

WORKDAY

QUICK REFERENCE GUIDE

Teaching Overload – Exempt and Non-Exempt Staff

Keep in Mind

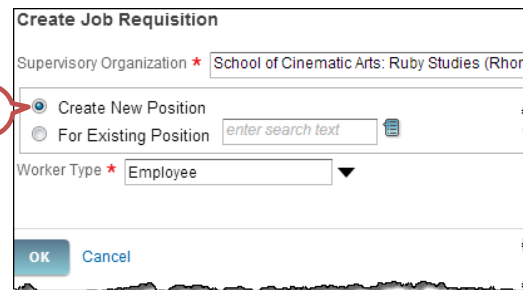
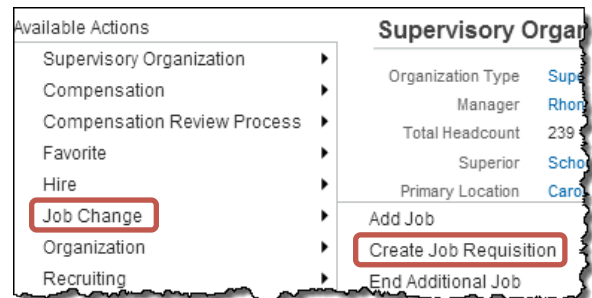
- Teaching overloads are entered as an Additional Job, including when work is being performed in the employee's current supervisory organization
- Caution! Worker-Sub type for all staff-teaching overload positions is **Staff**
- Overload for exempt staff should be effective for entire month(s) as Workday will pro-rate the amount. The overload should begin on the first day of the month and end on the last day of the month

Information Needed

- Account(s) funding the overload

Steps - Create Job Requisition/Create Position

1. Search for the **Supervisory Organization** where the teaching overload requisition/position will be assigned
2. Perform a **Related Action** off of the **Supervisory Organization**
3. Hover over **Job Change** and click **Create Job Requisition**
4. Choose **Create New Position**



5. **Number of Openings** should be entered as 1
6. Select **Reason of Not for Posting > Non-competitive fill; no recruiting required** to prevent posting the position
7. **Job Posting Title** should be **TOVLD** and the correct Job Title as stated in the contract.
Example: TOVLD - Part-Time Lecturer



You will need to add the **TOVLD** designation again to the Job Title when you add the job

8. **Attachments:** Upload supporting documentation

9. **Job Profile:** Job Family and Compensation Grade map from Job Profile. Use the job profile specified in the contract. For a list of the Job Codes and descriptions, please visit the USC Compensation website



Note: Two Part-Time Lecturer Job Profiles exist. Exempt positions have an E following the Job Profile name

10. **Worker Sub-type:** Always use **Staff** for staff teaching overloads. Do **NOT** use faculty
11. **Time Type:** Select **Part time**
12. **Primary Location:** When the work location is not in the selection list, select Off Campus (near HSC), Off Campus (near UPC) or Off Campus (other)
13. **Scheduled Weekly Hours:** Enter zero "0"



Total FTE for an employee is based on scheduled work hours for all of the employee's positions. By entering zero Scheduled Weekly Hours as "0", this position does not increase an employee's total FTE

14. **Work Shift:** Should be the same as the employee's primary position
15. **Recruiting Start Date:** Date is required even when the position is not posted. For teaching overloads, you may enter the same date as the Target Hire Date
16. **Target Hire Date:** For exempt staff, enter the first day of a month



Comments entered in this **Comment Box** are not visible to downstream approvers



Qualifications are not entered in Workday

The screenshot shows the 'Qualifications' tab in the Workday system. It contains several sections: Certifications, Competencies, Education, Work Experience, Languages, Responsibilities, and Training. Each section has a 'Required' checkbox and a '+' icon. A large red 'X' is superimposed over the entire section, indicating that these qualifications should not be entered.



