# Workday Hire Process: Ad Hoc Program Specialist

The Ad Hoc Program Specialist title should be used in limited situations for short-term appointments that need to be processed through payroll when an employer/employee relationship exists. Examples may include guest presenters, summer camp appointments, student teaching supervisors, and one-off training sessions. Payments for these appointments are processed as a lump sum due to the work performed and duration of the appointment.

If you are unsure whether the work falls under an employer/employee or independent contractor, please review the [Determination of Employee vs. Independent Contractor Status](#) and the [Employee/Independent Contractor Determination Questionnaire](#).

Beginning July 7, 2025, all offer letters/employment agreements will be processed through Workday. Requests for an Ad Hoc Program Specialist appointment should be initiated within Workday at least three weeks prior to the start date to ensure timely processing.

The Request Direct Hire or Add Job Questionnaire within Workday will be utilized to obtain the necessary appointment details to initiate the offer letter and to set up the appointment.

1. From the Workday home page, search for and select Create Request:
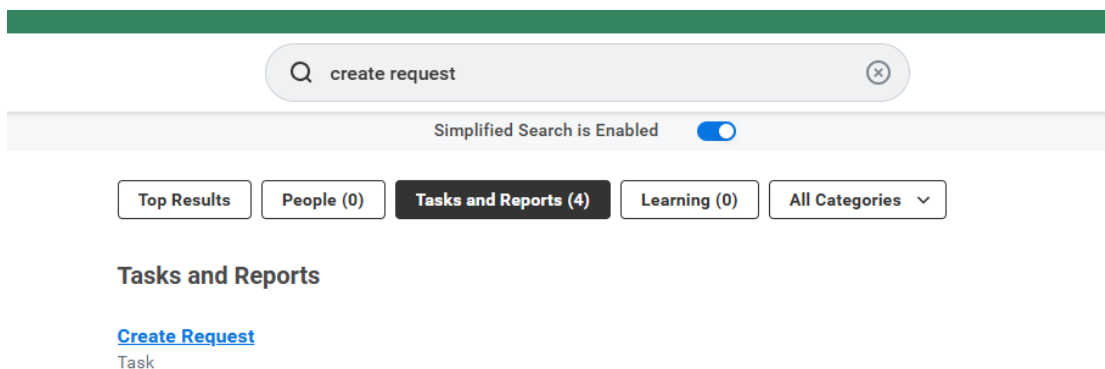
2. Under Request Type, select All and then Request Direct Hire or Add Job:
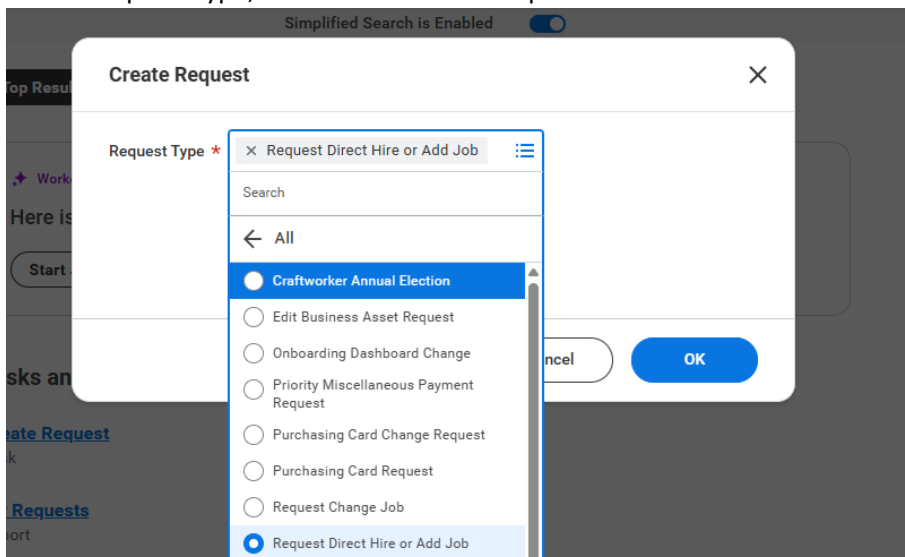
3. Complete all applicable fields on the Request Direct Hire or Add Job Questionnaire including effective date of appointment, legal name, email address, direct supervisor, expected end date, building location, funding, and Position of Trust details.

4. For the employee type of position, select Terminal:

What is the employee type for this position?
(Required)

- ○ Regular
- ● Terminal (Fixed term)
- ○ Temporary (Fixed term)

5. For the building this position is based in, this will drive the home campus designation. Please indicate Green Bay, Manitowoc or Sheboygan, as well as either the building the class will be taught or if the course(s) will be online. Ex.

What building is this position based in?
(Required)

Green Bay campus, online format

6. For the job profile, enter Ad Hoc Program Specialist:

What is the job profile (official UW title) for this position?
(Required)

Ad Hoc Program Specialist

7. For the pay rate type, select Period Activity Pay:

What is the pay rate type for this position?
(Required)

- ○ Hourly
- ○ Salary
- ○ No Pay
- ● Period Activity Pay
- ○ One Time Payment

8. Within the Pay Rate field, indicate the lump sum amount for the appointment:

Please enter the pay rate for the position:
(Required)

9. Select 12 Month for the compensation basis:

What is the compensation basis for this position?

- ◉ 12 Month
- ○ 9 Month
- ○ No Pay
- ○ Summer
- ○ Seasonal

10. Please include a description of the work and/or any specific details you would like included within the offer letter under the additional comments fields:

Please provide any additional comments for information for this request:

11. Once complete, click Submit. The request will be routed to the HR Talent Partner for review/entry into Workday. If the HR Talent Partner has any questions regarding the request, they will reach out directly to the initiator.