

Affiliations are managed through **academic appointments** in Workday.

Academic staff can be associated to College sub structures such as teaching program, research section, teaching section and research theme. These are maintained in Workday through **academic affiliations**.

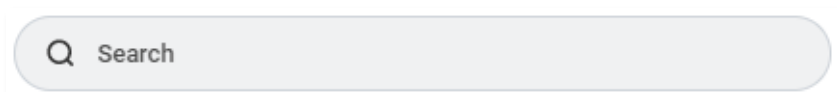
Professional services affiliations identify portfolio staff who spend a substantial part of their time directly supporting specified colleges or portfolios. They are not necessarily located with the area they are providing services to, but the service receiver has visibility of the staff member's priorities and the services provided. These are maintained in Workday through **service affiliations**.

An authorised user will have the ability to maintain affiliation records by:

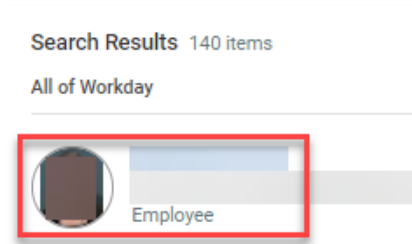
1. Adding Affiliations
2. Updating Affiliations
3. Ending Affiliations

1. Adding Affiliations

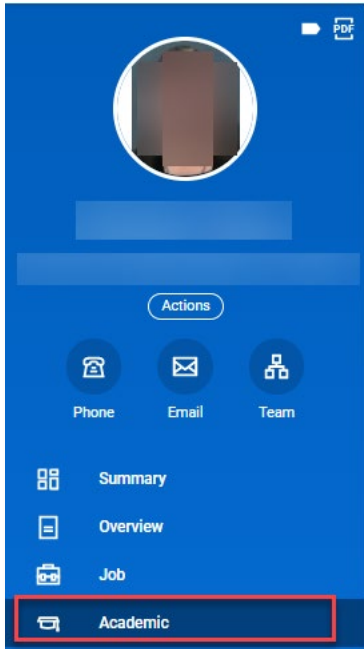
- 1.1 From the search bar, type in the *name of the worker* to have the affiliation added and click *Enter*.



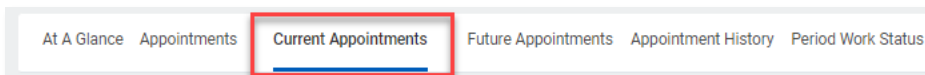
- 1.2 From the search result, open the worker's profile.



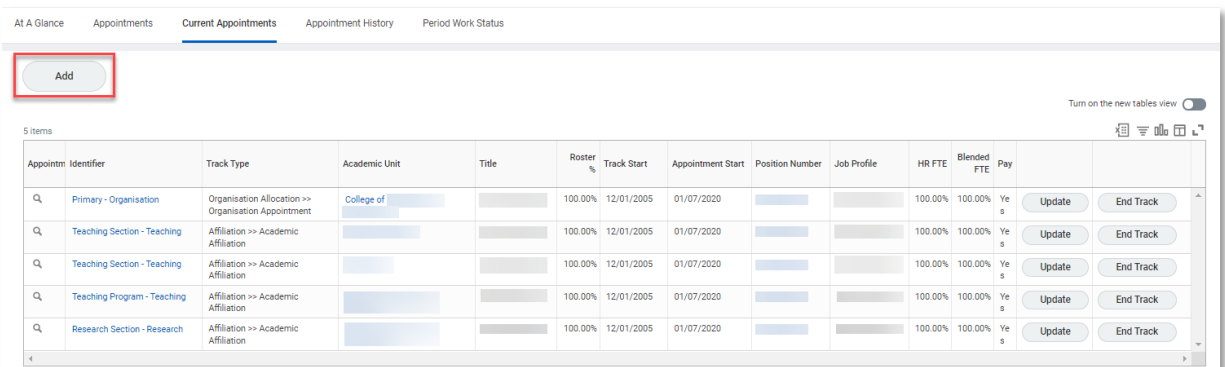
1.3 Select the **Academic** option on the right hand side.



1.4 Select the **Current Appointments** tab.



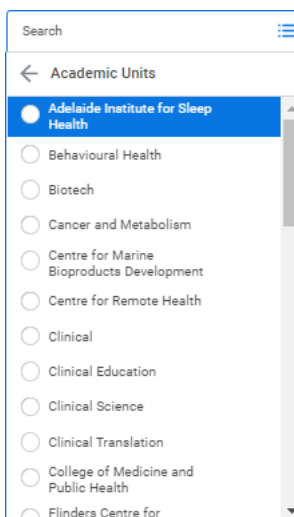
1.5 Check the **Current Appointments** to ensure there is a need to add another, if there is a need to proceed, select **Add**.



