



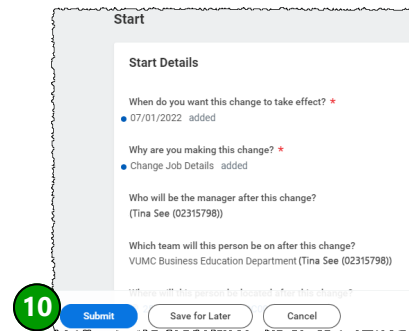
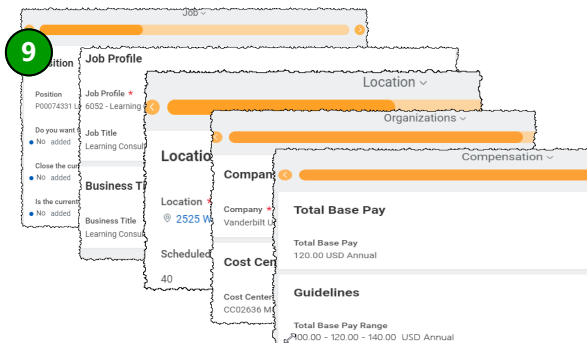
In Workday, the Job Changes business process allows managers to update a variety of job-related changes to an employee in their Supervisory Organization. This includes tasks such as transferring to a new position, promotion, reclassifying the employee, change employee location, work schedules, level, 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.





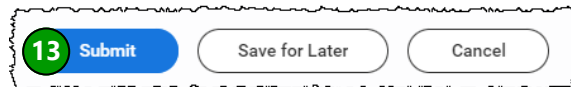
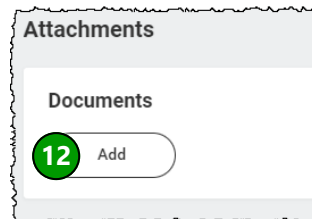
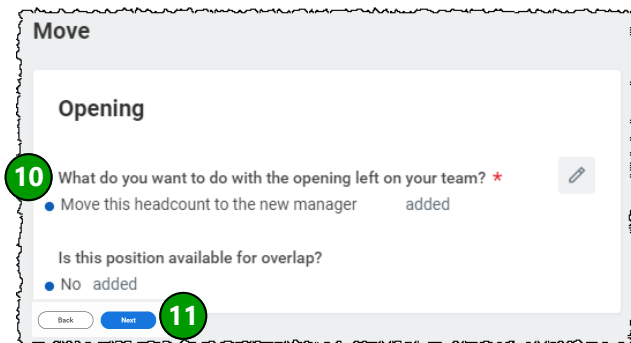
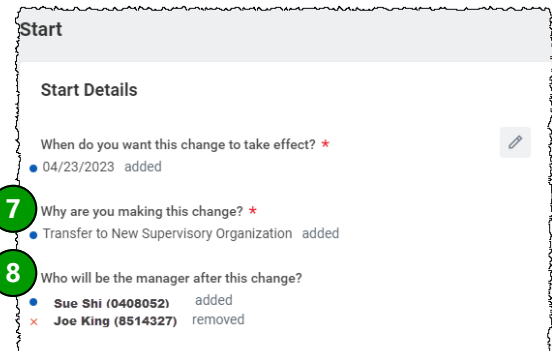
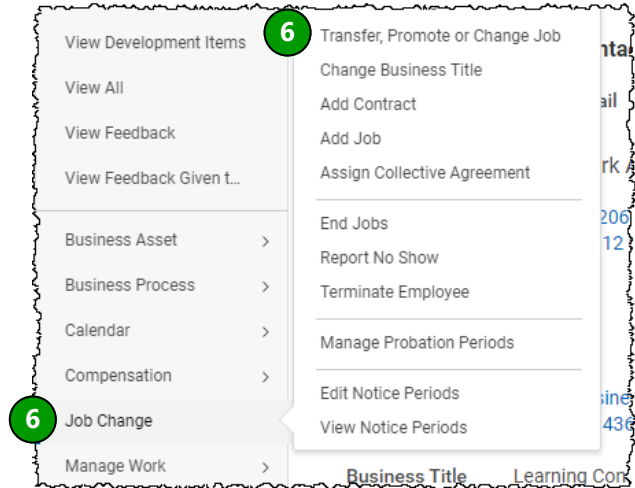
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Job Changes –Transfers

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.

