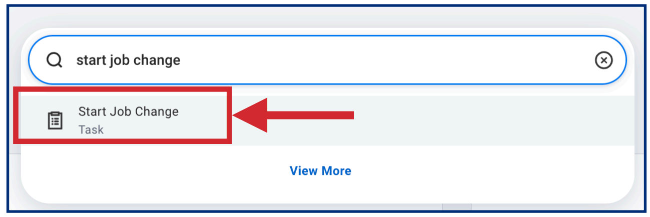
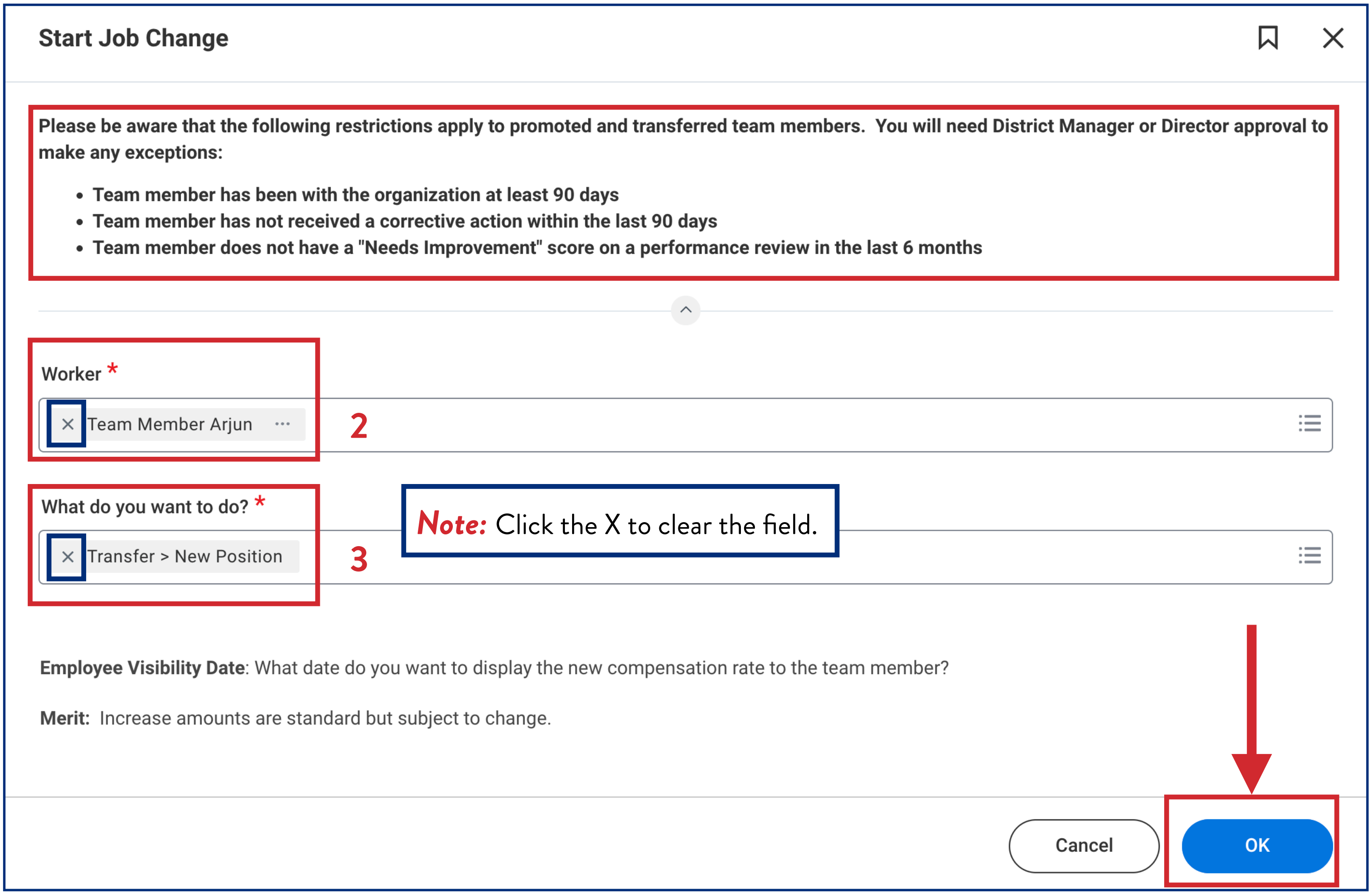
IMPORTANT! Several changes can be made to a team member's job with the **job change task**, including one, some, or all of the following: position/job, manager(s)/supervisory org, work location, and/or time type (i.e., full-time or part-time). ***Note:*** *If the only change required is the time type, please submit a Job Change > Change Employee task instead.*

