



Transferring Contingent Workers

In Workday, the Job Changes business process allows managers to update a variety of job-related changes to a Contingent Worker in their Supervisory Organization. This includes tasks such as transferring to a different department, updating Business Title, and adjusting the contract end date. After you initiate, the business process will route to HR for approval. Follow the steps below to learn how to initiate a job change in Workday.

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From the Contingent Workers profile page:

1. Select **Actions**.
2. Hover over **Job Change**, and then Select **Transfer, Promote or Change Job**.
3. Select **Transfer to New Supervisory Organization**.
4. Select **Who will be the manager after this change** to enter the new manager.
5. Select **Start**.
6. Select the **Pencil** icon to chose what you will be doing with the Contingent Workers position (opening):

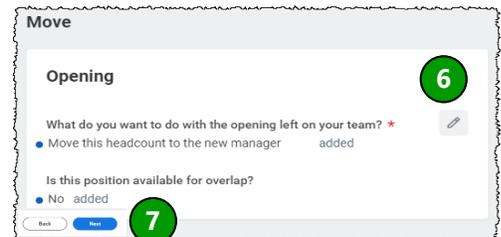
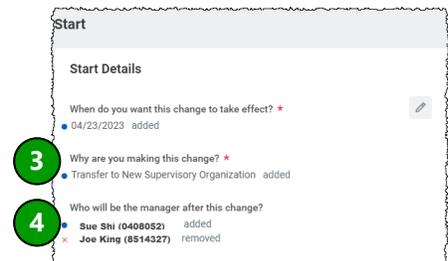
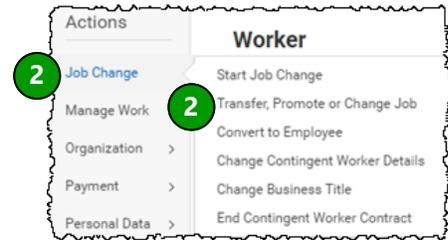
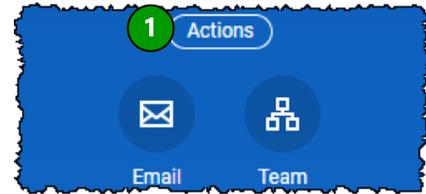
Backfill: You keep the position and the new manager must have an open position for the CW to move to.

Move: You will move the CW and your position to the new manager.

Close: You are transferring the CW to the new manager's position and you no longer need to have your own position open.

7. Select **Next**.
8. After all edits are completed, select **Submit**.

Note: Once submitted, the Receiving Manager must approve the transfer. The Receiving Manager has the ability to update the Job Title and Job Profile and other position settings. It is advisable to communicate with the Receiving Manager through email before and after the transfer in Workday is initiated.



QUESTIONS?

Please email BusinessEducation@vumc.org.