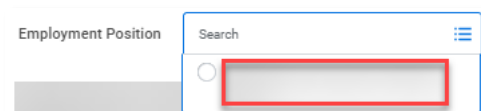
1.6 Enter the **Start Date** as today's date.



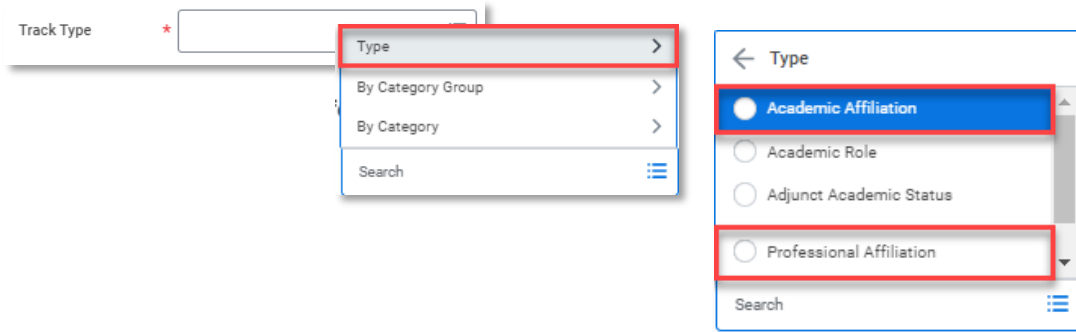
1.7 Select the **Academic Unit** the staff will be affiliated to. Note: you will only see the academic units in which you have access to assign.



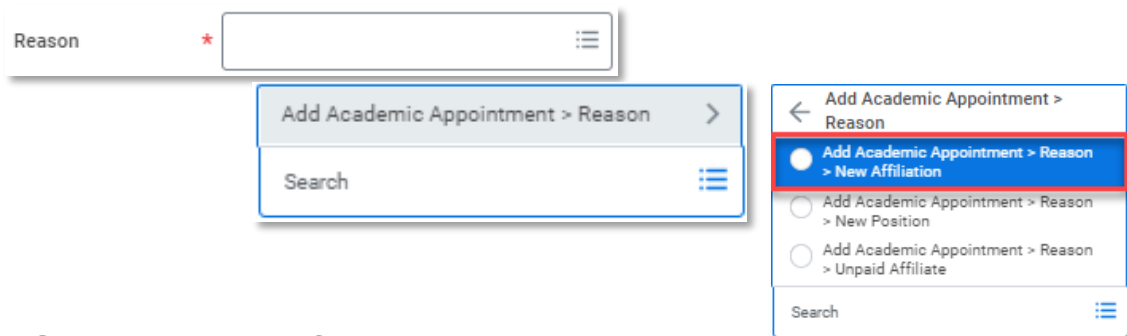
1.8 Select the **Employment Position**. If a staff member is has multiple positions, ensure you select the correct position that needs to be affiliated.



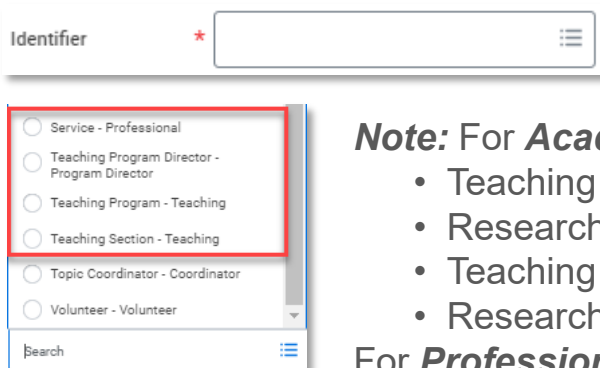
1.9 Select the **Track Type**. Ensure you select either **Academic Affiliation** or **Professional Affiliation** depending upon the required affiliation.



1.10 Select the **Reason > Add Academic Appointment > New Affiliation**.



1.11 Select the **Identifier**.



Note: For **Academic affiliations** select either:

- Teaching program - teaching
- Research section - research
- Teaching section – teaching or
- Research theme. - research

For **Professional affiliations** select :
Service Professional.

Note: The title and End date will default with the current position information.

1.12 Enter in a **Roster percentage**. The percentage is the affiliation allocation for the staff member to the academic unit.

Roster Percent

1.13 Enter in a **comment**.

1.14 Click **Submit**.

1.15 The process will be complete when you see a successful box as per below and you will be directed to the current appointments window. Note: If you see an error, please check all information has been entered correctly, there will be a red box surrounding the error point.

