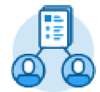
# **Staffing:** Employee Change Job

This job aid provides managers step-by-step instructions on how to use Workday for employee job changes. Included in these instructions are **Transfer, Promote or Change Job**.

## TRANSFER, PROMOTE OR CHANGE JOB

From your **Home Page**:

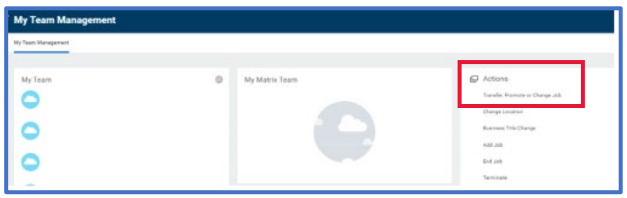
1. Click the **My Team Management** worklet. *(use configure worklets to add **My Team Management** as needed)*



My Team Management

From **My Team Management:**

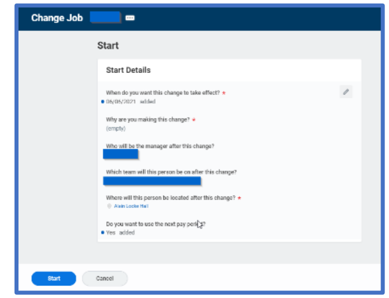
2. Select **Transfer, Promote or Change Job** in the *Actions* area.



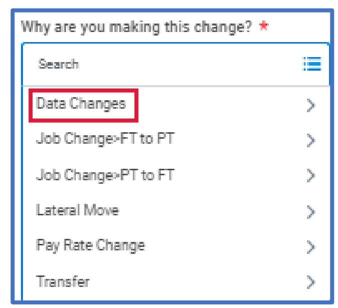

3. Select the **Worker** from the filter.
4. Click **OK**.

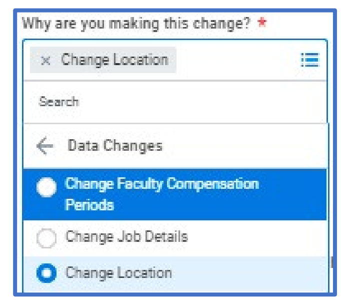
## CHANGE JOB: DATA CHANGE

1. On the **Change Job Start** page, click the **Edit** icon .

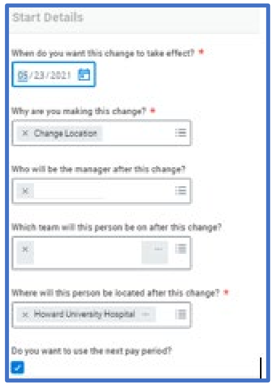



2. Fill in the date for "***When do you want this change to take effect?***".
   This date will work in conjunction with the "***Do you want to use the next period date?***" checkbox at the bottom. Using the next period date will use the 1st day of the following pay period.
3. Click the filter icon in the "**Why are you making this change?**" box to see a list of options.
4. Click **Data Changes** and then select one of the options: **Change Faculty Compensation Periods**, **Change Job Details**, or **Change Location**.

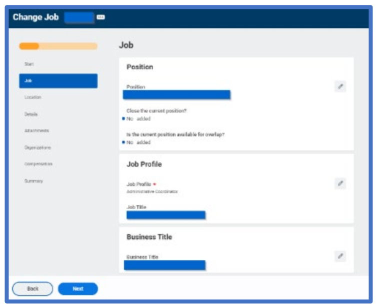


5. Review the following fields and make appropriate changes:
   - **Take Effect Date: Workday will default this date to the beginning of the next pay period**
   - **Who will be the manager after this change?**
   - **Which team will this person be on after this change?**
   - **Where will this person be located after this change?**

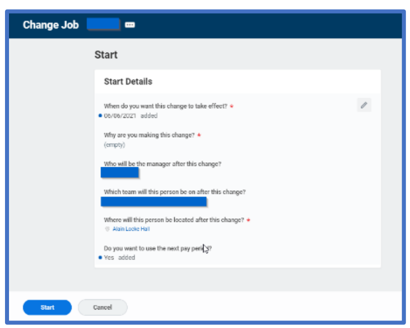



6. Click **Start**.
7. You will be presented with a series of **Change Job** pages to review and make appropriate changes, starting with **Job**.

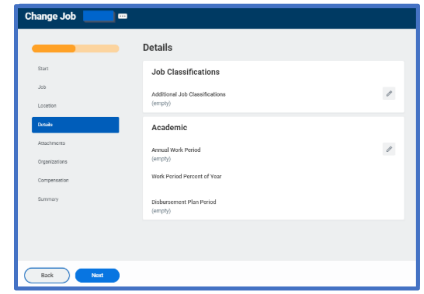



Note: There are multiple job change actions available: see below for more information.

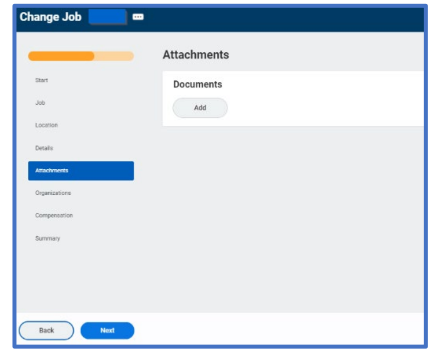
8. When you are complete with the **Job** page, click **Next**. You will be presented with the **Location** page.



