

## Manager: Manage Change Job

In **Workday**, the "**Change Job**" business process allows managers to update a variety of job-related **changes** to an employee in their Supervisory Organization, from transferring to a new position, promotion, reclassifying the employee, **changing** the employee's location, work schedules, level, manager changes, etc.

### BUSINESS PROCESS STEPS AND ROLES

As a manager, you may initiate the Change Job process for **your team members only**. After you initiate, the business process will route to HR and Payroll for completion.

#### When to Use Change Job

Managers use this process to initiate any of the following changes:

- Data Changes
- Manager Changes
- Transfer – A transfer to a comparable position in a new supervisory organization (no compensation change)
- Promotion – Any job profile change that involves a compensation increase
- Work Shift
- Demotion – The minimum for a demotion is 8% but can be higher based upon prior promotional increase
- Job Classification Changes – A Classification change is a Reclassification, Upgrade and Downgrade of a position
- Interim Assignments – A Requisition number is required for all vacant positions. Executive positions are exempt

#### Before you start

Ensure personnel policies and procedures have been followed and appropriate approvals have been received before making changes. This may include:

- Manager identifies a need for a job change and works with Recruiter, HR Partner or HR Representative to select the appropriate reason
- Manager discusses change with employee
- Receiving manager approves change
- HR or Comp completes any other necessary steps (e.g., create position, create job requisition, generate offer letter)

#### Information Needed for Change Job

The following information will be required:

- **Worker:** Name of employee for whom the change will occur
- **Job:** Job that will change (if employee has more than one job)
- **Date of Change:** Will default to start of next pay period
- **Change:** Type of change happening
- **Manager/Team:** Name of manager/supervisory org, if changing

## Manager: Manage Change Job

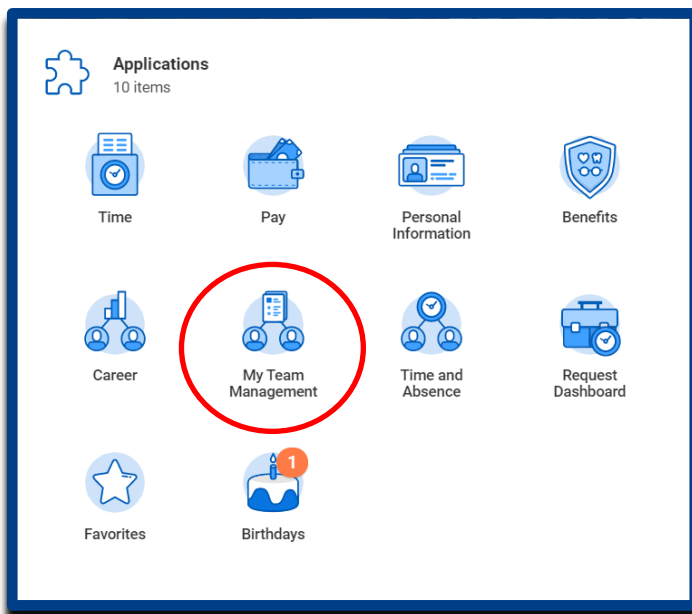
- **Location:** Where employee will move to, if changing
- **Position:** Open position, if changing
- **Compensation:** Confirm or update compensation rate
- **Other Details of Change:** May include: Work Schedule, etc.



