| **Requesting Unit:** |       |
| --- | --- |

INSTRUCTIONS

**Add Job Workday Business Process:** Use the [Add Job Decision Tree](https://utexas.app.box.com/s/u17flxpzkteibftoailgnc6xrap15pz4) and [Matrix](https://utexas.app.box.com/s/iqjsra8jeijtnq4bufk6ne3txswdlbv7) to determine whether Add Job is appropriate. If so, complete this form and upload it as an attachment to the Business Process (BP) in Workday.

**Staff Additional Job Form:** HR Partner of proposed additional job completes Sections I & II. Section III is reviewed and signed by employee, requesting & primary job manager, and requesting & primary HR Partner/Executive.

SECTION I

**Job Details:** Requesting HR unit, complete the add job details:

| Employee Name (EID): |       |
| --- | --- |
| Reports to (Sup Org): |       |
| Job Title/Job Code (Job Profile): |       |
| Effective Date: |       |
| End Date: |       |
| Salary or Hourly Job Type: | Choose an item. |
| Estimated Hours per Week: |       |
| One Time Payment ($) or Hourly Rate ($/hour): |       |
| **\***Exempt/Non-Exempt: | Choose an item. |
| (*Exempt/Non-Exempt: Determines how employee will be paid out; follow decision tree to payout as lump sum one-time payment or by submitting and completing an hourly timesheet.)* |
| **\***Primary Job (Y/N): | Choose an item. |
| *(Primary Job:* ***ACTION****: If “add job” is going to be primary job, follow* [*switch primary job*](https://utexas.app.box.com/s/11258ftvwf0qtgfodk72iopx14wz1owp) *process after add job is complete.)* |
| **\***Overtime Eligible (Y/N): | Choose an item. |
| *(Overtime Eligible: If the add job duties are similar to primary job, the employee is eligible for* *Overtime, which they should submit on the timesheet.)* |
| **\***Benefits Eligible (Employee Type) (Y/N): | Choose an item. |
| *(Benefits Eligible: Eligibility must match for primary job and add job: i.e. primary job is benefits eligible, then add job “worker type” is also benefits eligible.)* |

SECTION II

**Job Description for Additional Job:** Requesting HR unit, in the space below, please provide the essential functions of the employee’s additional job. Attach job description if preferred.

SECTION III – **(Employee Additional Job Acknowledgement)**

As a condition to your employment with the University of Texas at Austin (UT Austin), you are required to acknowledge the following:

* I acknowledge that all other employment, at UT Austin or another institution within The University of Texas System (UT System), has been disclosed in writing to **all my managers.**
* I acknowledge that I will disclose any anticipated future employment at UT Austin or UT System. This disclosure will be made in writing **to all my managers** before anticipated future employment begins. I further acknowledge that anticipated future employment may impact my employment with the University and that impact may include a reduction of hours or termination of my employment.
* **[If any of my departments have work-hour limitations]** I acknowledge that I will not work more than  hours per week, on average, for any week in which I accrue hours, for all my UT Austin and UT System positions combined, without prior approval **from all my managers.**
* I acknowledge that this document does not state all the requirements or terms of my employment, and that my managers will advise me of additional policies and procedures specific to my positions.
* If a sporadic job, I acknowledge that work in all sporadic jobs cannot exceed more than 120 hours or $25,000 in a fiscal year.
* Failure to complete or comply with the acknowledgements in this document is cause for withdrawal of an offer of employment or, if employed, for discipline, up to and including termination.

***Please, sign and date in the fields below.***

**Requesting Unit Signatures (Add Job):**

|  |  |  |
| --- | --- | --- |
| Employee Name | Employee Signature | Date |
|  |  |  |
| Requesting Unit, Manager Name | Requesting Unit, Manager Signature | Date |
|  |  |  |
| Requesting Unit, HR Partner Name\* | Requesting Unit, HR Partner | Date |
|  |  |  |
| Requesting Unit, HR Exec. Name\* | Requesting Unit, HR Executive Signature | Date |

**Primary Unit Signatures:**

|  |  |  |
| --- | --- | --- |
| Primary Manager Name | Primary Manager Signature | Date |
|  |  |  |
| Primary Unit, HR Partner Name\* | Primary Unit, HR Partner | Date |
|  |  |  |
| Primary Unit, HR Exec. Name\* | HR Executive Signature | Date |

\*CSUs determine policy for required signatures.