to close the edited section.
   a. When do you want this change to take effect?
      - Enter in the **correct date** (the next payroll period will auto-populate)

   b. Why are you making this change?
      - Click the prompt icon and select **Data Change - Student - Graduate Assistant Conversion**

   c. Who will be the manager after this change?
      - This information will auto-populate. Edit if necessary.

   d. Which team will this person be on after this change?
      - This information will auto-populate. Edit if necessary. You must select the supervisory organization where the new position was created.

   e. Where will this person be located after this change?
      - This information will auto-populate. Edit if necessary.

   f. Do you want to use the next pay period?
      - Leave this box unselected.

   g. Click **Start** to continue (or Cancel).

4. Move.

Select **I plan to backfill this headcount** to leave the currently occupied position open, **Move this headcount to the new manager** to move the position number to the new supervisory organization, or **Close this headcount** to close the position.

5. Job. Click the pencil to the right of the screen to edit. Click the check mark to close the edited section.

    a. In the Position section, select the appropriate position from the list of available positions. **Confirm** all job details that auto-populate from the position.

    b. The remaining Job Details will auto-populate. **Confirm** and Click **Next** (or Back).

6. Location. **Confirm** that the information is correct. Click on the Pencil icon to edit.

    a. For Scheduled Weekly Hours, the hours must be set at **20 hours or less**.

    b. For Work Shift, **Ineligible for Shift Pay** (United States of America) should auto-populate.

    c. Click **Next** (or Back).

7. Details. Click on Pencil icon to edit.

    a. Under the Administrative section, all of the information will auto-populate from the position. Location Weekly Hours and Default Weekly Hours should remain at 40 as this is LSU's standard work week.

    b. Add the **End Employment Date**. This is required for all Graduate Assistant jobs, but not for Student Worker jobs.

    c. Under the Academic section, input the **Annual Work Period (AWP) and Plan Disbursement Period (DPP)**.

        - The AWP/DPP must align with the **effective date** of the appointment
        - Example: If the effective date is 08/15/23, the AWP/DPP must be Twelve Month August (August 1 – July 31)
        - The AWP/DPP is only used for Graduate Assistant appointments and will not be available for Student Worker positions. Without this information, the payment information will not pull on the Payroll side.

    d. Click **Next** (or Back).

8. Attachments. Click the Add button if you need to attach any backup documents.

    a. Click **Next** (or Back).

9. Organizations. Confirm that the information is correct.

    a. Click **Next** (or Back).

10. Compensation. Confirm that the auto-populated information is correct. Click the pencil to the right of the screen to edit. Click the check mark to close the edited section.

a. On the Salary section, input the **annualized salary amount**. The Plan Name should be ***Academic Salary***.

b. Click the arrow next to Additional Details. Add the **Actual End Date** (this date must match the **End Employment Date**). The Expected End Date can be left blank.

11. 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**.

The process will route to the Cost Center Manager to review/add costing allocation, Graduate Aid Office, Payroll Partner, HR Department Head, and Compensation Finance Partner for review and approvals, then the process is complete.