



Change Supervisory Organization



This Change Supervisory Organization tip sheet is for Managers.

The current employee's Manager completes the following steps.

1. In the Workday Search bar, type "**Move Workers (Supervisory)**" and select the task.
2. Type or select the **Effective Date** based on the beginning of a pay period.
3. Select the **Supervisory Organization** where the position currently resides. To search by manager, type the name and press **Enter**.
4. Select **OK**. A list of positions under the selected Supervisory Organization displays.
5. Locate and select the **checkbox** to the left of the employee(s) to be moved.
6. Click in the **Proposed Supervisory Organization** column to select the new Supervisory Org. To search by manager, type the name and press **Enter**.
7. Select **Submit**. The change routes to HR and Budget for approval.