At UW, our staff can undergo a variety of changes that may impact their pay. The table below helps you determine what action to take in Workday based on the particular workers and scenarios. These processes are designed to avoid under/overpayments, and to ensure the worker’s benefits are accurate.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
</table>
| Worker has a job that is ending and no other employment has been established | Terminate the worker.  
Reference the [Termination - Voluntary Staff Campus User Guide](#) |
| Worker is ending one job, and will move to another immediately after with no break in service | A Change Job – Promotion, Demotion, Lateral or Transfer, will be initiated by the Recruiting Office Partner in UWHires.  
Reference the [Change Job Staff Campus User Guide](#) |
| Worker is ending one job, and will move to another, but will have a gap in service. | Two options are available:  
1. For short gaps, it is recommended to use time offs to bridge the gap (e.g. A worker is leaving one position on Friday and starting a new one the next Wednesday). Complete a Change Job process, with an effective date that aligns with the start of their new job. Enter time offs for any days between jobs the employee is not working.  
Reference the [Change Job Staff Campus User Guide](#)  
Reference the [Enter Absence User Guide](#)  
2. In cases where the gap is more significant, Terminate the worker. A rehire will be initiated in UWHires. The workers’s new department will approve the rehire for the appropriate effective date.  
Reference the [Termination - Voluntary Staff Campus User Guide](#)  
Reference the [Hire Staff Campus User Guide](#) |
| Worker is ending one job, moving to another, and will be doing both jobs for a period of time. | An Add additional job process will be initiated by the Recruiting Office Partner in UWHires. When the existing job ends, make sure to use the End Additional Job process. This may require the ISC to switch the primary job.  
Reference the [Add Additional Job Staff Campus User Guide](#)  
Reference the [End Additional Job Staff Campus User Guide](#) |
<table>
<thead>
<tr>
<th>A worker is moving from a faculty or student position to a staff position.</th>
<th>A Change Job – Promotion, Demotion, Lateral or Transfer, will be initiated by the Recruiting Office Partner in UW Hires. Reference the <a href="#">Change Job Staff Campus User Guide</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A worker is moving from a staff to a faculty position.</td>
<td>A Change Job – Promotion, Demotion, Lateral or Transfer, will be initiated by the receiving unit in Workday. Reference the <a href="#">Change Job Academic Personnel User Guide</a>.</td>
</tr>
<tr>
<td>A worker is moving from a staff to a student position.</td>
<td>A Change Job – Student Lateral or Student Transfer, will be initiated by the receiving unit in Workday. Reference the <a href="#">Change Job Student User Guide</a>.</td>
</tr>
</tbody>
</table>