

## Add Additional Job for Student Workers

This is a step-by-step guide on how to add an additional job for an employee in Workday

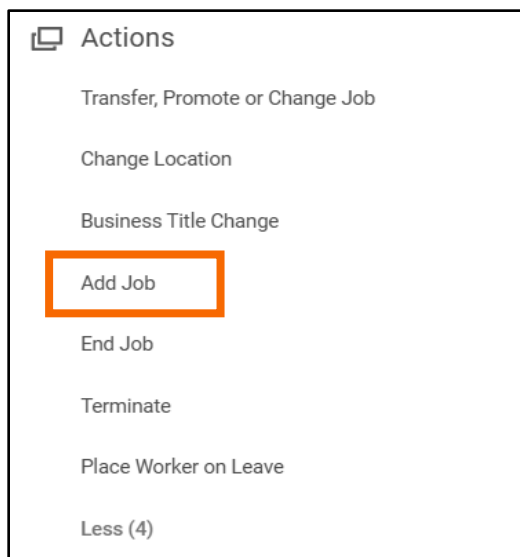
1. From the homepage, select the navigation **Menu** at the top left corner of the toolbar.



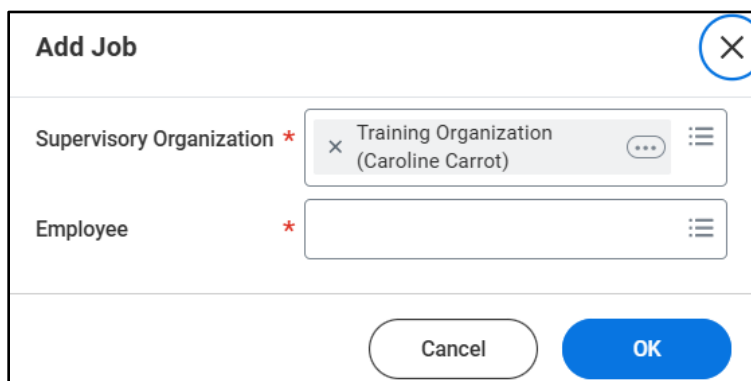
2. Select **My Team Management**.

**Note:** If you do not see the app, click **Add** at the bottom of the menu to add the app.

3. Under **Actions**, select **Add Job**. Alternatively, type **Add Job** into the search bar and select the task.



4. **Supervisory Organization** defaults. If necessary, select a different **Supervisory Organization**.
5. Type in the name or UID of the employee or choose from the menu. Select **OK**.



6. Select **OK**.

7. Select an **Effective Date**.
8. Select a **Reason** from the dropdown.
9. Under **Job Details**, select a **Job Requisition** from the dropdown.

**Note:** The following fields automatically populate.

← Add Job

Wendy Watermelon Training Org - Operations - JM (Gilda Grape)

Effective Date \* 09/30/2025

Reason \* Add Additional Employee Job > New Assignment > New Position

**Job Details**

Job Requisition JR100028 Student  
X Employee - Dining Services (Open)

Employee Type \* Student Worker (Regular)

Job Profile \* JC\_3004 - Student Worker

Time Type \* Part time

Location \* University Services Center

Work Space

Pay Rate Type X Hourly

10. Review the prepopulated values, and then, if necessary, select different values.
11. Expand **Additional Details** and update the **Business Title** to a more specific title, e.g. Front Desk Student Worker or Laundry Attendant.

← Add Job

Additional Details

Job Title Student Worker

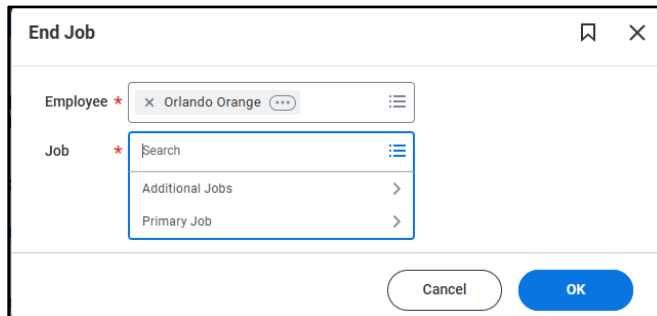
Business Title Front Desk Student Worker

12. Select **Submit**.

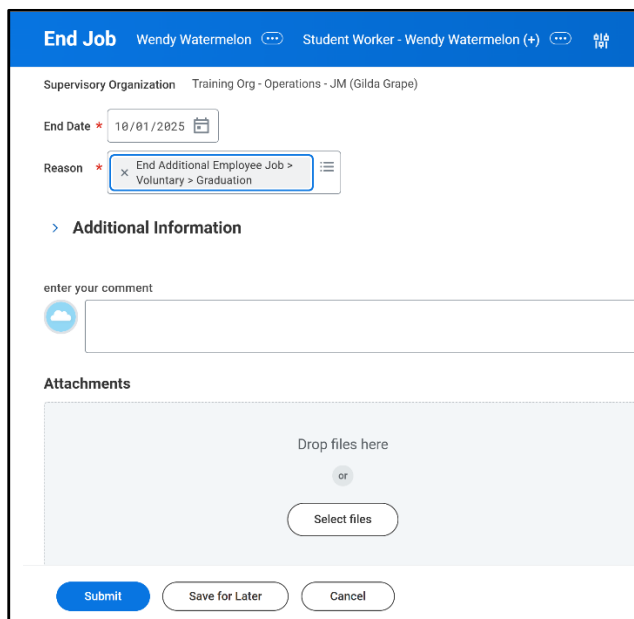
The workflow routes for the appropriate approvals based on job and department.

## End Additional Job for Student Workers

1. Use the Team Management app or type *End Job* in the Search bar and select the **End Job** task.
2. Select an **Employee**.
3. **Select Additional Job** or **Primary Job** to choose from the menu.



4. Select **OK**.
5. Select an **End Date**.
6. Select **Reason**.



7. Under **Additional Information**, all dates automatically populate once an **End Date** is selected. Review and, if necessary, select different dates. Select **Submit**.