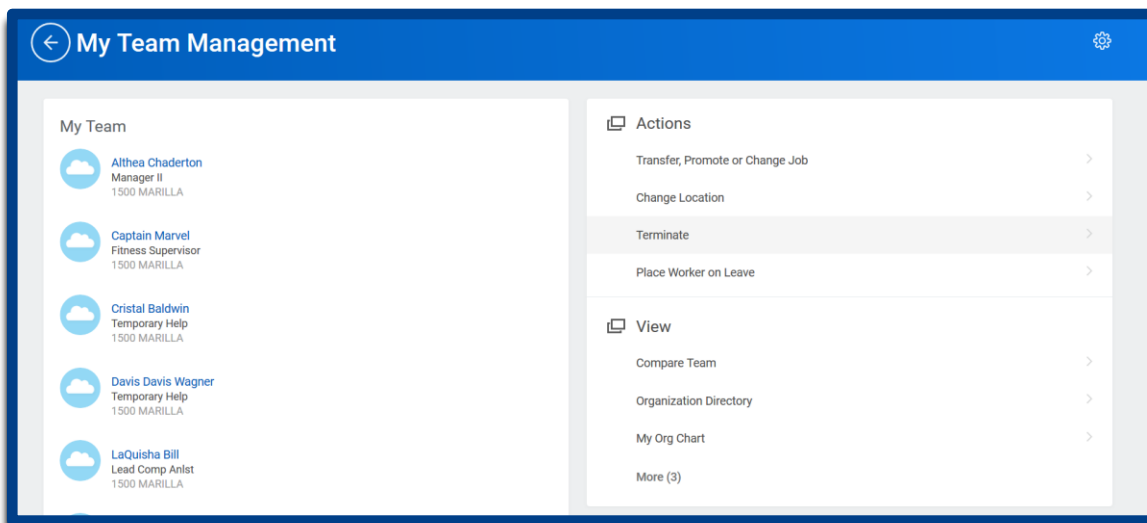
**Note:** While adding comments where indicated may be helpful for the process, please note that comments are auditable and therefore should be appropriate for the section.

### Process Steps

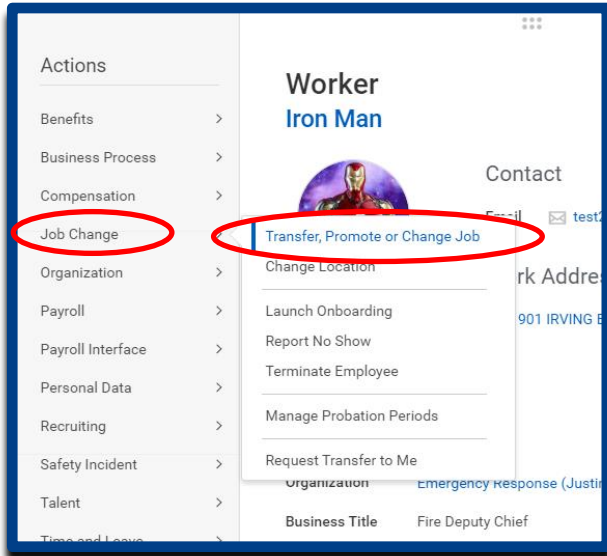
1. Log in to Workday
2. Select **My Team Management**



3. Choose from the **Actions** list or from the list of **My Team**.
4. Select **Change Job** and then **Transfer, Promote or Change**