1. Log in to Workday > Search "start job change" in the Workday search bar > Click the **Start Job Change** task.

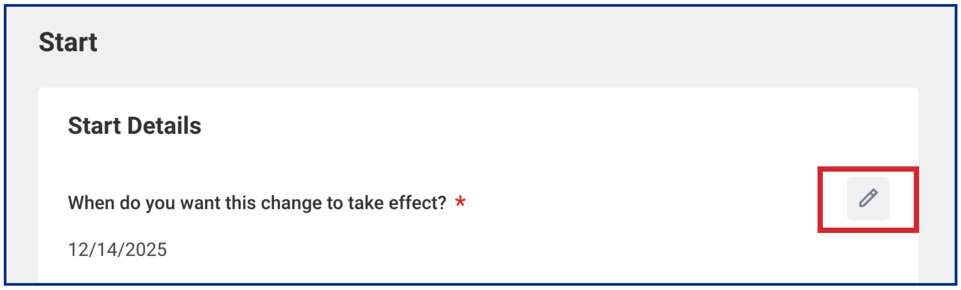
2. Review the important information at the top of the form > Enter the name of the appropriate team member under the *Worker* field.



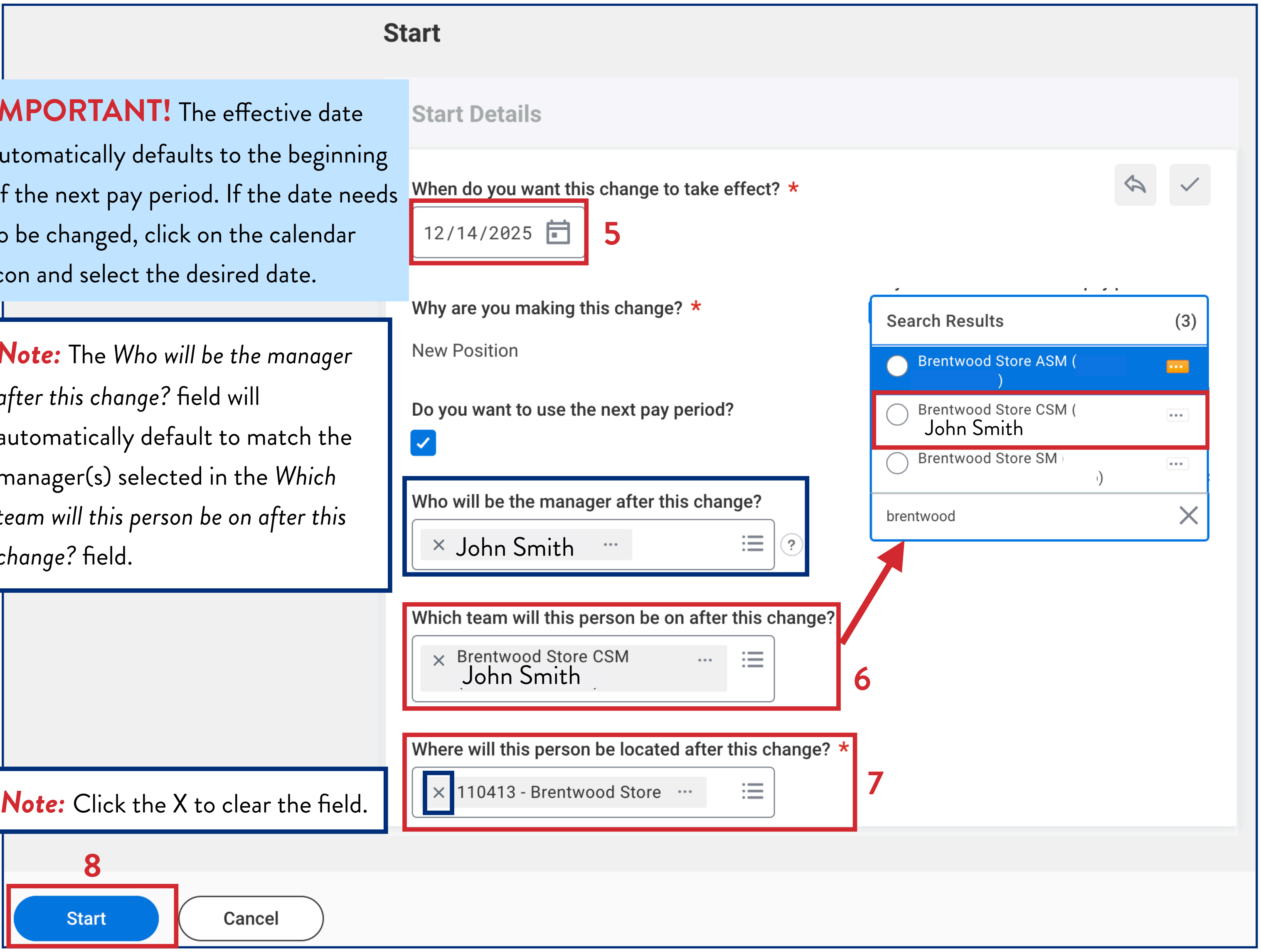
3. Under the *What do you want to do?* field, Select **Transfer > New Position** > Click the blue **OK** button.



