

Faculty Actions Processed in Workday: Attachments

Type of Action	Attachments Required?	What to attach	Notes/examples
New Hire <i>Create job requisition</i>	Yes	Tenure Line approval email (if tenure track) CV/Resume, Reference Letters, Faculty Vote, P-103, BOT Supplemental Datasheet	Attach tenure line approval email both to the job req and the Candidate Profile; all others should be added to the "Attachments" section in the Candidate Profile
Add Additional Job <i>Job Change: Add Job</i>	Yes	P-103, Signed Offer Letter Faculty Vote (if applicable) Supplemental Datasheet	Associate Deans, Program Directors, Department Chairs Joint Appointments
Reappointments or other job changes:			
Reappointments with no compensation change <i>Job Change</i>	No	N/A	Simple Term Reappointments
Reappointments with compensation change <i>Job Change</i>	Yes	Signed Offer Letter	
Status Change <i>Job Change</i>	Yes	P-103, Signed Offer Letter	FTE or Contract Change
Leave of Absence:			
Medical/Personal LOA <i>Time and Leave Enter Absence</i>	Yes	Faculty member's request	For personal leaves (paid and unpaid) add President and Provost approval emails
Entrepreneurial LOA <i>Time and Leave Enter Absence</i>	Yes	Signed entrepreneurial agreement	
Ending an appointment:			
End <i>Additional Job</i> <i>Job Change: End Job</i>	No	N/A	When ending add'l job (Assoc Dean, Program Director, Dept Chair) must include a note in the comment box
Status Change/Phased <i>Job Change</i>	Yes	Phased Retirement Contract	Follow QRG for Phased Retirement
End Job (Voluntary) <i>Job Change: Terminate Employee</i>	Yes	Faculty member's request (or a P-103)	Resignations (Voluntary, Other), Retirements
End Job (Involuntary) <i>Job Change: Terminate Employee</i>	Yes	Notification to faculty member	Non-renewals Terminations
Emeriti Appointments <i>Academic: New Appt</i>	Yes	P-103, Faculty Vote Dean and Chair approval Current CV	The emerita/us appointment will be PRIMARY. Add Emerita/us appt, then end original academic appointment, if it was not ended as part of the retirement business process.