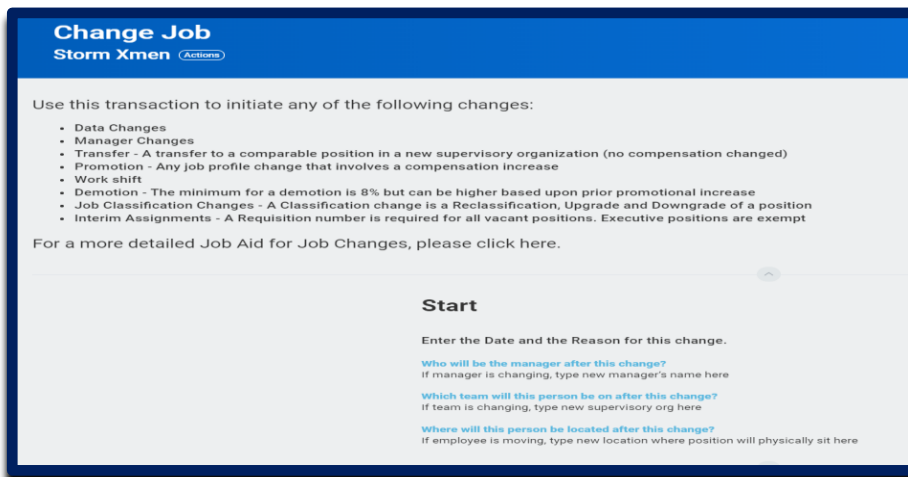
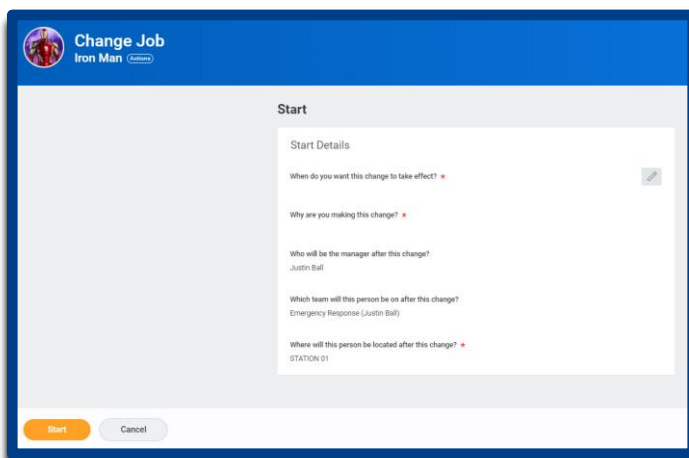
# Manager: Manage Change Job



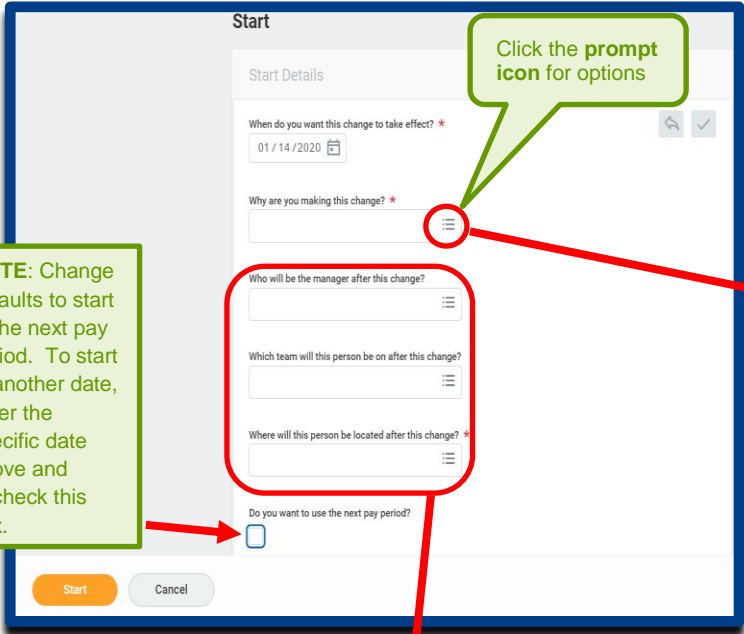
## Process Note:

- The hiring manager or receiving manager can initiate a job transfer/job change
- The receiving manager will be responsible for entering the compensation change
- The hiring manager, transferring manager and HR Partner will approve transfers
- Compensation changes must also be approved by the compensation partner

5. At the Initiation Screen, Select the **edit icon** to begin the Change Job form (\* indicates required information)

6. Complete the Change Job form. If information is in a field and you need to change it, select the **prompt icon** for options.



**NOTE:** Change defaults to start of the next pay period. To start at another date, enter the specific date above and uncheck this box.