4. Click the pencil icon OR click any spot on the white section of the form to make edits.



5. Confirm OR Select the appropriate job change effective date.



IMPORTANT! The effective date automatically defaults to the beginning of the next pay period. If the date needs to be changed, click on the calendar icon and select the desired date.

Note: The *Who will be the manager after this change?* field will automatically default to match the manager(s) selected in the *Which team will this person be on after this change?* field.

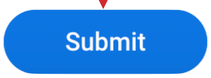
Note: Click the X to clear the field.

6. If the team member will have new manager(s) after the change, Click the X to clear the *Which team will this person will be on after the change?* field > Type the name of the location that the team member will be at after the change, > Select the appropriate option/supervisory organization.

7. Click the X to clear the field > Type the name of the appropriate location and select the appropriate option.

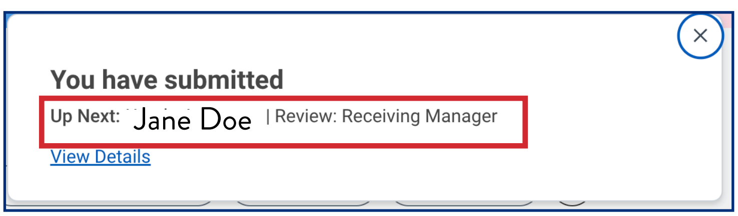
8. Click the blue **Start** button.

9. Review and confirm the information that was entered > Click **Submit**



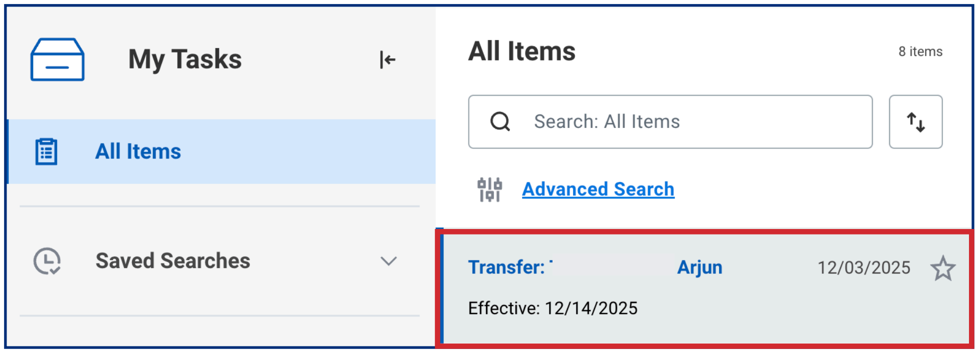
Note: Click the pencil icon to make edits, if necessary, before submitting the form.

