JOB CHANGE

This section of the manual explains how to process a job change. This includes many individual processes all bundled together… promotion, demotion, lateral change, supervisor change, cost center change, etc. Compensation may be changed at the same time.

Job Change

1. In the search box enter the Employee name or number and select the Employee.
2. Click next to the Employee, hover over **Job Change** and click **Transfer, Promote, or Job Change.**

Workday will now walk you through the entire process with a series of questions and answers.

Get Started

Who will be the Manager after the change and where will the person be located after the change?

1. The current Manager's name will be displayed
2. If the Manager needs to change, click on the right
3. Select a new Manager by typing his name or clicking and selecting **Managers by Location**
4. Notice that changing the Manager automatically changes the supervisory organization for you. When you are finished, click Start

Action

Why are you making this change?

1. Click to respond to the question
2. Click to select your response

When do you want this change to take effect?

1. Click to respond to the question
2. Workday assumes the beginning of the next pay period… but this date can be changed. When you are finished, click Next

Job

1. The current position is displayed at this point. If there is no change, click Next
2. If the position is changing, click and **Vacant Positions** To make a selection. Remember, an Employee can't be moved into a position unless it is vacant or being shared by a soon to be termed Employee.
3. Notice that the job profile will automatically populate from the position.
4. The **Business Title** will automatically default from the position, but it may be overridden. When you are finished, click Next

Location

1. The current location, scheduled weekly hours, and work shift are displayed. If there is no change, click Next
2. If any of these fields are changing, click and any or all of the three fields may be changed. When you are finished, click Next

Details

1. Review the Job Classifications and click to add any additional classifications. Since these are typically tied to the job code, please notify HRIS if any are missing.
2. Review all of the data elements in the **Administrative** section. Click if any of the values require a change.
3. Notice that an Employee is allowed to have multiple job classifications.
4. **Company Insider** defaults from the job profile, but you may change this value after consulting with the Legal Department. When you are finished, click Next

Attachments

1. Click to attach documents to the business process. When you are finished, click Next

Organizations

1. Review the various organizations for the Employee and click to add/change any organizations. When you are finished, click Next

Final Review

1. All sections of the Job Change will be displayed for a final review.
2. If any of the values need to be changed, click in the appropriate section to make the change.
3. If you want the guide questions to appear, click Guide Me in the appropriate section.
4. Click Submit when you are ready to continue.

Up Next

1. The Receiving Manager will now have an opportunity to review all of the details of the job change. Once his review is complete, the transaction will be returned to you so that you can review any changes he might have made. When you are finished, click Done

Review Job Change (from the Manager)

1. Review the complete form, noting any changes the Managers might have made.
2. Click Approve or click Send Back with comments if you do not approve his updates.

Assign Pay Group (US only)

1. Change the pay group if the Employee has moved from one location to another. When you are finished, click Submit

Propose Compensation Change

1. HR Partner is given the opportunity to propose a compensation change (see **Compensation** chapter). When you are finished, click Submit

Consolidate Approval by Manager

1. The Receiving Manager will now have an opportunity to review all of the details of the job change including compensation. Once his review is complete, the transaction will be returned to you so that you can review any changes he might have made. When you are finished, click Done

US Only Change Benefit Elections (for the Employee)

1. Employee is given the option of making benefit changes if the business process triggers a qualifying event.
    a. Move in or out of Utah
    b. Move in or out of California
    c. Promotion/demotion in or out of Kent
2. HR partner will have the opportunity of reviewing the benefit elections before they are approved.

Complete To Do

1. HR Partner is reminded to make any necessary updates to the local time tracking system if so required.
2. HR Partner is reminded to make any necessary updates to the local badging / access system.
3. HR Partner is reminded to complete any other required onboarding procedures.
4. HR Partner is reminded to update any service dates if necessary. In particular, in the US, a promotion/demotion would switch the Employee to the March 1st common anniversary date. (see Compensation chapter)

Compensation Partner

1. Compensation Partner has the opportunity add/remove the equity ID if applicable (see Compensation chapter).

Process Successfully Completed

Date	Content Modified