# **Temporary Staff Position Comment Template**

**INSTRUCTIONS:** If a department has an employee who is retiring or leaving the University, and the department would like to hire their replacement before the current employee's departure, they need to create a temporary overlap staff job in Workday. The department must create a temporary overlap staff job as two employees cannot be in the same position number in Workday. The temporary job may be used for a maximum of 4.5 months. Typically, the temporary overlap job is needed for 2 weeks to 12 weeks. Once the current employee departs the office and/or Texas A&M University, the department will need to close the temporary overlap staff job.

**Requirements:**

* The temporary overlap job is restricted to Staff only. Student Workers, Graduate Assistants, and temporary/casual employees are excluded from using the temporary overlap staff job process.
* The terminating employee must submit their resignation early enough to train the replacement.
* The terminating employee must move from a permanent to temporary position.
* The replacement employee begins work prior to terminating the employee’s last day.

**Option 1:** If the terminating employee has no changes that need to be made to their employment, supervisor and position description, the temporary overlap staff position should be created in Workday through the Create Position business process. Select the reason “Job Overlap Period”.

**Option 2:** If the terminating employee has a change that needs to be made to their employment, supervisor and/or position description, the temporary overlap staff position should be created in Workday through the Create Position business process. Select the reason “Create Replacement Position”.

**NOTE:** In both options and if staff, ensure that the worker sub-type is “Staff”. Do not label the worker sub-type as “Temporary/Casual”. If labeled as “Temporary/Casual”, the leaving employee would lose their benefits.

For further details on both options and the temporary overlap staff job process, reference the [Temporary Overlap Staff Jobs](https://employees.tamu.edu/compensation/job-changes/temporary-overlap.html) webpage.

*Starting below the line, please copy and paste the following information into the comments box of Workday when submitting a “Create Position” process intended to make a temporary staff position.*

[INSERT DEPARTMENT NAME HERE] asserts that [EMPLOYEE NAME] will be terminating as of [DATE] and needs to be moved into a temporary position to train a replacement.

PIN Being Copied:

Estimated Duration of Temporary Position:

Contact Information:

Additional information (if needed):