Click the **prompt icon** for options

**WHAT IS THIS?**

Who will be the manager after this change?  
If manager is changing, type new manager's name here

Which team will this person be on after this change?  
If team is changing, type new supervisory org here

Where will this person be located after this change?  
If employee is moving, type new location where position will physically sit here

## Job Change Selections

- Data Changes
  - Administrative Leave
  - Change Job Details
  - Change Location
  - Downgrade
  - Reclassification
  - Upgrade
- Demotion
  - Involuntary
  - Retreat
  - Voluntary
- Lateral Move
  - Lateral Move
  - Special Assignment (Police Only)
  - Stop Special Assignment (Police Only)
- Phase Down
  - Retirement-Phase Down (Police/Fire Only)
- Promotion
  - Bring to Hiring Minimum Rate
  - Bring to a Minimum
  - Career Progression
  - Career Progression Exceptional Promotion
  - Exceptional Promotion
  - Non-Competitive Exceptional Promotion
  - Non-Competitive Promotion
  - Promotion
- Transfer
  - Reassignment
  - Transfer
  - Transfer to FRO/FPO (Fire Only)



**Note:** If a promotion or other job change is within the same department, it is a **one-person task**. If the change involves a transfer between departments, it is a **two-person process**. The manager in the current supervisory organization initiates the transfer of the employee to the receiving manager. The manager in the incoming supervisory organization performs another set of actions to receive the employee.

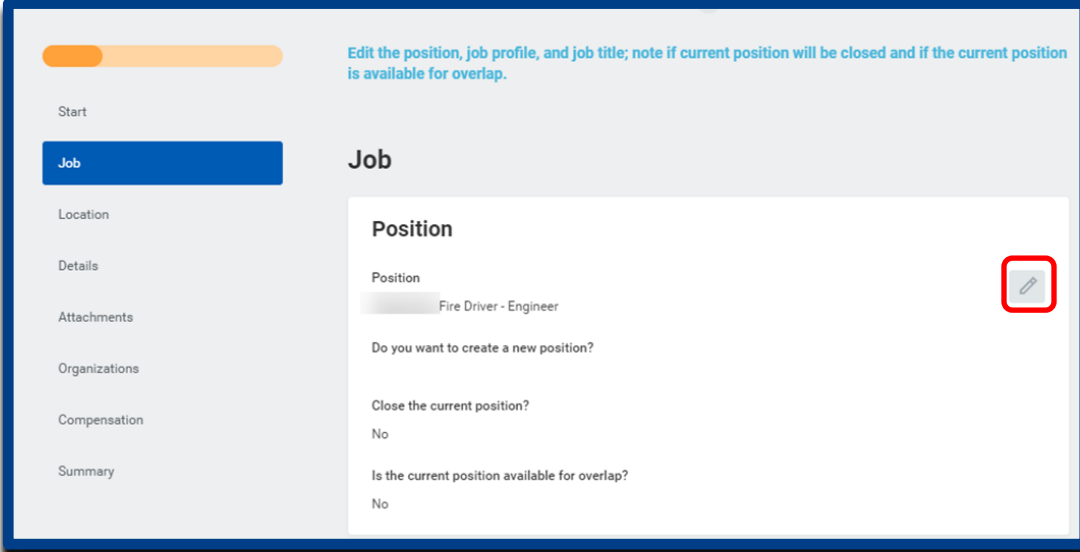
7. Select **Start** to move to the next step in the process.