DO NOT change **Company** and **Cost Center** defaults. The actual funding account will be entered during the **Add Additional Job** business process in **Costing Allocation**



Read the help text at top of the page for fields that are restricted

17. Enter **Home Department** in **Region** field. Region is used for pay check routing, integrations between Workday and other systems and reporting. The region in the primary positions will take precedence

Change Organization Assignments
Assign Organizations: Create Position: OVLD-Part-Time Lecturer

There are several critical steps to follow, please read the instruction below carefully:

- The **Home Department Code** should be added to the **REGION** field
- Please *do not adjust* the data in the following fields:
 - Currently Enrolled
 - On Campus
 - Student Worker Status
 - Cost Center
 - Benefit Org
- If this is for the **University Hospitals**, please fill out details for **Meal Waiver**, **Orientation Waiver** and **Hospital Pay Rule**
- If the position is in a **Development** Organization or Job Family, please make that selection in the **Development Organization** field below

Effective Date 01/01/2014

Proposed Organizations 16 Items

Organization Type	Proposed Organization
Company	University of Southern California
Cost Center	2219328888 PAYROLL CLEARING-CINEMATIC ARTS
Region	<input type="text" value="enter search text"/> <ul style="list-style-type: none"> 0550271000 Cinematic Arts Library
Grant	
Program	
Business Unit	
Fund	
Currently Enrolled	
On Campus	
Benefits	
Student Worker Status	
Meal Waiver	
Hospital Orientation Waiver	
Hospital Pay Rule	
Development Organization	
Tenure	

Additional Information

View Comments (0) Process History Related Links

Enter your comment

Submit Save for Later Cancel

18. In **Proposed** column, add a **staff** teaching overload compensation plan
 - a. For Exempt staff, select salary compensation plan **Teaching Overload Pay – Exempt (Non-Faculty)**
 - b. For Non-Exempt staff, select hourly compensation plan **Teaching Overload Pay – Hourly**
- a. **Remove** “Base Pay – Hourly” and any other defaulted compensation plans that are not appropriate for the overload
19. In **Proposed** column, enter the anticipated rate of pay for the teaching overload position
 - a. For Exempt staff, enter compensation **Amount** on a monthly basis and select **Frequency** of Monthly
 - b. For Non-exempt staff, enter compensation **Amount** on an hourly basis and select **Frequency** of Hourly.
 - c. For KECK Medical Center employees, enter **Amount** on a biweekly basis and select **Frequency** of Biweekly
20. Click on **Details** and enter **Expected End Date** which should be the anticipated end of the teaching overload or the end of the fiscal year, whichever comes first
 - a. For Exempt staff, enter the last day of the month in which the overload ends
 - b. For Non-Exempt staff, enter anticipated last day of the overload
21. In **Comment** box, enter brief explanatory comments for the downstream approvers. Indicate the justification for the staff teaching overload, why the position is needed and how it will be funded (include account numbers)

Example: Exempt Staff Teaching Overload:

The screenshot displays a 'Default Compensation Change' form for a 'TOVLD Part-Time Lecturer (1 Position Requested)' at the 'School of Cinematic Arts_1 (Tracy Fullerton)'. The form is divided into sections for 'Compensation', 'Current', and 'Proposed'. A pop-up window is open over the 'Proposed' column, showing details for the 'Teaching Overload Pay - Exempt (Non-Faculty)' plan. The pop-up window includes fields for 'Amount' (2,000.00), 'Currency' (USD), 'Frequency' (Monthly), and 'Expected End Date' (12/31/2014). The 'Assignment Details' section shows 'Compensation Element: Teaching Overload Pay', 'Grade: FACULTY, NON-TENURE TRACK', and 'Grade Profile: PART TIME LECTURER (E)'. The 'Assignment Details' section also shows '2,000.00 USD Monthly'. The 'Done' button is visible at the bottom of the pop-up window.

Manage Additional Job

1. When the position is created and approved, perform an Add Additional Job business process to assign the overload. Refer to **Add Additional Job QRG**
2. When Overload assignment is complete, perform an End Additional Job business process. Close the position during the process. Refer to **End Additional Job QRG**