

## Supplemental Guide for Creating New Tenure Track (10M) and Temporary Faculty Positions in Workday

The purpose of this guide is for initiating the Create Position process for Tenure Track (10M) and Temporary Faculty positions in Workday. A faculty position can be created once the position has been approved by the President, Provost/VPAA and the Office of Budget and Planning; and the three required documents (Position Description, Recruitment Plan, and Workday Excel sheet) have been reviewed and approved by the Provost's Office.

This functionality is available to Hiring Managers (Department Chairs and School Directors) and Administrative Assistants responsible for creating positions within their organization.

### Before initiating the 'Create Position' process in Workday, please have:

- The appropriate full time org in Workday. Example: Testing and Development (Frank N. Stein).
- The org should not have the word 'Temporary' in it.
- The Administrative Assistant or Manager role for the appropriate full time org in Workday.
- An understanding of the timeline from position creation to hiring your new Faculty member.
- The approved position announcement from the Provost's Office (ready to attach to the position).
- The approved rank, step, range, and cost center (ready to attach to the position).
- Recruitment plan (ready to attach to the position).

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### Approval Workflow:

1. Classification and Compensation team in HR
2. Department Chair (this step is omitted if the Dept. Chair initiates the process instead of the Admin)
3. Dean
4. Provost's Office
- 5a. Budget Office (if the position is non-grant funded)
- 5b. Grants Accounting (if the position is grant funded)
6. Vice President for Human Resources

# Tips

Supervisory Organization Testing and Development (Frank N. Stein)

Position Request Reason \*

→ The position should be 'Budgeted'.

Job Posting Title \*

→ If the rank was approved to be flexible, please include both ranks in the Job Posting Title.

Number of Positions \*

Hiring Restrictions Qualifications

Availability Date \*

→ **Must be today's date.** Selecting a future date will prevent the position from being seen in Workday.

Earliest Hire Date \*

→ **Must be 07/01** of the hire's intended academic year.

Job Family

- Make sure the Job Profile includes '(10M)' and does NOT say 'Temporary'.
- If the rank is flexible, select the higher rank's Job Profile. Select **only one** job profile.

Job Profile \*   
Will default in the position, but is not on the posting.

Job Description Summary

Job Description \*   
Copy & paste from the approved position announcement. Please format this properly.

Location

Time Type

Worker Type

Worker Sub-Type

All four fields should always look like this. Only select 'Part Time' if you were approved for a percentage of time position.

Type in 'reg' and hit enter for 'Regular' to populate.



Add any additional/applicable comments/notes to this area. If your position is grant-funded and you have the grant # during this time, please enter it in this section.

## Attachments

Drop files here

or

Select files

- This is where you will attach the position announcement, recruitment plan, and approved budget line excel.
- Select 'other' as the category for the recruitment plan and budget excel.
- Select 'job description' as the category for the position announcement.
- If this is a grant-funded position, please attach the grant proposal and/or any applicable grant paperwork in this section. You may select 'other' as the category.

How will this position be funded? Please select all that apply. (Required)

This selection will determine if the position's approval will route to Budget or Grants Accounting.

HIPAA Employment Category

Healthcare Workforce Member – this position has access to student health information or other clinical HIPAA protected health information (PHI). (Required)

- Yes
- No

## Cost Center

Cost Center \*

CC10000 VP Academic Testing

- Once the Cost Center is entered, the Fund, Program, and Division will automatically populate.

## Costing

Program

N13 Academic Support

- You will notice there is not a field to add the PS Account—this is OK, as the PS Account field automatically links to the Job Profile.

Fund

F10 Unrestricted Operating Fund

## Other

Division

D20 Provost and Vice President of Academic Affairs

## Compensation

### Effective Date & Reason

Effective Date

02/24/2021

### Guidelines

#### Total Base Pay Range

• 76,348.55 - 118,357.20 USD Annual added

#### Compensation Package

• AFT added

#### Grade

• AFT Schedule E (10 Month) added

#### Grade Profile

• AFT 10 Range 28 added

#### Step

• AFT 10 Month Range 28 Step 06 - 95443.39 USD added

#### Progression Start Date

• 02/24/2021 added

### Salary

#### Assignment Details

• 95,443.39 USD Annual added

#### Plan Name

• Salary 10 Month added

#### Effective Date

• 02/24/2021 added

#### Assignment Details

• 0.00 USD Annual added

#### Plan Name

• Salary Plan added

#### Effective Date

• 02/24/2021 added

- Select the Range that was approved for this position's budget line.
- If the rank is flexible, select the higher rank's Grade.
- **Only one** Grade should be selected.

- Select the Step that was approved for this position's budget line.
- If the rank is flexible, select the higher rank's Step.
- **Only one** Step should be selected.

By selecting the Range and Step above, the salary will automatically populate. Please do not manually enter anything in this section.



Please remember to click the 'X' button to delete the additional salary section that appears on Faculty positions.

Approve

Save for Later

Close

- Click 'Approve' to submit your position and have it go through the approval process.
- Click 'Save for Later' to hold the position in your Inbox.

## Need Help?

For assistance with the above, please email [talent@montclair.edu](mailto:talent@montclair.edu) or call 973-655-5000, option 2.