

Designating Emeritus Profiles in Workday

Job Aid

Users: Unit business managers and HR liaisons

Purpose: This job aid provides step-by-step instructions for creating, updating, and ending Emeritus profiles in Workday.

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When to Use This Job Aid

Use this job aid when you need to:

- Create a new Emeritus profile in Workday
 - Add or update an Emeritus record for faculty who also hold paid roles
 - End an Emeritus record for deceased faculty
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Before You Begin

- ✓ Final approval for Emeritus status has been received.
- ✓ President's Emeritus designation letter is on hand for upload.
- ✓ Faculty member has been searched in Workday to confirm whether a profile already exists.

Decision point:

- **No paid job (may or may not have prior contingent worker history)?**
 - See [Creating a New Emeritus Profile](#)
 - **Active paid job?**
 - See [Updating Emeritus Profiles \(Add Job\)](#)
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Standard Emeritus Values (Use for ALL Records)

- **Job Profile:** J001453 – Emeritus
 - **Contingent Worker Type:** Emeritus
 - **Time Type:** Part Time
 - **Scheduled Weekly Hours:** 0
 - **Contract End Date:** 12/31/2060
-

Creating a New Emeritus Profile

Step 1: Start the Process

1. Log in to Workday.
2. In the search bar, enter **Contract Contingent Worker**.
3. Confirm the **Supervisory Organization**:
 - {Unit Supervisory Org} – Emeritus – POOLED
4. Select **Pre-Hire**:
 - **Existing Pre-Hire**: Use if the faculty member already has a Workday record (retired/terminated).
 - **Create New Pre-Hire**: Use if no record exists.
5. Click **OK**.

Contract Contingent Worker

Step 2: Contract Start Date

1. Enter the **Contract Start Date** as the day after the faculty member's termination date.
 - Example: Retired 06/30/2024 → Start date 07/01/2024
2. Select **Reason**: Contract Contingent Worker > Initial Engagement.

The screenshot shows two input fields. The first is labeled 'Contract Start Date *' and contains the date '01/09/2021' next to a calendar icon. The second is labeled 'Reason' and contains a dropdown menu with the selected option 'Contract Contingent Worker > Initial Engagement' and a close button 'x'.

Contract Start Date

Step 3: Job Details

Enter the following (standard for all Emeritus records): - **Contingent Worker Type:** Emeritus - **Job Profile:** J001453 – Emeritus - **Time Type:** Part Time - **Location:** UNLV1 – Maryland Campus (unless different)

The screenshot shows a form titled 'Job Details' with five rows. Each row has a label, a required field indicator (red star), a dropdown menu, and a menu icon (three horizontal lines). The rows are: 'Contingent Worker Type *' with 'x Emeritus [link]', 'Job Profile *' with 'x J001453 - Emeritus ...', 'Time Type *' with 'x Part time', 'Location *' with 'x UNLV1-Maryland Campus ...', and 'Work Space' with an empty dropdown.

Job Details

Step 4: Contract Details

- **Contract End Date:** 12/31/2060 (USE FOR ALL RECORDS)

Step 5: Additional Information

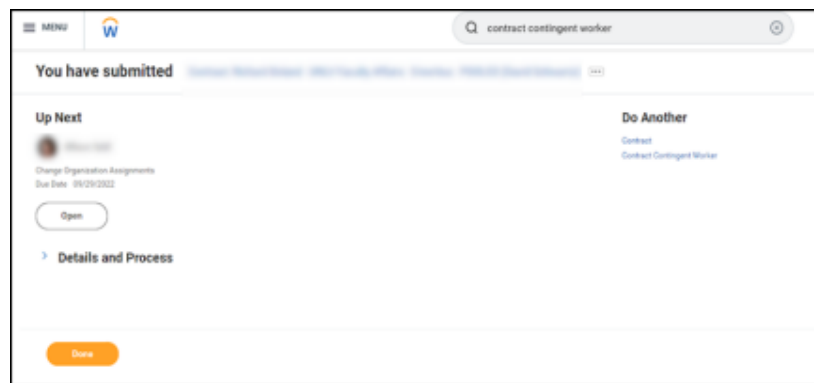
1. Expand **Additional Information**.
2. Enter **Business Title** using this naming convention:
 - **Emeritus/emeraita {Title} of {Department or Unit}**
 - Example: *Emeritus Professor of Geology*
 - Emeritus = male | Emerita = female

Step 6: Comments and Attachments

1. **Comment:** Enter the effective date Emeritus status was granted (from the notification letter).
2. **Attach the Emeritus designation letter** (required):
 - **Description:** Emeritus Designation Letter
 - **Category:** Emeritus Documents