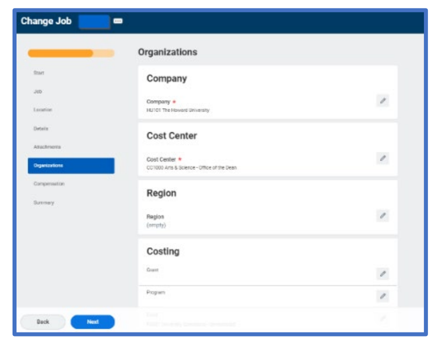

9. Make appropriate changes and click **Next** to go to the **Details** page to review **Job Classifications** and **Academic** information.



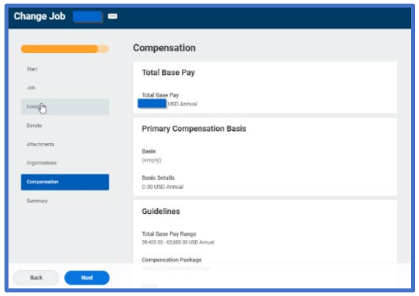

10. Click **Next** to go to the **Attachments** page where you can add any relevant documents for the change request. Click **Next**.




11. You will be presented the **Organizations** page where you can review and update **Company**, **Cost Center**, **Region**, **Costing**, and **Other** information. Review, update, and click **Next**.



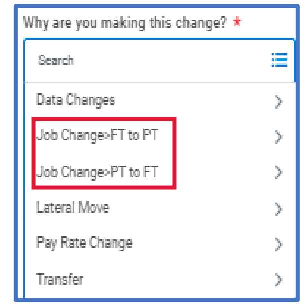
12. You will be presented the Compensation page where you can review **Total Base Pay**, **Primary Compensation Basis**, **Guidelines**, **Salary**, and **Merit** information for review.



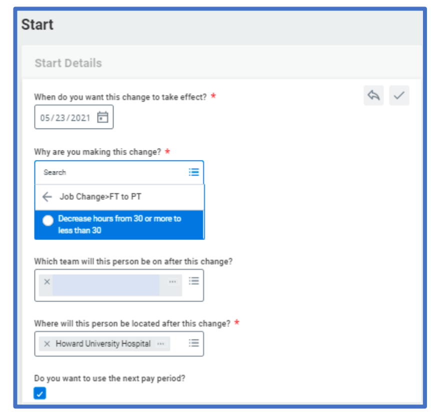

13. Click **Next** to review a **Summary** of your requested changes.
14. Review all of the **Change Job** sections and click **Submit**.
15. A pop-up will appear stating **You Have Submitted**. Click **View Details** to review the change request and view next steps in the process.
16. The **HR Partner** will review the request and take appropriate action to approve.

## CHANGE JOB: JOB CHANGE-FT TO PT OR JOB CHANGE-PT TO FT

1. On the **Change Job Start** page, click the **Edit** icon .
2. Fill in the date for "***When do you want this change to take effect?***". This date will work in conjunction with the "***Do you want to use the next period date?***" checkbox at the bottom. Using the next period date will use the 1st day of the following pay period.
3. Click the filter icon in the "**Why are you making this change?**" box to see a list of options.
4. Click **Job Change-FT to PT or Job Change-PT to FT** and then select the radio button that is presented to change the hours from less than 30 hours or more than 30 hours.



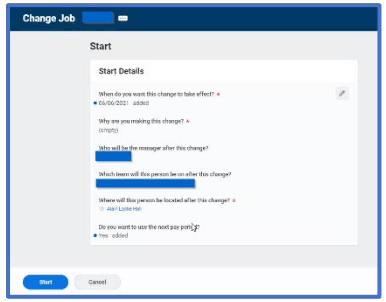

5. Review the following fields and make appropriate changes:
   - **Who will be the manager after this change?**
   - **Which team will this person be on after this change?**
   - **Where will this person be located after this change?**



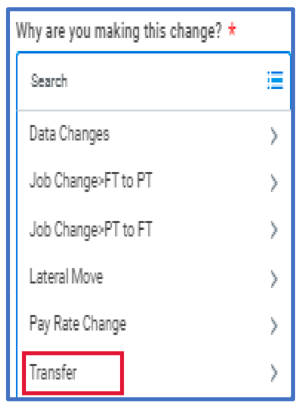

6. Click **Start**.
7. Follow steps 7 – 14 in the **Change Job – Data Change** section above.

## TRANSFER

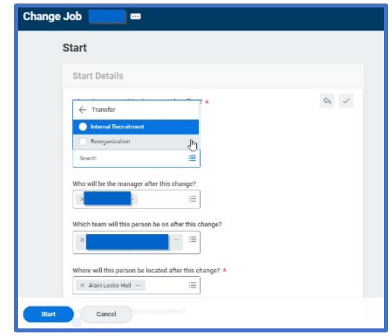
1. On the **Change Job Start** page, click the **Edit** icon .




2. Fill in the date for "***When do you want this change to take effect?***". This date will work in conjunction with the "***Do you want to use the next period date?***" checkbox at the bottom. Using the next period date will use the 1st day of the following pay period.
3. Click the filter icon in the "**Why are you making this change?**" box to see a list of options.
4. Click **Transfer**.




5. In the **What are you making this change for?** box, select either *Internal Recruitment* or *Reorganization*.




6. Review the following fields and make appropriate changes:
   - **Who will be the manager after this change?**
   - **Which team will this person be on after this change?**
   - **Where will this person be located after this change?**
7. Click **Start**.
8. Follow steps 7 – 16 in the **Change Job – Data Change** section above.

Note: The pages and steps will be similar for the **Lateral Move** and **Pay Rate Change** requests.