At A Glance Appointments **Current Appointments** Appointments

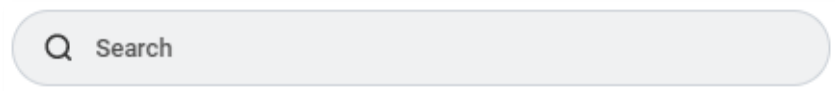
Turn on the new tables view

Appointer Identifier	Track Type	Academic Unit	Title	Roster %	Track Start	Appointment Start	Appointment End	Position Number	Job Profile	HR FTE	Update	End Tra
Q Primary - Organisation	Organisation Allocation => Organisation Appointment	College of	Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update	End Tra
Q Teaching Section - Teaching	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update	End Tra
Q Teaching Section - Teaching	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update	End Tra
Q Teaching Program - Teaching	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update	End Tra
Q Research Section - Research	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update	End Tra
Q Service - Professional	Affiliation => Professional Affiliation		Dean, Research	100.00%	01/09/2021	01/09/2021	30/06/2023			100.00%	Update	End Tra

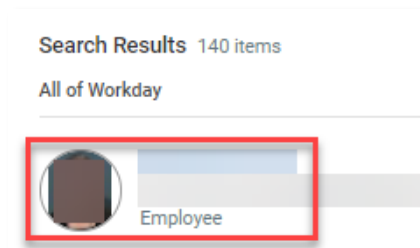
Review the affiliation record has been completed correctly

2. Updating Affiliations

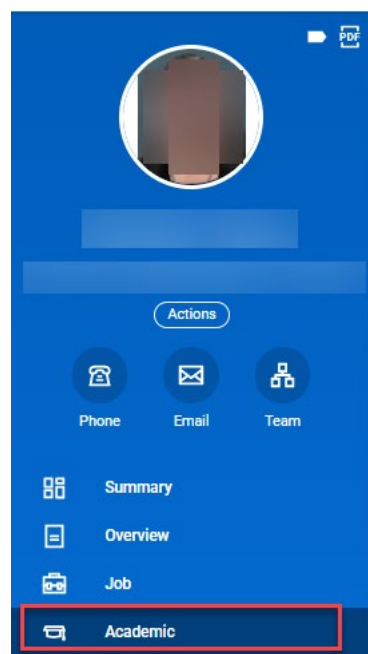
2.1 From the search bar, type in the *name of the worker* to have the affiliation added and click *Enter*.



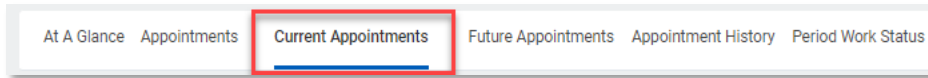
2.2 From the search result, open the worker's profile.



2.3 Select the **Academic** option on the right hand side.



2.4 Select the **Current Appointments** tab.



2.5 Select the appointment which requires updates and click **Update** on that line item.

Appointm Identifier	Track Type	Academic Unit	Title	Roster %	Track Start	Appointment Start	Position Number	Job Profile	HR FTE	Blended FTE	Pay		
Q Primary - Organisation	Organisation Allocation >> Organisation Appointment	College of		100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Ye s	Update	End Track
Q Teaching Section - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Ye s	Update	End Track
Q Teaching Section - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Ye s	Update	End Track
Q Teaching Program - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Ye s	Update	End Track
Q Research Section - Research	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Ye s	Update	End Track

2.6 A pop up window will appear, enter today's date as the **Start Date** for the update to the appointment. Then click **Ok**.

Update Academic Appointment

Academic Appointee * [X] []

Track * [X] Teaching Program - Teaching - []

Start Date * DD/MM/YYYY []

OK Cancel

- 2.7 Enter in the required change/s for your update. Ensure the **Academic Unit** is correct to the required change along with the correct **employment position, title, end date** and **Roster percentage**.
- 2.8 Under **Reason**, you enter the **Reason > Update Appointment > Position Details Change**.

Update Academic Appointment - Academic Affiliation

Start Date * 01/12/2021

Academic Unit * [dropdown]

Employment Position * [dropdown]

Appointment Information

Track Teaching Program - Teaching - [dropdown]

Track Start Date 12/01/2005

Track Type * Academic Affiliation

Track Type Category Affiliation

Reason * [dropdown]

Rank (empty)

Named Professorship [dropdown]

Appointment Specialty [dropdown]

Constructed Title (empty)

Title * [dropdown]

End Date DD/MM/YYYY

Identifier * Teaching Program - Teaching [dropdown]

Submit Save for Later Cancel

Update Academic Appointment > Update Appointment > Update Appointment > Position Details Change

2.9 Enter in any **Comment**, add relevant **Attachments** and select **Submit**.

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

2.10 The process will be complete when you see a successful box as per below and you will be directed to the current appointments window. Note: If you see an error, please check all information has been entered correctly, there will be a red box surrounding the error point

