



Change Job for Managers



The Change Job for Managers tip sheet is for managers and recruiters.

Managers have a small amount of functionality in this process but need to understand all of the steps.

Change Job Types

The Change Job process within Workday initiates changes for a direct report that includes job data changes, location changes, promotions, and transfers between managers and organizations.

NOTE: Managers only have access to initiate changes in location for workers (data changes). Any other changes will be handled through HR.

The various types of Job Changes are listed below.

Data Changes: Make changes to job details, location, end of chair assignment, or end of an interim assignment.

Demotion: Decrease in responsibility for a worker.

Lateral Move: Move a worker to another position on your team.

Promotion: Includes changes to chair, interim, new manager positions, or promotions.

Transfer: Moves a worker to a new manager.

Getting Started

The process of completing a Job Change includes three primary steps. Please consider the steps below in completing this process.

Step 1- Initiate Change Job Task

By navigating directly to an employee's worker profile, you can start the Job Change task for that employee. You may also access this task from the home page by using the search bar to search for and select the task, **Change Job**. Using this method, you will need to enter the name of the worker to begin the task.

Using the search tool, navigate to the employee's **Worker Profile**.

Select **Actions > Job Change > Start Job Change**.

Under Start Job Change, verify the details provided (e.g., worker and job).

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.

Select **OK**.

Step 2 - Update & 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.
2. To make a change to a section of the form (e.g., Location), select the **pencil icon**.

NOTE: Required fields are with red asterisks*. If you have entered incorrect information, you will be alerted and prompted to fix before continuing.

Optional: To add an attachment, attach the document, add a description, and identify the relevant category.

Select **Next** to view a final summary.

When ready, select **Submit** to complete the process.

Step 3 - Approval Process

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