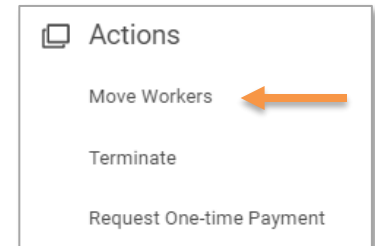
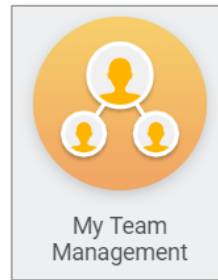


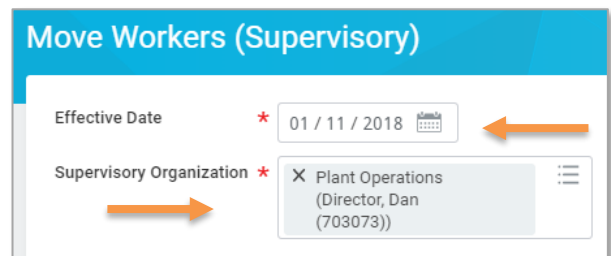
Tip Sheet: *Manager Direct Access – Moving to a New Manager*

As a Manager, you can initiate the business process to move an employee or a group of employees to a new manager. Please follow the below steps to get started.

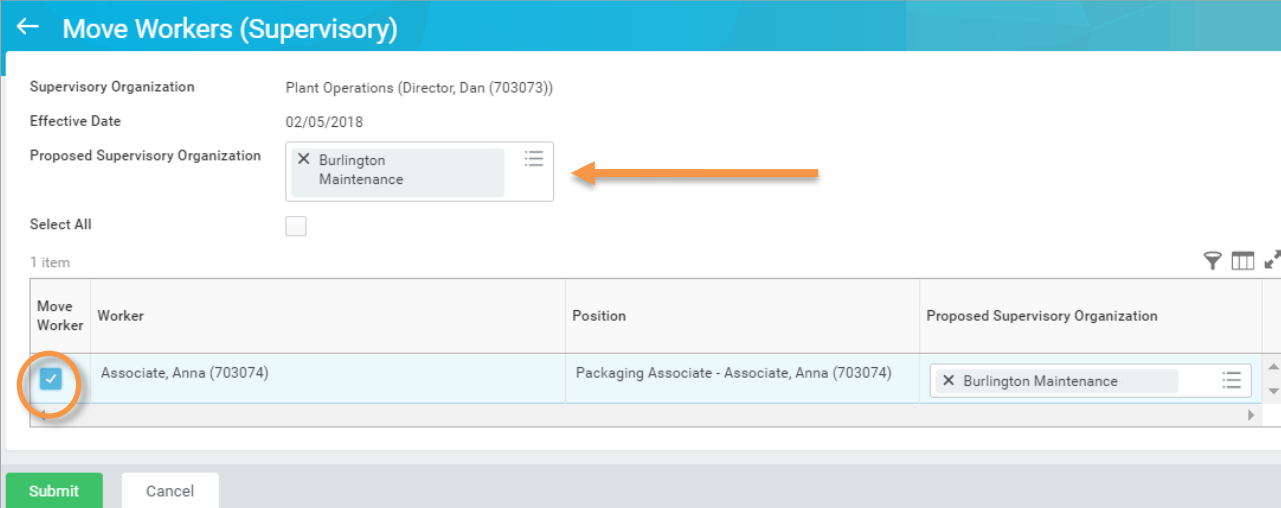
Select the *My Team Management* Worklet from the Workday Homepage and select the **Move Workers** task from the **Actions** menu.



Enter the **Effective Date** of the change. Your Supervisory Organization(s) will automatically populate.



Enter the name of the new manager under **Proposed Supervisory Organization**. Next, check the box next to the employee(s) that you would like to move.



← Move Workers (Supervisory)

Supervisory Organization Plant Operations (Director, Dan (703073))

Effective Date 02/05/2018

Proposed Supervisory Organization X Burlington Maintenance ←

Select All

1 item

Move Worker	Worker	Position	Proposed Supervisory Organization
<input checked="" type="checkbox"/>	Associate, Anna (703074)	Packaging Associate - Associate, Anna (703074)	X Burlington Maintenance

Submit Cancel

Click Submit. The requested change will route to local HR for approval.

Important Note: *The Move Workers task is not currently available through the Workday Mobile App. You will need to go to the Hexcel Workday website to access this task on your mobile device*