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**
  - Check the box that says "Yes"

- **No**
  - 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**
  - Check the box that says “Yes” and enter the employee’s weekly scheduled hours/FTE.

- **No**
  - Check the box that says "No"