

Once the hire is complete:

1. Click the **Faculty Hire: Add Faculty Assignment Details** and follow the directions indicated on the To Do step

**Complete To Do** Faculty Hire: Add Faculty Assignment Details

For [Redacted]

Overall Process Hire: Bucky Bronco

Overall Status Successfully Completed

Due Date 05/07/2024

Instructions **Attn: Faculty Dean Partners**

- Please navigate to the Faculty's Worker Profile
- From the related actions against the worker, navigate to Additional Data -> Edit Effective-Dated Custom Object
- Follow the instructions on the pages and complete the Faculty Assignments Data
- **Submit** this task from your Workday Inbox to move the process along

2. Navigate to the faculty's record.
3. From the Actions button, navigate to Additional Data > Edit

**Bucky Bronco**  
Quarterly Adjunct Lecturer

Employee ID [Redacted]

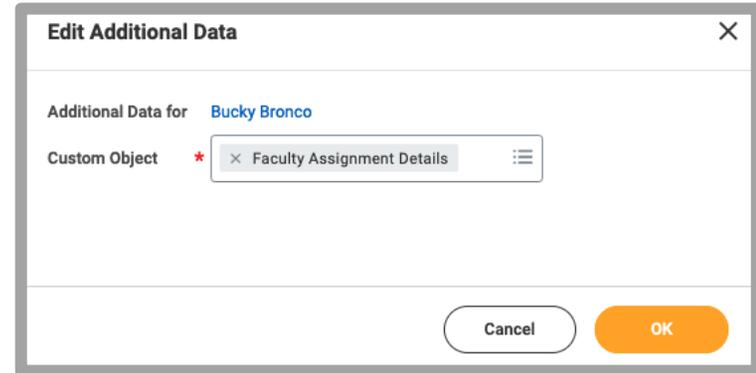
Actions

- Summ Compensation
- Overview Job Change
- Academ Manage Work
- Job Organization
- Compe Payroll
- Absenc Payroll Interface
- Contact Personal Data
- Person Recruiting
- Time and Absence
- Worker History
- Favorite
- Integration IDs
- Security Profile
- Additional Data
- Award

Additional Data sub-menu:

- Edit Effective-Dated Custom Object
- View All
- View All As Of
- Edit

- 4. On the **Edit Additional Data** field, select **Faculty Assignment Details** and then select the **OK** button



- 5. On the **Faculty Assignment Details** page, click the '+' sign to add a new row

**Edit Additional Data** Bucky Bronco

Custom Object Faculty Assignment Details

**Instructions**

[Faculty Assignment Details](#)

- Please use the + icon to add a row and complete the details
- Add a row for each course section # the QAL or SAL faculty member holds for the term you are processing the hire (the PCN should be the same for each course)
- If you are updating a course because it has been cancelled, enter the cancellation date in the End Date field and update the status reason to "Course Cancelled"

**Faculty Assignment Details**

0 items

	*Assignment Start Date	*Assignment End Date	*Position Number (PCN)	*Course Section	*CEs	* Assignment Amount	*Assignment Status
No Data							

6. Complete the following fields:

- **Assignment Start Date:** enter the assignment start date, ie 3/1/2024
- **Assignment End Date:** enter the assignment end date, ie 06/30/2024
- **Position Number (PCN):** enter the position number you completing the hire, ie PCN12345
- **Course Section:** enter the course section, ie ENGL11
- **CEs:** enter the course equivalent, ie .667
- **Assignment Amount:** enter the assignment amount, ie \$2800
- **Assignment Status:** select the assignment status, ie Hired Compete

\* **Note:** Do not click the '-' (minus sign) otherwise the row is deleted and all data is lost.  
Faculty who are consistently rehired, Workday will display historical data.

Select the **OK** button when after completing all fields.

Faculty Assignment Details							
1 item							
	*Assignment Start Date	*Assignment End Date	*Position Number (PCN)	*Course Section	*CEs	* Assignment Amount	*
+	MM/DD/YYYY	MM/DD/YYYY	<input type="text"/>	<input type="text"/>	0	0	<input type="radio"/> Hire Complete <input type="radio"/> Course Cancelled
-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Search

7. Return to the **Faculty Assignment Details** To Do step and select the **Submit** button to clear the task from in your inbox.

Overall Process [Hire: Bucky Bronco](#)

Overall Status Successfully Completed

Due Date 05/07/2024

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Submit Save for Later Close