Manage Job Changes

Before initiating the **Job Change** process, it's important to consider the type of change you're making. Below are the types of job changes currently supported in Workday.

Depending on the nature of the job change, you may need to simply make updates to the employee's current position. In other cases, you may need to [create a new job requisition](#), for either an existing position or for an entirely new position, as appropriate to the job change.

Job Change Types

Promotion

When a current employee is promoted, processing steps differ depending on circumstances:

- If **department headcount is changing** (the employee is being moved into a different position and their old position is being backfilled), you must [create a new job requisition](#) first.
- Alternatively, if **department headcount is not changing**, you can make changes to the same position instead, updating compensation or title information. Consult with [HR](#) for guidance.

Lateral Move

- When a current employee simply changes positions, follow the same steps as for a promotion:
- If **department headcount is changing,** [create a new job requisition](#) first.
- Alternatively, if **department headcount is not changing**, you can make changes to the same position instead, updating compensation or title information. Consult with [HR](#) for guidance.

Change Job Details

Generally reserved for changes in location, scheduled weekly hours, business title, and/or manager. No change in position is required.

Reorganization

Generally used for inter-departmental moves. If moving outside of your department, follow the *Move to Another Manager* steps outlined below. This requires actions by both outgoing and incoming managers.

Move to Another Manager

Technically not a change in position or responsibilities, this option is for org changes. Follow the steps below for more information.

Move to Another Manager

This job change requires both the *outgoing* and *incoming* managers to process.

- **The manager in the *outgoing* supervisory organization initiates the transfer of the employee.**
- The manager in the *incoming* supervisory organization performs another set of actions to receive the employee. This manager

must [create the new job requisition](#) in order to complete the transfer.

Initiate a Job Change

Follow these steps to initiate your employee's job change. (If the employee's manager will also change, the ***outgoing manager*** should follow these steps.)

1) First, find your employee in Workday. You can do so by searching for the employee name.

- You can also view your direct reports from the **Members** tab of your [supervisory organization](#).

2) Hover over the employee's name, then click the **Related Actions** button on the right.

- The **Related Actions** button appears as a rectangle with three dots.

3) Hover over the **Job Change** tab, then select **Transfer, Promote, or Change Job**.

4) Click the **pencil icon** to make the form fields editable.

5) Select the date you want the job change to take effect.

6) Choose the appropriate reason for **Why are you making this change?** using the **Job Change Types** listed above.

7) Depending on the type of job change, update the fields for manager, team, and location.

8) Click the orange **Start** button to open the *Change Job* form.

- Click the **Back/Next** button, or select any tab from the sidebar menu, to toggle between sections.
- Not all steps are available for all types of job changes.

9) Make changes as necessary (see **Job Change Form Tab-by-Tab Outline** below for an overview of each screen).

- At the bottom of the **Summary** tab, provide a **comment** for approvers to understand the proposed change(s).

10) Once all edits have been made, go to the **Summary** tab and click **Submit**.

11) Click the **Details and Process Arrow** to view next steps in the **Change Job** business process.

- The **Status** field indicates whether there are any required actions or steps to complete.
- You can also track job changes from the **Staffing** tab of [your supervisory organization](#).

Job Change Form Tab-by-Tab Outline

If you are initiating a job change for workers within your own supervisory organization, you'll need to review the job change form. Each tab in the form is outlined below.

For internal candidates moving *positions*, candidates should apply to the position and the hiring manager should follow the [normal recruiting workflow](#).

Start

By choosing a different manager, this change will automatically involve the new manager to complete the process.

Move (Manager Change Only)

- *Opening*: Indicate whether or not you plan to backfill this position
- *Move Team* (if the employee is a manager): Indicate whether the employee's team is moving with them.

After reviewing and submitting, the remaining steps are completed by the Incoming manager.

Job

- **Position**: If you are moving the employee into a new position, choose that vacant position here. (you will need an open job requisition or create one first).
- **Job Profile**: If changing, consult with HR for an appropriate job profile.
- **Job Title**: Automatically updates Business Title.

Location

- **Scheduled Weekly Hours**: Determines %FTE; 37.5 is full time.
- **Location**: The employee's work location is important and it determines their eligibility for certain benefits, as well as where their paychecks will arrive (if they are not signed up for direct deposit).

Details

Managers should not make changes on this page.

Attachments

Useful if there is a document that provides justification for the change. Not normally used.

Organizations

- ***Cost Center and Object Code***: Consult with your budget manager or the [Business Office](#) if you are not sure. For work-study students, select *Institutional Workstudy* here, and Financial Aid will modify during the approval process based on the student's work-study award.

Compensation

IMPORTANT: In a **Job Change** process, the compensation is always crossed out. Be sure to use the **Restore** link to restore salary or hourly rate, and then adjust compensation amounts accordingly.

- *Compensation Plan*: Use **General Salary Plan** for staff. For work-study students and hourly workers, use **Hourly Plan**.
- *Allowance*: If a cell phone allowance is approved for this position, add it here (only available for Staff-Regular employees).