



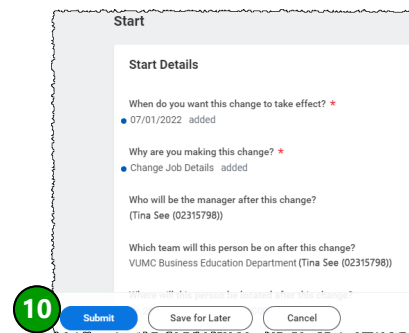
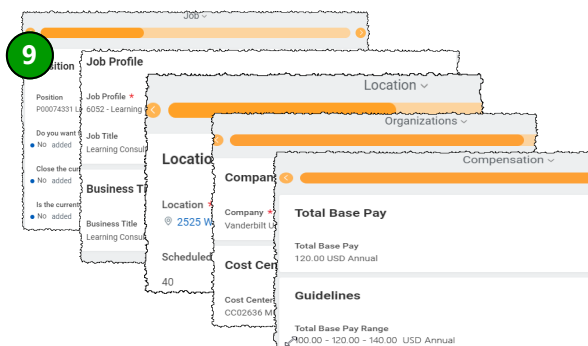
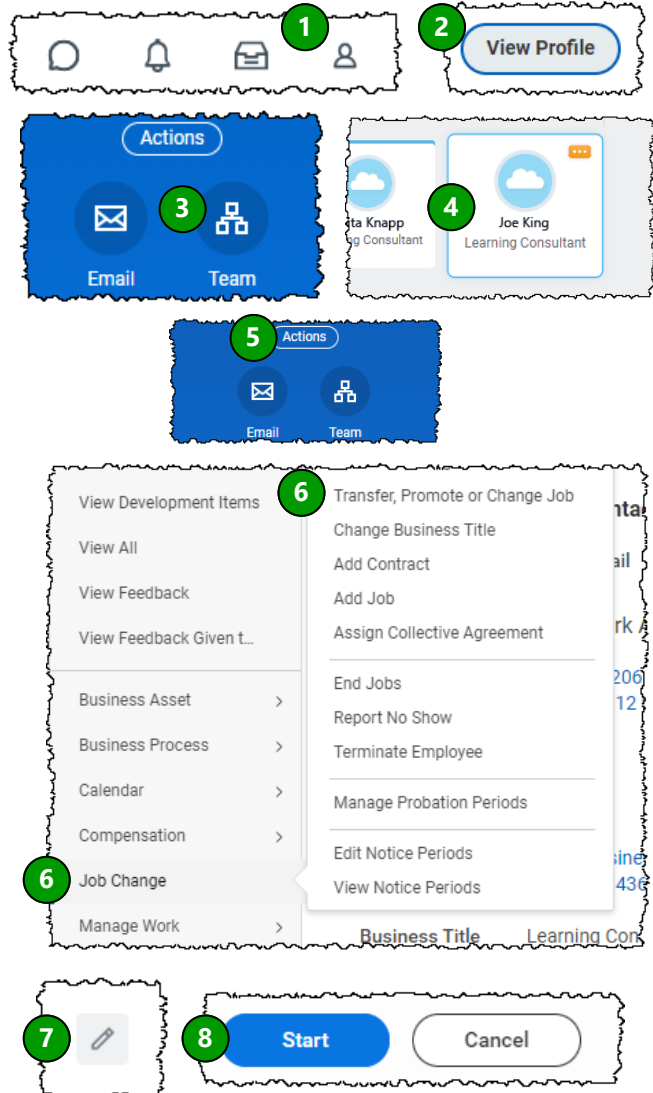
In Workday, the Job Changes business process allows managers to update a variety of job-related changes to an employee in their Supervisory Organization. This includes tasks such as transferring to a new position, promotion, reclassifying the employee, change employee location, work schedules, level, manager changes, & etc. After you initiate, the business process will route to HR and Payroll for approval. Follow the steps below to learn how to initiate a job change in Workday.

Job Changes

From your Workday homepage:

1. Select the **profile icon**.
2. Select **View Profile**.
3. Select **Team**.
4. Select an **Employee**.
5. From the employee's profile, click **Actions**.
6. Select **Job Change**, and then Select **Transfer*, Promote or Change Job**.
7. Select the **pencil icon** to make edits.
8. Select **Start** once all edits have been made.
9. Select the **pencil icon** to edit required and optional information on multiple pages, and then select **Next** to continue.
10. After all edits are completed, select **Submit**.