Note: The task will route to the team member's new manager(s) "My Tasks" Inbox. If the team member's manager(s) is/are not changing, the task will route to the current manager(s) "My Tasks" Inbox. **The pop-up window notifies the initiating manager where the task is routed.**



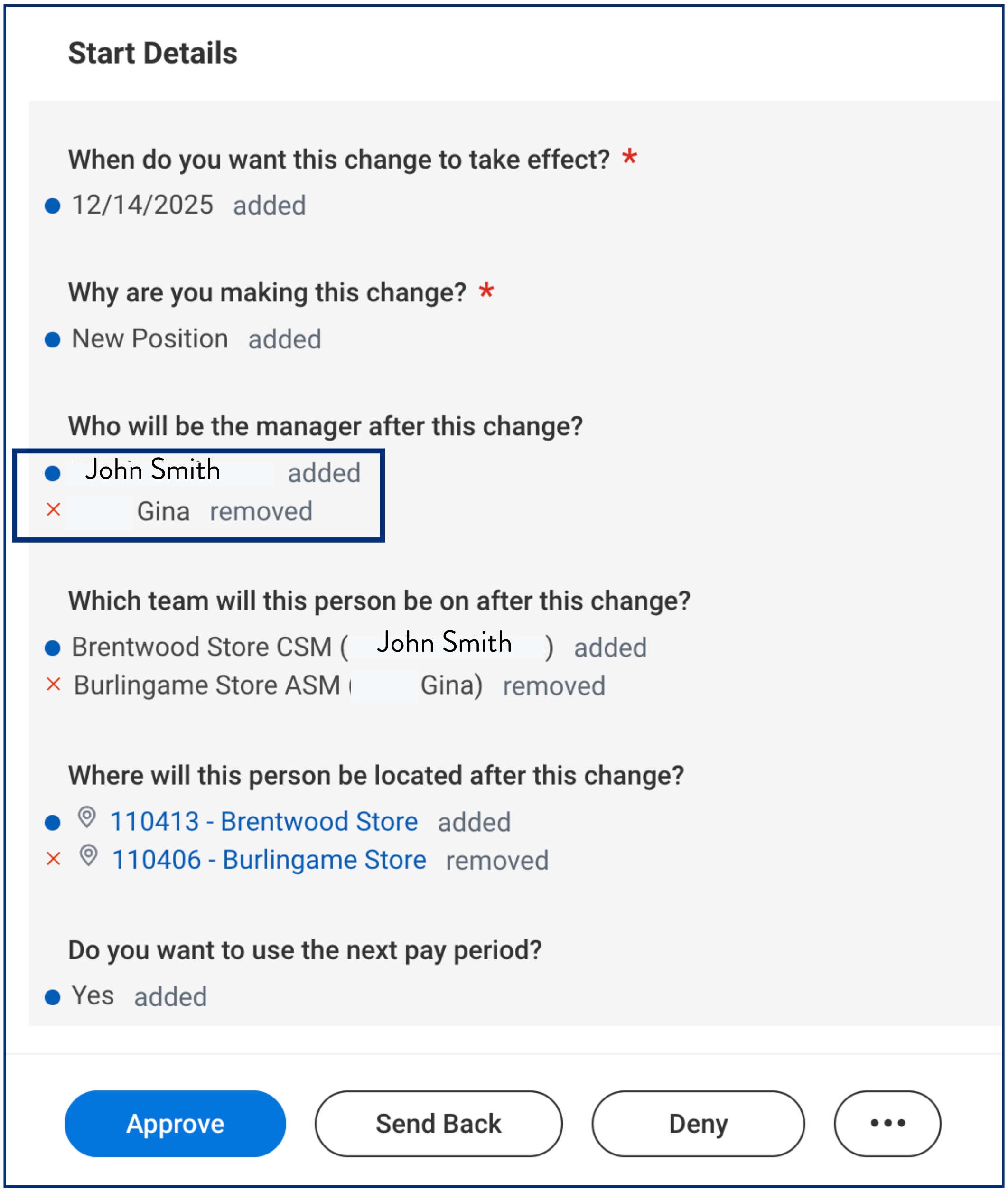
10. Select the transfer task with the appropriate team member's name from the "My Tasks" Inbox

Note: If the team member has two managers, both managers will receive the task in their inbox, but only one manager needs to complete the task. Once one manager completes the task, it will disappear from the other manager's "My Tasks" Inbox.



