



# Change Job for HR Partners



***The Change Job tip sheet is for Recruiters or HR Partners.***

This is handled by HR Recruiters or HR Partners in part of the hire process or interim upgrade process. HR Partners can complete all of the actions while Managers can only change a location for an employee. This is for a current employee who is moving to a new manager, position, or other.

## Change Job Types

The Change Job process within Workday initiates changes for an employee that include job data changes, location changes, promotions, and transfers between managers and organizations. Managers are not able to make these changes.

**NOTE:** At this time, managers only have access to initiate changes in location for workers (data changes). Any other changes will be handled through HR.

## Getting Started

The process of completing a Job Change includes three steps:

1. Initiate Change Job task
2. Update and confirm Job Change details
3. Approval process

## Initiate Change Job Task

Navigating directly to an employee's worker profile and start the Job Change task for that employee.

1. Using the Workday Search bar, type a name and select the employee's profile.
2. Select **Actions** > **Job Change** > **Start Job Change**.
3. Under Start Job Change, verify the details provided (e.g., worker and job).
4. Select the task under **What did you want to do?**

**NOTE:** Managers can only initiate a location change (data change). All other changes will be handled by the HR office.

5. Select **OK**.

## Update and Confirm Job Change Details

You may not need to make changes to each section. Please only alter what is necessary for the change.

1. Review the form and make changes as necessary. Required information is indicated with \* red asterisks.
2. To make a change to a section of the form select Edit .
3. If you have entered incorrect information, you will be alerted and prompted to fix before continuing.
4. To add an attachment, attach the document, add a description (optional), and identify the relevant category.
5. Select **Next** to view a final summary.
6. Select **Submit** to complete the process.

## Approval Process

The Job Change routes to the appropriate individuals. Organizational changes, including location changes, will be reviewed by an HR Administrator as well as the receiving manager, if necessary.