

CHANGE JOB FOR MANAGERS

THIS GUIDE IS FOR: MANAGERS

Managers can use the **Change Job** process within Workday@OK to control changes for an employee that include job data changes, promotions and transfers between managers.

STEP 1 – INITIATE CHANGE JOB TASK: TRANSFER, PROMOTE OR CHANGE JOB

By navigating directly to an employee's worker profile, you have the ability to start the **Change Job** task. Required information will be indicated with * red asterisks. If you have not completed a required field, you will be alerted and prompted to fix before continuing.

1. Navigate to the employee's **Worker Profile**.
2. Select **Actions** → **Job Change** → **Transfer, Promote or Change Job**.
3. Under Start Details, select the **pencil icon** to complete the required fields (effective date, reason for the change and where the person will be located).
4. Select **Start**.

STEP 2 – UPDATE AND CONFIRM JOB CHANGE DETAILS: TRANSFER, PROMOTE OR CHANGE JOB

Information will default in from current employee data. Select the **pencil icon** to make changes as needed.

1. Within **Job**, make changes to the position, the job profile and the business title of the new position. Select **Next**.
2. Within **Location**, alter the location or scheduled weekly hours. Select **Next**.
3. Within **Details**, make changes to additional **Job Classifications** as needed. Select **Next**.
4. Include any relevant attachments in the **Attachments** section. Select **Next**.
5. Within **Organization**, make changes to the **Cost Center** for the position. Select **Next**.
6. You may make changes to **Base Pay** or **Allowances**, as needed.
7. Select **Next** to view a final summary.
8. Select **Submit**.
9. The job change will route to human resources for review.

CHANGE EMPLOYEE'S BUSINESS TITLE

1. Navigate to the employee's **Worker Profile**.
2. Select **Actions** → **Job Change** → **Change Business Title**.
3. Enter the updated **Business Title** and effective date for the employee.
4. Select **Submit**.