Step 7: Submit

1. Click **Submit**.
2. Review the next workflow step and click **Done**.

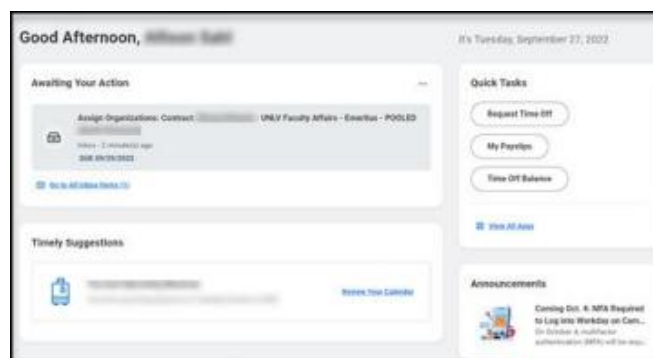


Next workflow step screen

Completing Follow-Up Tasks

Assign Organizations

1. From your Workday dashboard, a new task will show as **Awaiting Your Action**, select **Assign Organizations**.

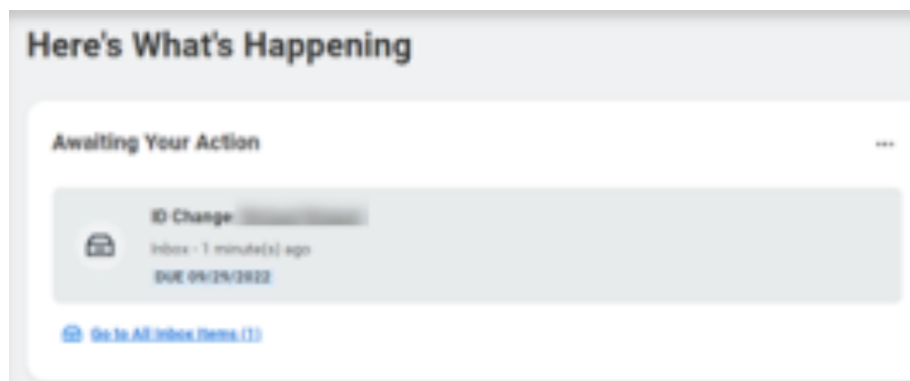


Awaiting Your Action screen

2. Enter the appropriate **Cost Center** for the supervisory organization.
3. Click **Submit**.

ID Change

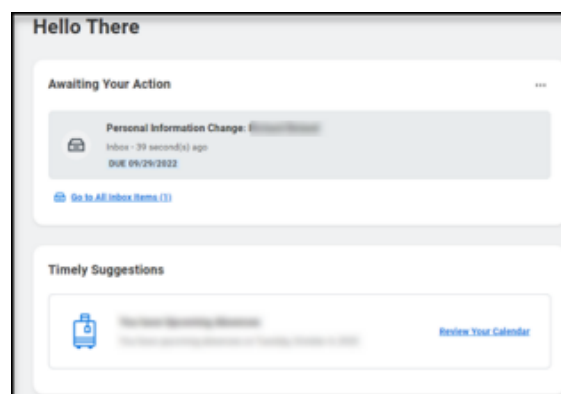
1. Open the **ID Change** task.
2. Information will auto-populate for existing pre-hires.
3. Enter required fields for new pre-hires.
4. Click **Approve**.



ID Change screen

Personal Information Change

1. Open the **Personal Information Change** task.
2. Enter missing information as required.



Personal Information Change screen

3. Select **Prefer Not to Answer** for personal data not available (e.g., gender identity, sexual orientation).
4. Click **Submit**.

A confirmation message will indicate the task has routed to the authorized approver (Dean/VP).

Updating Emeritus Profiles (Add Job)

When to Use

Use **Add Job** when an Emeritus faculty member also holds a paid position.

Workday limitation: Contingent worker records may include multiple contingent worker jobs, but cannot include paid employee positions.

Required Sequence

1. End the existing Contingent Worker contract.
2. Hire the faculty member into the paid position.
3. Use **Add Job** to add the Emeritus role.

When the paid position ends: 1. End the Emeritus Additional Job, 2. Terminate the paid position, 3. Recreate the Emeritus Contingent Worker contract.

Add Job Key Settings

- **Job Profile:** Emeritus
 - **Scheduled Weekly Hours:** 0 (prevents benefit/retirement impact)
 - **Job Title:** Emeritus
 - **Business Title:** Emerita/Emeritus {Title}
 - **End Employment Date:** 12/31/2060
 - **Comment:** Adding Emeritus record via Add Job
 - **Attachment:** Emeritus Designation Letter (optional but recommended)
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Ending an Emeritus Profile

Ending an Emeritus record retains the individual in Workday for institutional reporting and survivor benefits, if applicable.

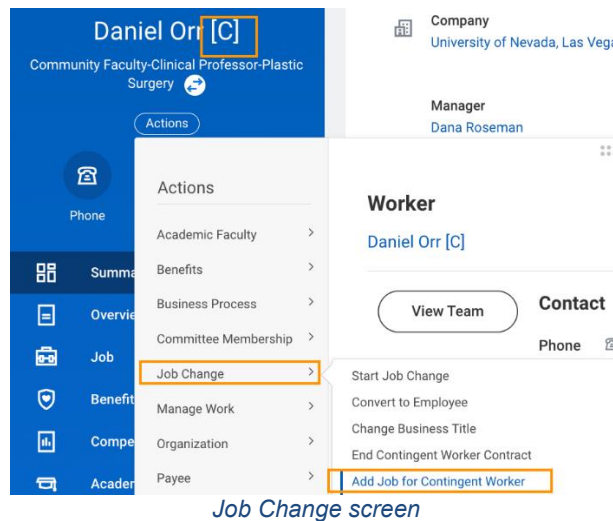
Steps

1. Search **End Contingent Worker Contract** or access the faculty member's profile and select **End Contingent Worker Contract** from the Job Change menu.
2. Enter the **Contract End Date**:
 - For deceased emeritus, enter the date of death or date the unit was notified.
3. Select **Reason**: Involuntary or Not for Cause.
4. Click **Submit**.

Multiple Contingent Worker Records

- Workday allows **either** an Employee record **or** a Contingent Worker record at one time. Only one worker record can be active at a time.
- When a contingent worker record is active, the department could add the Emeritus role to that record as an additional contingent worker job.
- A **[C]** next to a name indicates Contingent Worker status.
- Paid positions cannot be added to contingent worker records. The contingent worker record must be ended in order to hire the worker into a paid position (e.g., PTI).
- After the hire is complete, the Emeritus job can be added back using the Add Additional Job Process.

To add an additional contingent worker arrangement: - Use **Job Change > Add Job (Contingent Worker)**.



For questions or more information, please reach out to facultyaffairs@unlv.edu