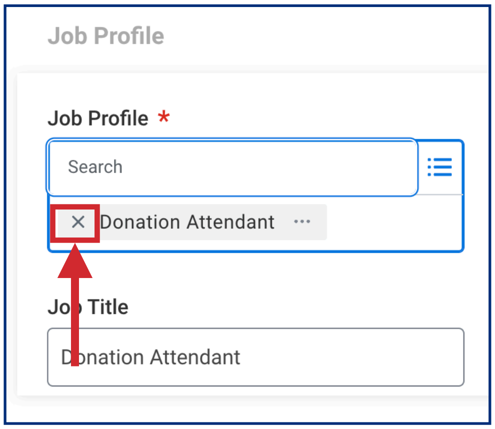
11. Review and confirm the information under the *Start Details* section of the form. DO NOT CLICK APPROVE YET.

Note: Information with a blue dot next to it means that it has been added or modified. Information marked with a red X indicates what was removed.

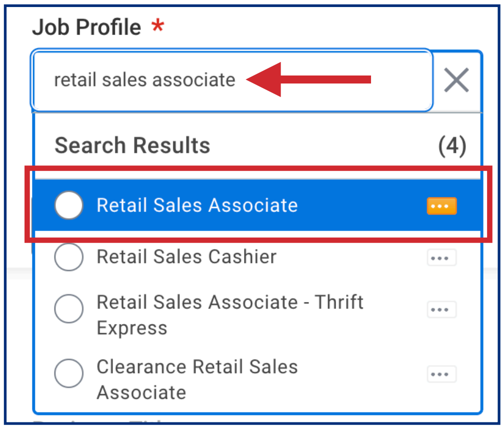


12. Scroll down on the form to review the *Job* section and click the pencil icon to make edits.

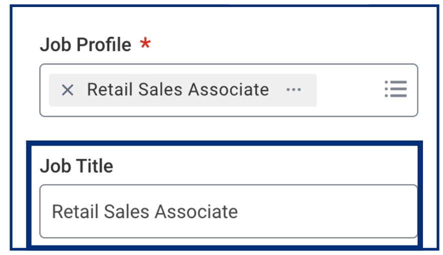
13. Click the X to clear the *Job Profile* field.