**Note:** Select the **edit icon** to make all applicable updates based on the job change throughout this form.

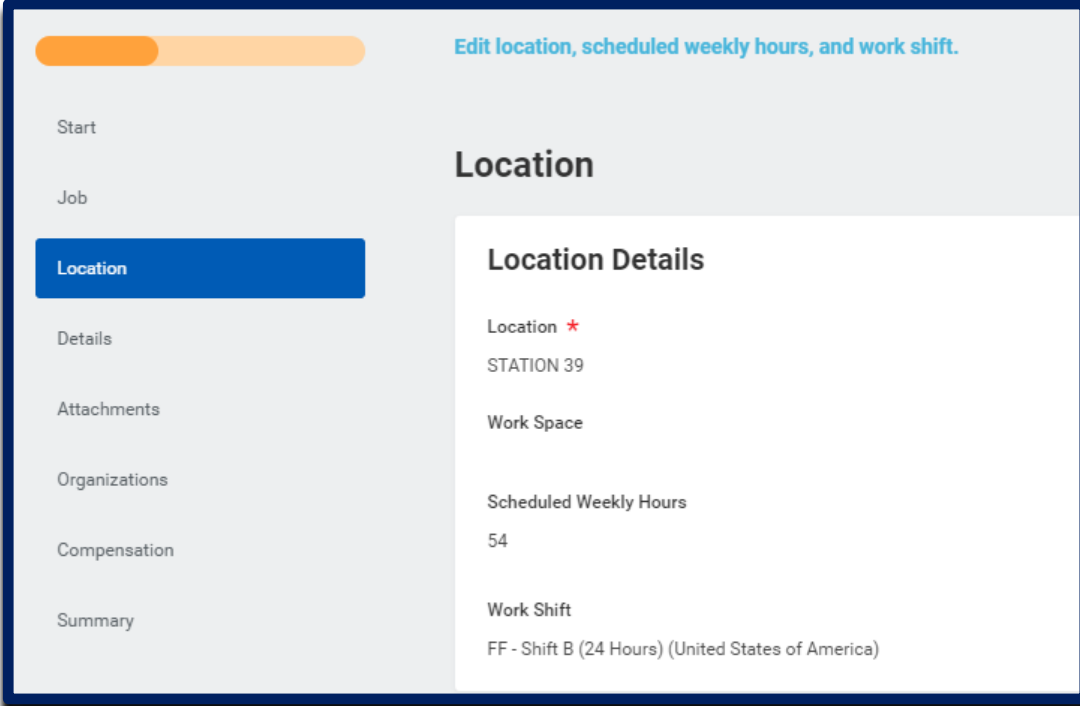
## Manager: Manage Change Job

8. On the **Job** page, you can edit position, job profile, and job title; note if current position will be closed and if the current position available for overlap.



9. Select **Next** to proceed to the next page.

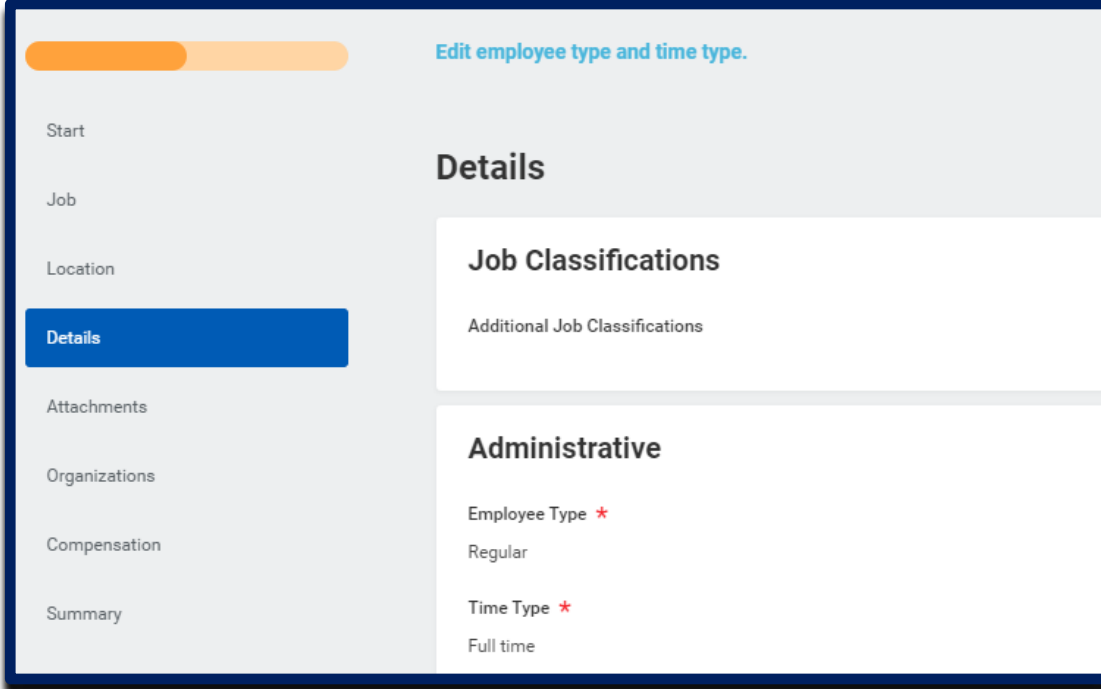
10. On the **Location** page, you can edit location, scheduled weekly hours and work shift.



