HOW TO INITIATE A TRANSFER IN WORKDAY

Transfer Worker – Current Manger, Current HR Partners, & Department HR Partners can initiate this business process.

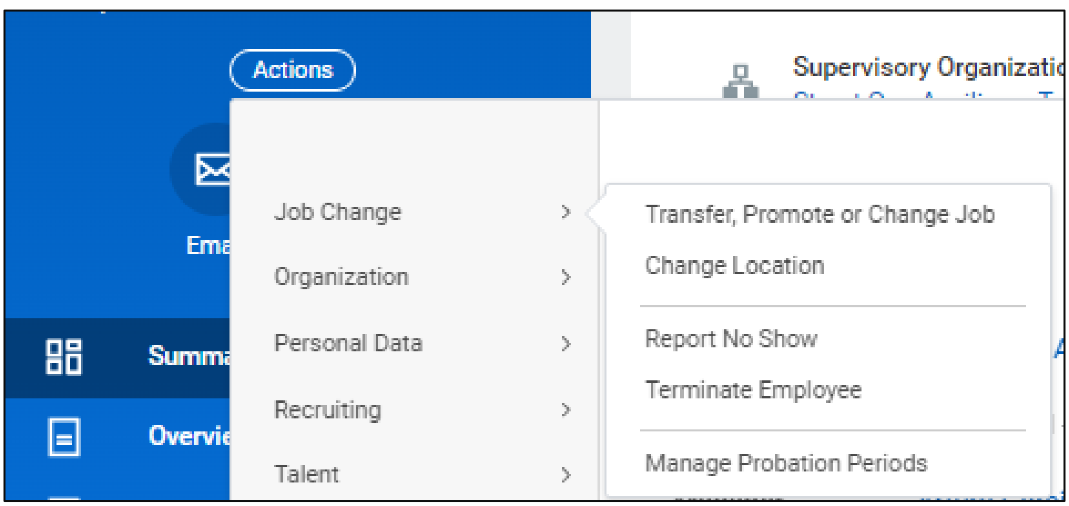
The following information will be required throughout the process:

- **Worker**: Name of employee for whom the change will occur
- **Job**: Position that will change
- **Date of Change**: Will default to start of next pay period
- **Change:** Type of change happening
- **Manager/Team:** Name of manager/supervisory org,
- **Location:** Where employee will move to,
- **Compensation:** Confirm or update compensation rate
- **Other Details of Change:** May include: Work Schedule, etc.

Business Process Steps

1. Search your worker view their Profile.
2. Click **Actions >** Click **Job Change >** Click **Transfer, Promote, or Change Job**

Current mangers View:



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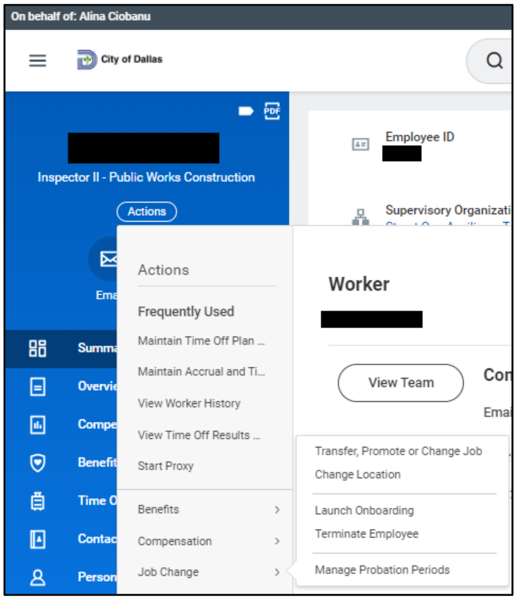
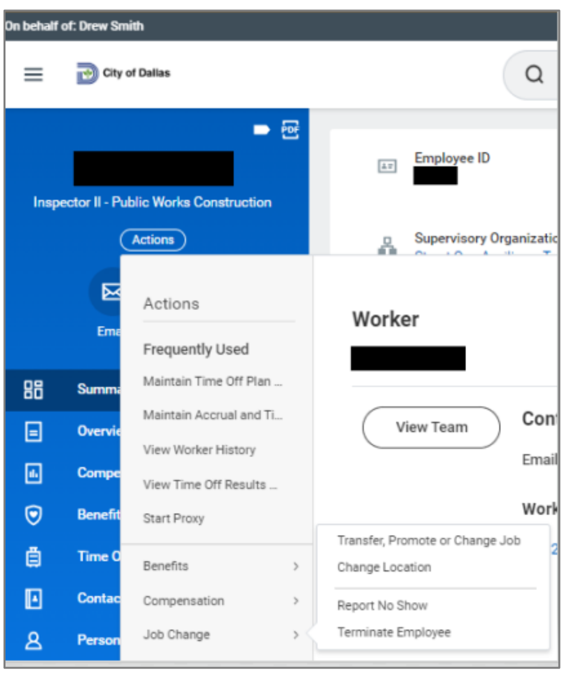
HR Partners View:



Department HR Partner's view:



3. At the Initiation Screen, Select the **edit** icon  to begin the Change Job form (* indicates required fields) please complete all required fields.
4. Click **Start**
5. **Move** - Please keep defaults the same unless you have prior approval from compensation to make changes.
6. Click **Next**.

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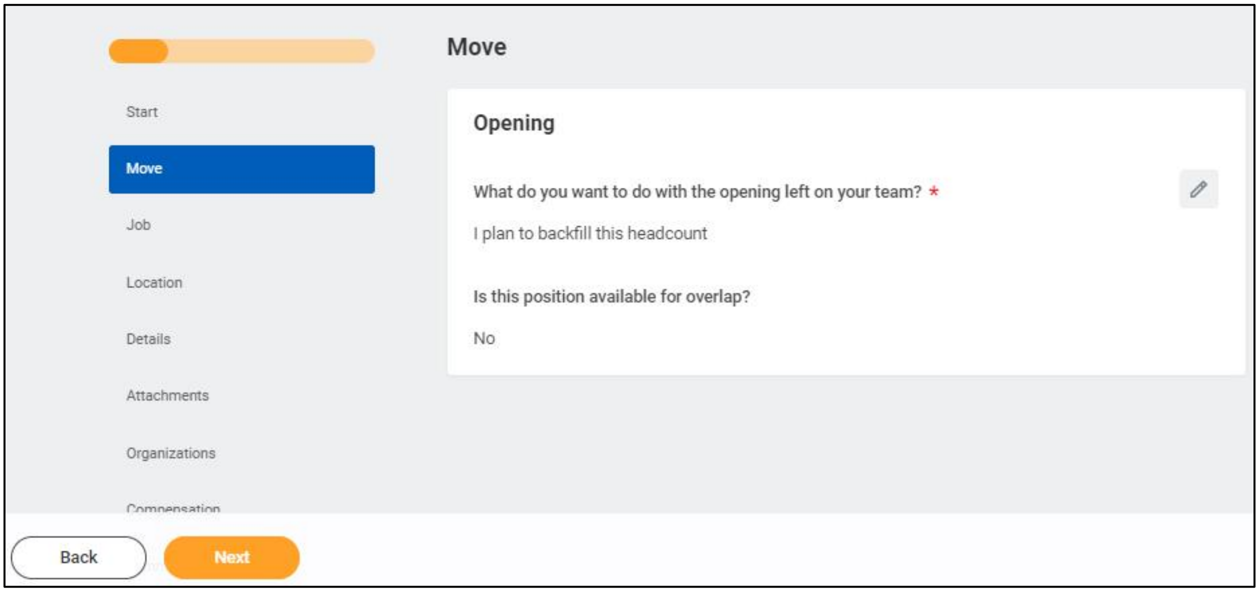

7. **Job** - Once you load the Position the Job profile and Business Title will populate.
8. **Location** - Required location. Update scheduled weekly hours and work shift if necessary.
9. **Details** – Populated based on the Position.
10. **Attachments** - Please ensure necessary supporting documentation is included.
11. **Organizations** – Add or Remove Kronos Access.
12. **Compensation** – Will be populated but can also be adjusted. The Comp department will have final approval later in the process.
13. Click **Submit**. The process will be routed to the Proposed (Receiving) Manager for review and their approval.