14. Type the title of the position and select the appropriate option.

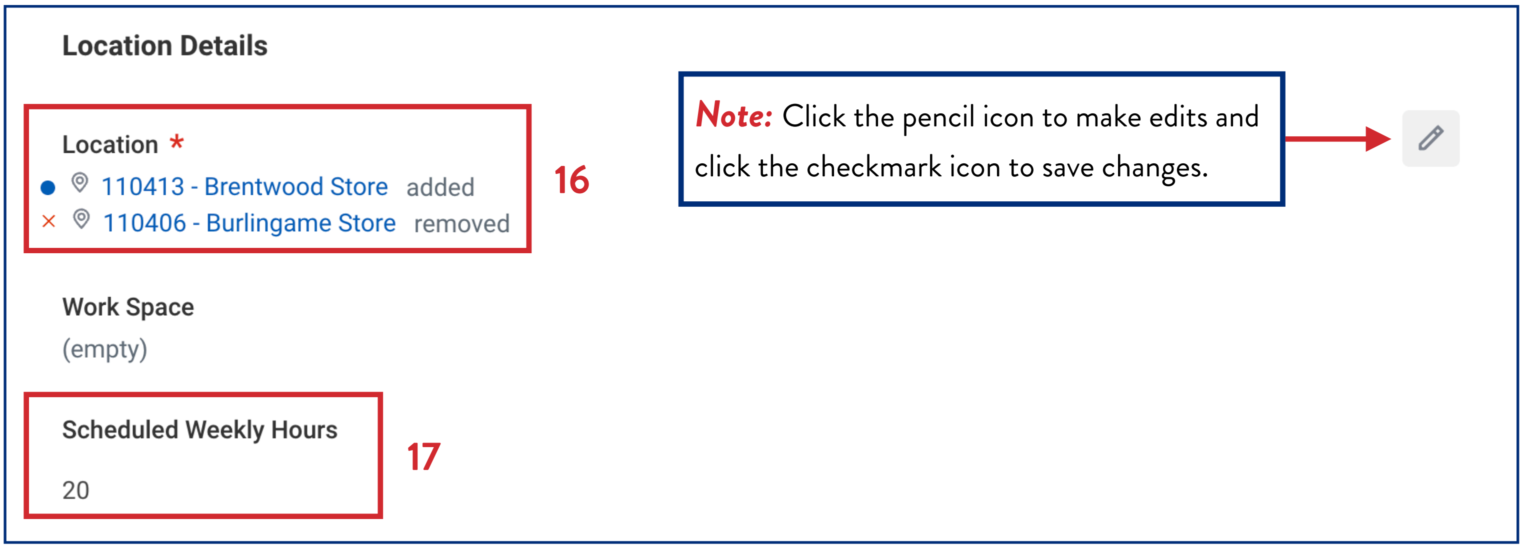


15. Click the checkmark icon to save changes.



Note: The *Job Title* field will automatically change to the appropriate option.

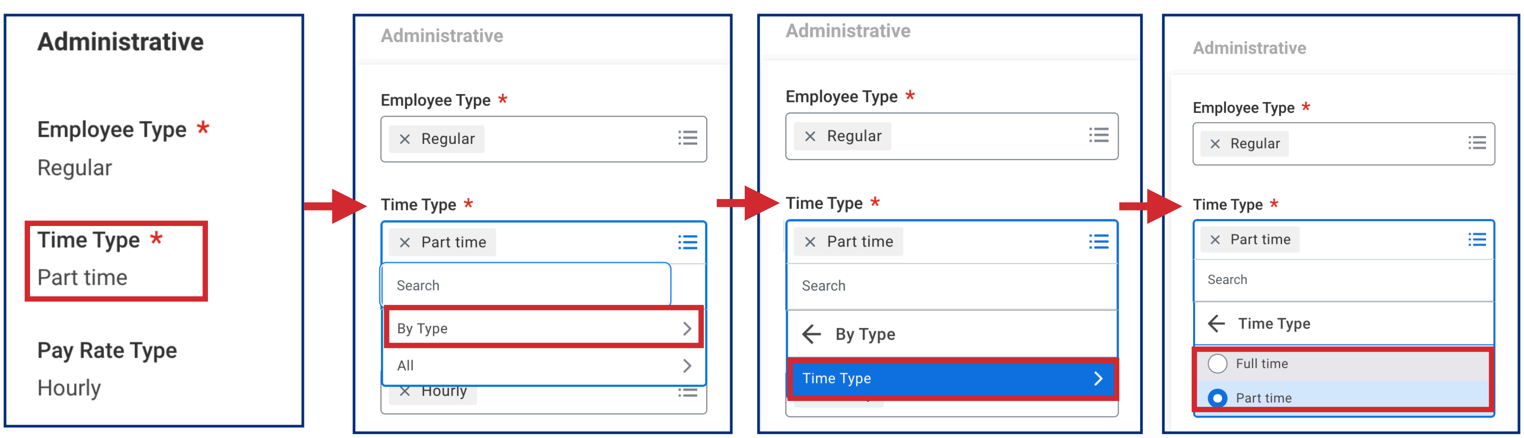
16. Confirm the location details and make changes, if necessary.



Note: Click the pencil icon to make edits and click the checkmark icon to save changes.

17. <u>If a change to the time type is necessary,</u> enter 20 under the *Scheduled Weekly Hours* field if the team member is moving from full-time to part-time. If the team member is moving from part-time to full-time, enter 40.