At A Glance Appointments **Current Appointments** Appoint

✓ Add Academic Appointment
[View Details](#)

Add

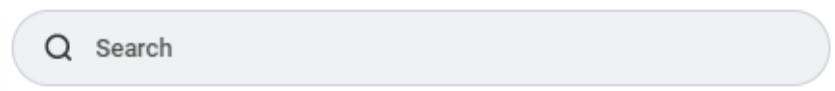
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Appointer Identifier	Track Type	Academic Unit	Title	Roster %	Track Start	Appointment Start	Appointment End	Position Number	Job Profile	HR FTE	
Primary - Organisation	Organisation Allocation => Organisation Appointment	College of	Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update End Tra
Teaching Section - Teaching	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update End Tra
Teaching Section - Teaching	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update End Tra
Teaching Program - Teaching	Affiliation => Academic Affiliation		Dean(Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update End Tra
Research Section - Research	Affiliation => Academic Affiliation		Dean (Research)	100.00%	12/01/2005	01/07/2020				100.00%	Update End Tra
Service - Professional	Affiliation => Professional Affiliation		Dean, Research	100.00%	01/09/2021	01/09/2021	30/06/2023			100.00%	Update End Tra

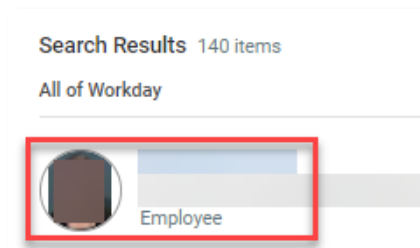
Review the affiliation record has been completed correctly

3. Ending Affiliations

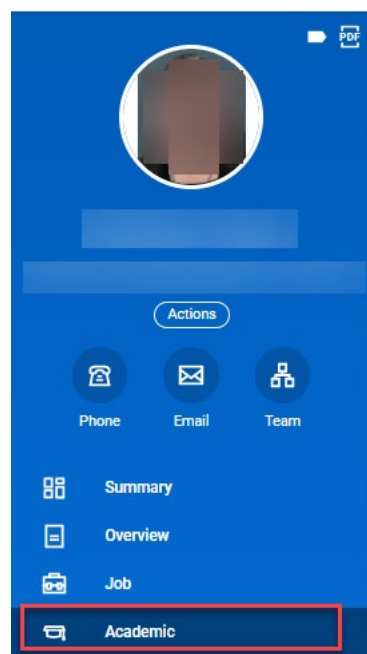
3.1 From the search bar, type in the *name of the worker* to have the affiliation added and click *Enter*.



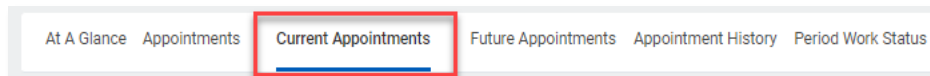
3.2 From the search result, open the worker's profile.



3.3 Select the **Academic** option on the right hand side.



3.4 Select the **Current Appointments** tab.



3.5 Select the appointment which requires ending and click **End Track** on that line item.

Appointm	Identifier	Track Type	Academic Unit	Title	Roster %	Track Start	Appointment Start	Position Number	Job Profile	HR FTE	Blended FTE	Pay		
Q	Primary - Organisation	Organisation Allocation >> Organisation Appointment	College of		100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Yes	Update	End Track
Q	Teaching Section - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Yes	Update	End Track
Q	Teaching Section - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Yes	Update	End Track
Q	Teaching Program - Teaching	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Yes	Update	End Track
Q	Research Section - Research	Affiliation >> Academic Affiliation			100.00%	12/01/2005	01/07/2020			100.00%	100.00%	Yes	Update	End Track

3.6 Enter in Yesterday's date in the **End Date**, select **Reason > End Academic Appointment > Appointment Ceased**. Select **Submit**. You will be taken back to the Current Appointments screen and the academic appointment will no longer be visible. Note: if you use today's date, the appointment will disappear the next working day.

End Academic Appointment Track

Prior Appointment

Appointm	Identifier	Academic Unit	Title	Roster %	Track Start	Appointment Start	Position Number	Job Profile	HR FTE	Blended FTE	Pay
Q	Research Section - Research		Dean (Research)	100.00%	12/01/2005	01/07/2020	7000	Dean, Research	100.00%	100.00%	Yes

Appointment Information

Track: Research Section - Research -

Effective Date: 12/01/2005

End Date: * DD/MM/YYYY

Reason: *

Additional Information

Current Appointments: 5
Future Dated Appointments: 0
Pending Appointments: 0

Submit Save for Later Cancel

End Academic Appointment > End Academic Appointment > Appointment Ceased