11. Select **Next** to proceed to the next page.

12. On the **Details** page, you can edit the employee type and time type.

## Manager: Manage Change Job



Progress bar: [Orange segment] [Light orange segment]

Edit employee type and time type.

Start

Job

Location

**Details**

Attachments

Organizations

Compensation

Summary

### Details

#### Job Classifications

Additional Job Classifications

#### Administrative

Employee Type \*

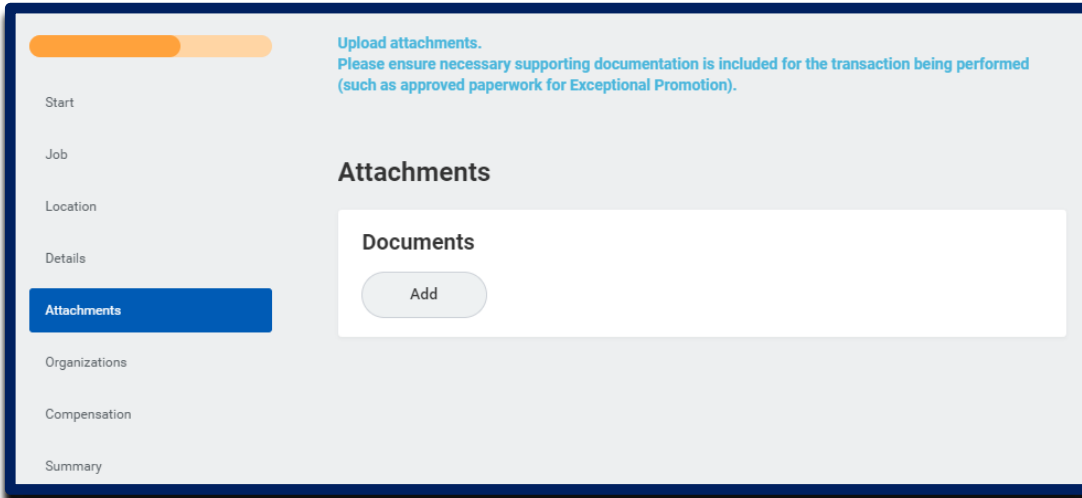
Regular

Time Type \*

Full time

13. Select **Next** to proceed to the next page.

14. On the **Attachments** page, you can upload attachments. Please ensure necessary supporting documentation is included for the transaction being performed (such as approved paperwork for Exceptional Promotion).



Progress bar: [Orange segment] [Light orange segment]

Upload attachments.  
Please ensure necessary supporting documentation is included for the transaction being performed (such as approved paperwork for Exceptional Promotion).

Start

Job

Location

Details

**Attachments**

Organizations

Compensation

Summary

### Attachments

#### Documents

Add

15. Select **Next** to proceed to the next page.

16. On the **Organizations** page, you can update organization, if applicable: Cost Center, Advantage Fund, Fire Equipment, or HIPPA/EMS Exclusion Checks.



## Manager: Manage Change Job

17. Select **Next** to proceed to the next page.

18. On the **Compensation** page, you can edit hourly or salary compensation. Review the Allowance Plan section to Add or Remove a Plan as applicable. NOTE - if the base pay change is 8% or more, the ACM will need to approve this change.

19. Select **Next** to proceed to the **Summary** page.

20. At the **Summary** page, review changes for accuracy. If all changes are correct, select

**Submit**

## End of Process