* For additional details regarding Transfers, see page 2.





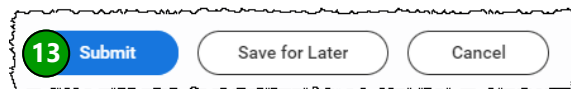
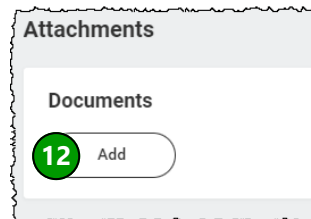
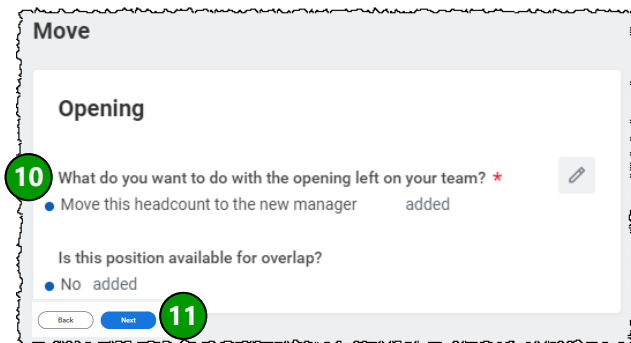
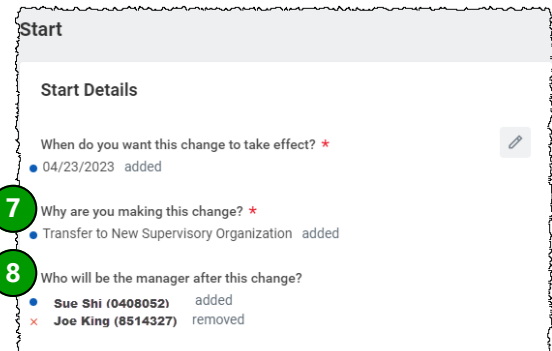
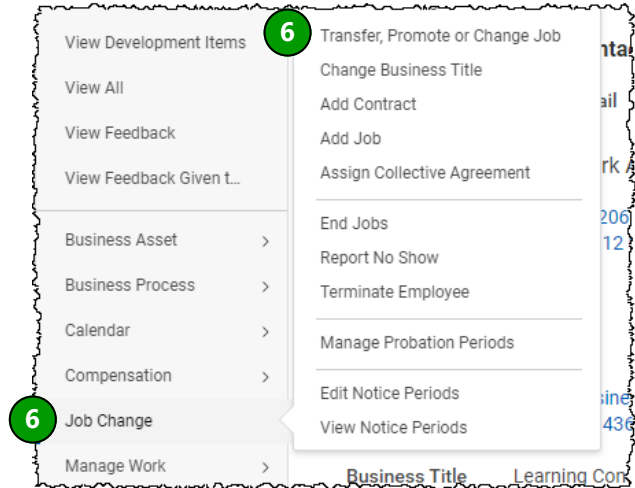
In Workday, the Job Changes business process allows managers to update a variety of job-related changes to an employee in their Supervisory Organization. This includes tasks such as transferring to a new position, promotion, reclassifying the employee, change employee location, work schedules, level, manager changes, & etc. After you initiate, the business process will route to HR and Payroll for approval. Follow the steps below to learn how to initiate a job change in Workday.

Job Changes –Transfers

To transfer an employee to a new supervisory organization without creating a new position, you must move the headcount to the new manager. Follow the steps below.

For steps 1-5, please see page 1.

6. Select **Job Change**, and then Select **Transfer, Promote or Change Job**.
7. Select **Transfer to New Supervisory Organization**.
8. Select **Who will be the manager after this change** to enter the new manager.
9. Select **Start**.
10. Select **Move this headcount to the new manager**.
11. Select **Next**.
12. Select **Add** to attach supporting documents.
13. After all edits are completed, select **Submit**.



QUESTIONS?

Please email BusinessEducation@vumc.org.