

Prepare to transition



Does the position have an expected end date?



The work the employee is doing has an end. The position exists because it provides leave of absence backfill, addresses short-term immediate workload peaks or other short-term needs, or is in place while a recruitment is underway for a permanent position.

Yes

No

Check the box that says "Yes"

Check the box that says "No"

Make sure the employee's end employment date in Workday is accurate. It will be converted from Workday.



Is the position regularly scheduled and will be assigned an FTE?



An employee is regularly scheduled if they are assigned a schedule with a fixed number of working hours in a workweek.

Yes

No

Check the box that says "Yes" and enter the employee's weekly scheduled hours/FTE.

Check the box that says "No"