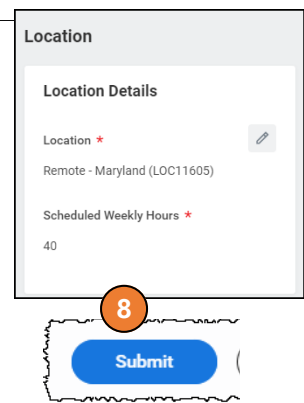
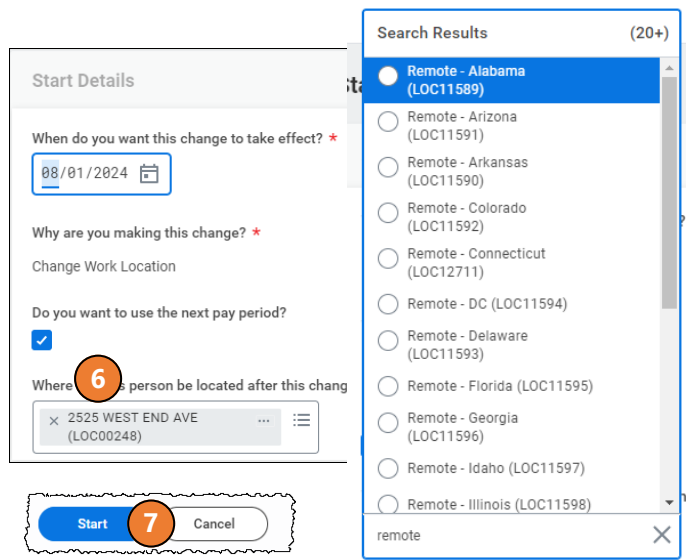
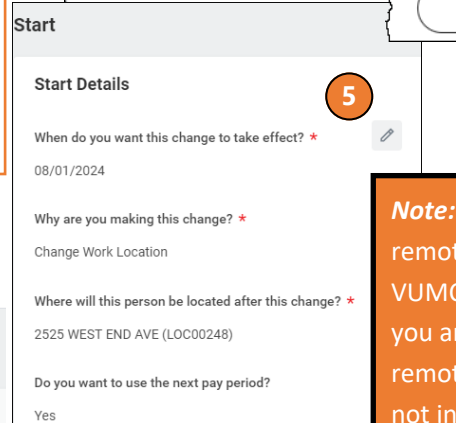
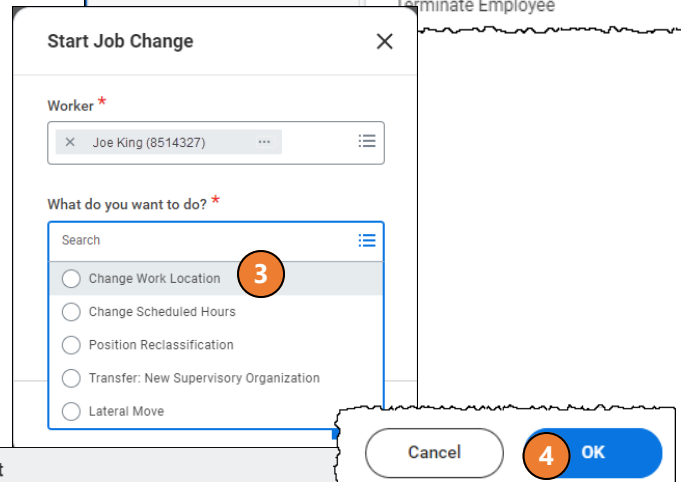
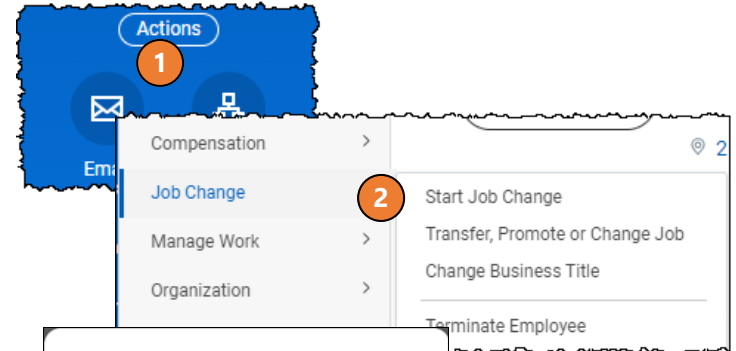


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Job Changes –Work Location

Working remotely out of state (TN) requires manager approval. The manager must submit a Job Change to change the work location of the employee to “remote—STATE” in Workday.

1. From the employee’s profile, click **Actions**.
2. Select **Job Change**, and then select **Start Job Change**.
3. Select **Change Work Location** from the drop-down list.
4. Click **OK**.
5. Click the **pencil icon** to edit the details.
6. Edit the **Start date** (if necessary) and the **Location**.
Note: to edit the location, click the **X** to remove the current location, type the word **remote**, and click **Enter** to populate the list of locations to choose from.
7. Once selected, click **Start**.
8. Review the Location information and **Submit** for approval.



Note: Workday only provides remote work locations that VUMC currently supports. If you are trying to submit a remote work location that is not in the drop-down menu, then that state is not a state VUMC has employees working from. Do not change work location or approve employees to work in another state unless you have gone through the appropriate approval process with HR.