18. Scroll down to the *Administrative* section of the form > Click the **Time Type field** > Select **By Type** > **Time Type** > and then **select the appropriate option (i.e., Full Time or Part Time).**



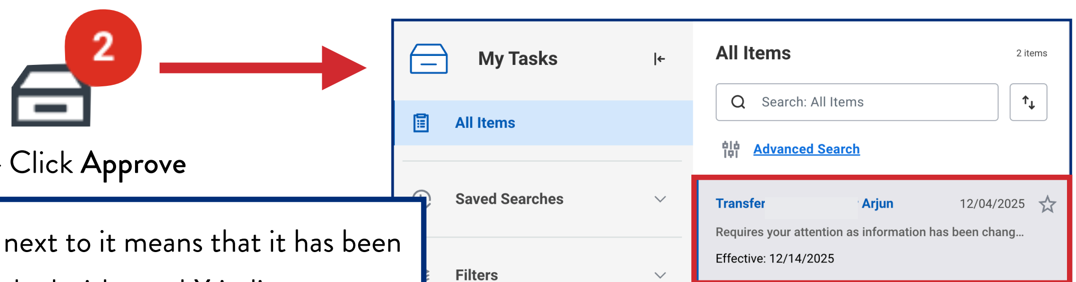
19. Scroll down to the *Cost Center* section of the form > Click the **Cost Center field** >**Type the name of the location** where the team member will be after the change > Click Enter on the keyboard to add the change.

20A. Scroll down and review the remaining information on the form for accuracy > Click **Approve** to submit

Note: The task will route to the receiving manager(s) supervisor for approval.

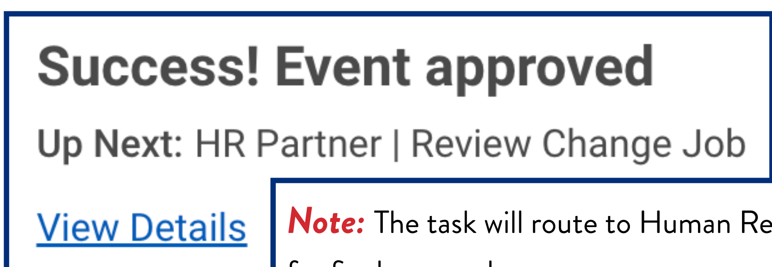
THE RECEIVING MANAGER(S) SUPERVISOR MUST APPROVE THE TASK

21. The receiving manager(s) supervisor must navigate to their "My Tasks" Inbox > Select the *Transfer* task with the appropriate team member's name.

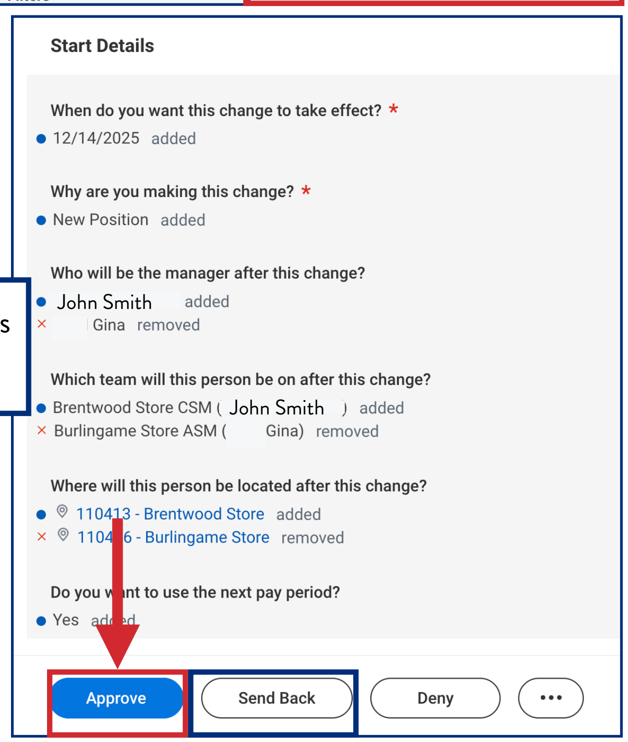


22. Review the form for accuracy > Click **Approve**

Note: Information with a blue dot next to it means that it has been added or modified. Information marked with a red X indicates information that was removed.



Note: The task will route to Human Resources for final approval.



IMPORTANT! If any corrections need to be made, the supervisor can click the **Send Back** button. This will route the task back to the receiving manager(s) to make the appropriate edits and resubmit the form.