

# Managing Postdoc and Related Appointments in Workday

Business Process	Guide	Notes
<b>How to hire a Postdoc/Postgrad</b>	Utilize “Create Job Requisition: Postdocs (STARS)” & “Finalize STARS Job Posting: Other Academic (Postdocs)” Training Guide	Requisitions are initiated in Workday and routed for budgetary approval in Workday. Utilize Reason Code <b>“Postdoc Requisition (STARS) &gt; Postdoctoral Hire.”</b> Once approved, the requisition feeds into STARS where you will be required to enter supplemental posting and appointment information.
<b>How to reappoint a Postdoc</b> <b>1. Update Appointment Details (i.e., Appointment End Date)</b> <b>2. Convert PDA to PDF</b>	<ol style="list-style-type: none"> <li>Utilize “Academic: Managing Appointments” Training Guide, and follow instructions included under “Update academic Appointment”</li> <li>Utilize “Change Job: Convert PDA to PDF (Academic)” Training Guide</li> </ol>	<ol style="list-style-type: none"> <li>Update applicable fields (i.e. Appointment End Date) to update Postdoc appointment details</li> <li>First update the appointment using the reason code <b>“Change of Appointment Details &gt; Fellow/Associate Rank Change”</b> and updating the rank (from <b>Postdoctoral Associate</b> to <b>Postdoctoral Fellow</b>). Then execute Change Job using reason code <b>“Change Appointment Details”</b> and changing the salary to a stipend.</li> </ol>
<b>How to convert a Postdoc to a Laboratory Associate</b>	<ol style="list-style-type: none"> <li>Utilize the “Termination/Separation: Employee (Academic)” Training Guide to end the Postdoc’s position and academic appointment</li> <li>Utilize “Create Job Requisition: Academic Contingent Worker (Non-STARS)” Training Guide to create the Lab Associate position and then hire/contract the Postdoc into the position.  <b>NOTE:</b> You will not have to create a pre-hire record in Workday for the Postdoc, as their record will already exist in Workday.</li> </ol>	
<b>How to promote a Postgrad to Postdoc</b>	Utilize “Change Job: In Track Promotion (Academic)” Training Guide	<p style="text-align: right;">Last Updated: 3/22/16</p>

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<b>How to add a teaching appointment to a Postdoc</b>	Utilize "Academic: Managing Appointments" Training Guide, and follow instructions included under "Add Academic Appointment"	
<b>How to change compensation</b> 1. <b>Mid-Year Raises</b> 2. <b>Ongoing Extra Compensation</b> 3. <b>Retroactive Pay Increase</b>	1. Utilize "Manage Compensation (Academic)" Training Guide and follow instructions included under "Request Compensation Change" 2. Utilize "Manage Compensation (Academic)" Training Guide and follow instructions included under "Request Compensation Change" 3. If you wish to enter a retroactive compensation change, you can do so by entering a past date as the Effective Date. Salary will be prorated automatically based on the date that is entered. This information is included in the "Manage Compensation (Academic)" Training Guide	1. You will utilize the Reason Code "Request Compensation Change > Mid-Year Review" 2. You will utilize the appropriate Allowance Plan to process ongoing extra compensation. 3. For purposes of processing compensation changes with an Effective Date prior to July 1st, Workday will NOT calculate the retroactive payout <ol style="list-style-type: none"> <li>a. For Effective Dates that pre-date Workday, a request must be submitted to Employee Service Center to calculate retroactive payout</li> </ol>
<b>How to pay an honorarium to a Visiting Fellow</b>	This payment will NOT be processed in Workday. Please process this payment via Accounts Payable.	
<b>How to terminate a Postdoc</b>	Utilize "Termination/Separation: Employee (Academic)" Training Guide	Once you execute the termination, you will be provided with a "To Do" for ending a postdoc's academic appointments. Utilize "Manage Academic Appointments" Training Guide, and follow instructions included under "End Academic Appointment"

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<b>How to correct appointment dates for a PDA, PDF, PGA, PGF, LA, &amp; VF</b>	1. Contact the Office of Postdoctoral Affairs	
<b>How to hire a Contingent Worker</b>	Utilize "Create Job Requisition: Academic Contingent Worker (Non- STARS)" Training Guide, and Utilize "Academic: Managing Appointments" Training Guide, and follow instructions included under "Add Academic Appointment"	
<b>How to reappoint a Contingent Worker</b>	Utilize "Academic: Manage Appointments" Training Guide, and follow instructions included under "Update Academic Appointment"	
<b>How to terminate a Contingent Worker</b>	Utilize "Termination/Separation: Contingent Worker" Training Guide	