

Hire

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Hire: Job Management - follows POOLED position processes.

Position Type	Hire Date	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date	Costing Allocation End Date
LOA – Salaried	Date employee begins working at UNLV	Last day of employment with UNLV	Last day of employment with UNLV	Same as hire date	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA - Activity Pay Instruction (PTI) - For Credit	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA - Activity Pay Instruction (PTI) - Not For Credit	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA - Activity Pay Instruction (PTI) - One Type Payment	Date employee begins working at UNLV	Job profile: Semester PTI (hours per week) do not have an end date.	There is no compensation on the hire, as this is added on the PAP.	Same as hire date	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA – Hourly	Date employee begins working at UNLV	Last day of employment with UNLV			

Change Job

Used for transfers, promotions, demotions, reclassifications, and auto progressions.

Change Job: Position Management

Position Type	When do you want the change to take effect?*	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date**	Costing Allocation End Date
Academic Faculty	Date you want change to go into effect	N/A	Leave blank <i>If there is an end employment date, use that date</i>	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . <i>Use last date of the grant/gift fund</i>
Administrative Faculty	Date you want change to go into effect	N/A	Leave blank <i>If there is an end employment date, use that date</i>	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . <i>Use last date of the grant/gift fund</i>

Change Job: Job Management

Position Type	When do you want the change to take effect?*	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date**	Costing Allocation End Date
LOA – Salaried LOA - Activity Pay Instruction (PTI) - For Credit	Date you want change to go into effect	Last day of employment with UNLV	Last day of employment with UNLV	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>

Add Additional Job

Used when an employee works in multiple supervisory organizations, is paid varying rates of pay, and may involve a Primary Job Switch sub-process for a newly added Additional Job.

Add Additional Job: Job Management

Position Type	Effective Date	End Employment Date	Compensation Actual End Date	Costing Allocation Start Date	Costing Allocation End Date
LOA – Salaried	Date employee begins working in additional job	Date job ends <i>Could be same as last day working at UNLV or last day of job</i>			

Edit Position

Used for Position Management employees and involves making a change to the FTE% (scheduled hours), changes to the job profile / classification (without compensation changes), and updated duties for the job description.

Edit Position: Position Management

Position Type	Effective Date	End Employment Date	Compensation Actual End Date Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
Academic Faculty - Visiting	Effective date of offer letter	End employment date of offer letter	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Administrative Faculty	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank <i>If there is an end employment date, use that date</i>	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Post-Doctoral Scholar	Effective date of offer letter	End employment date of offer letter	Same date as end employment date	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Classified - Salary	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank <i>If there is an end employment date, use that date</i>	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Classified - Hourly	Date you want change to go into effect	Update with new end date, if applicable. Leave existing date if end date has not changed.	Leave blank <i>If there is an end employment date, use that date</i>	Review costing allocation, refer to Help Text in Workday	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>

NOTES

Please contact your [Compensation & Classification analyst](#) with questions.

For changes to POOLED positions, refer to the Edit Job Page.

Request Compensation Change

Involves market adjustments, COLA, step increases, updating stipends, LOA salaried increases, and hourly rate increases.

Request Compensation Change: Position Management

Position Type

Request Compensation Change: Job Management

Position Type	Effective Date	Employee Visibility Date	Compensation Actual End Date Actual End Date	Costing Allocation Start Date Start Date	Costing Allocation End Date End Date
LOA - Salaried	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Temporary - Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
Student - Hourly	Date new salary begins	N/A	Last day of employment with UNLV	Review costing allocation and click Add to add new costing allocation if needed	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>

NOTES

For Job Management please contact your

Period Activity Pay

Used to compensate a worker in equal sums over a period of time, is administered outside of normal compensation business process, and is paid in accordance with a specific academic year, academic period, instructional/research/clinical activities, and campus housing.

Period Activity Pay: Position Management

Position Type

Period Activity Pay: Job Management

Position Type	Effective Date	Academic Period	Activity Start Date	Activity End Date	Payment Start Date*	Payment End Date*	Costing Allocation Override Start Date
LOA - Activity Pay Instruction (PTI) - For Credit	Leave current date	Select Period in which Activity is performed	First day of obligation	Last day of obligation	First day of obligation	Last day of obligation	Enter costing allocation details

End Additional Job

Used for terminating an employee's relationship with UNLV and ceases payroll processing to the employee.

End Additional Job: Job Management

Position Type	Job End Date*	Last Day of Work	Pay Through Date	Notify By	Costing Allocation Start Date	Costing Allocation End Date
LOA - Salaried	The last day the employee physically works the additional job	The last day the employee physically works the additional job	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA - Activity Pay Instruction (PTI) - For Credit - PAP must be ended before ending job	Last day of obligation worked	Last day of obligation worked	Last day of the month following the end of the job	Leave blank	Leave costing allocation start date and funding information.	Leave blank unless a <i>grant/gift fund</i> . Use last date of the <i>grant/gift fund</i>
LOA - Activity Pay Instruction (PTI) - Not For Credit - PAP must be ended before ending job	The last day the employee					

Termination

Used for terminating an employee's relationship with UNLV and ceases payroll processing to the employee.

Termination: Position Management

Position Type	Termination Date	Last Day of Work	Pay Through Date	Resignation Date (optional)	Costing Allocation Start Date***	Costing Allocation End Date
Academic Faculty - 9 Month - Employee terms after they have fulfilled their teaching obligation	Depending on which semester the employee					

