

MOVING WORKER(S)

THIS GUIDE IS FOR: All HR roles

All HR roles can move a worker, which includes their position, to a different supervisory organization. Here are some scenarios when you might use this task:

- Moving worker(s) to a new manager.
 - Team under incorrect supervisory organization.
 - Restructuring the organization.
1. Using the **Search** bar, type in **Move Worker**. Choose **Move Worker (Supervisory)**.
 2. In the dialog box, you will be asked to choose an **Effective Date**. This effective date will block any historical changes being made to this worker/position.
 3. Select the **Supervisory Organization** where the worker(s) are currently located.
 4. You can either use the **Proposed Supervisory Organization** field at the top to move all workers to the same Supervisory Organization, or
 5. Use the table below to select the check box next to certain workers and move them to separate supervisory organizations.

NOTE: Be sure you are moving your worker to a supervisory organization within your agency. It is possible to move them to another agency by accident.
 6. Select **Submit**.
 7. This task will route to an HR specialist to review the organization assignments and then to a Finance partner to review costing allocations.