### Putting the Pieces Together
The purpose of this transaction is to assign one of your employees to an additional position in your department/school.

This guide outlines how to:
- Log in to Infor HR - *(pg. 2)*
- Add a Work Assignment - *(pg. 4)*

### Which Outcome to Expect
Upon completion of this process, the employee will have a new work assignment added to the existing assignment(s).

### Navigating the Process
Related guide:

*End a Work Assignment (Manager)*

To locate this guide, check out the Infor HR Resource Center.

### Who To Contact
Please contact your HR Partner for any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION:
Add a work assignment for a current employee

Before You Begin
- This process outlines how to add an existing, active work assignment (position) to a current employee. If you do not have a position that meets your needs, you will either need to Create a Position or alter attributes of a position that is no longer in use (Request a Position Update) before beginning this process.

1) Click the Manager icon to open Manager Space.

2) Under My Staff, use the search field (a) or the scroll bar (b) and navigational arrows (c) to locate the appropriate employee. Click the employee (d) to open the employee’s profile.
Please Note

- The 5 digit number next to the employee's name is the Primary Work Assignment Position Number. Many employees have more than one work assignment, so be sure to locate additional position numbers in Work Assignments. Ensure that the additional work assignment will not cause the employee to work more than full-time (8 hours a day) in a benefited role.
5) Enter the date the work assignment is to be added in the Effective Date (a) field. Click on the search icon (b) to the right of the Action Reason field. Within the Action Reason form, click on MJBADD (c) to select it.

Things to Avoid
- MJBADD is the only Action Reason code that should be used. Do not use any other codes, even if the system allows it.

6) Click the search icon (a) to the right of the Position field. Enter the position number in the Short Description (b) field and press the enter key. Once the desired position is located, click the position (c) to select it.

Please Note
- All required information for the New Work assignment, including Job, Organizational Unit, Location, Work Schedule and Direct Supervisor fields will auto-populate once the Position field is entered.
Make a Choice

- **Salary Structured positions**: Continue to Step 7
- **Step & Grade Positions**: Skip to Step 8

7) Use the **scroll bar (a)** to locate the Pay Information Section.

**Salary Structured Positions**: Enter the employee's pay in the **Pay Rate (b)** field. Proceed to **Step 9**.

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**Please Note**

- If the FTE is not correct, a “Request Position Update” will need to be processed before the new assignment can be added.
8) Use the scroll bar (a) to locate the Pay Information Section.

**Step and Grade Positions:** Enter the employee’s Step and Grade number in the **Step and Grade Schedule (b)** field. Enter the step number in the **Step (c)** field.

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**Please Note**
- The **Grade, Pay Rate Type, Pay Frequency, Payment Schedule** and **Full Time Equivalent (FTE)** fields will auto-populate.

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**Please Note**
- If the FTE is not correct, a “Request Position Update” will need to be processed before the new assignment can be added.
Which Outcome to Expect

- Your request will route to HR for approval.
- You will receive email confirmation once your request is approved.