



Job Changes

Audience: Department HR Partner

Overview:

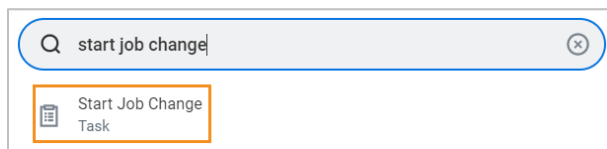
This job aid provides step-by-step instructions on how to change an employee's location, title, promote/demote an employee and transfers from the perspective of the HRBP.

This job aid covers the following:

- [Change Job Location](#)
- [Change Business Title](#)
- [Promote an Employee](#)
- [Demote an Employee – Voluntary](#)
- [Demote an Employee - Involuntary](#)
- [Transfer an Employee to a New Manager](#)

Change Job Location

1. From the Workday homepage, use the Search bar and type **Start Job Change** and select the Task.



2. Enter the employee's name into the **Worker** field or use the prompts to select a worker. The **Job** field will autofill once you select an employee. Complete the **What do you want to do?** field with **Location Change**. Click **OK**.



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A dialog box titled "Start Job Change" with a close button (X) in the top right corner. It contains three fields: "Worker" with a dropdown menu showing "Ele Employee Relations" and a pencil icon; "Job" with the text "Employee Relations - Ele Employee Relations"; and "What do you want to do?" with a dropdown menu showing "Location Change" and a pencil icon. Below the fields is a blue instruction: "Use this process when only moving and Employee from one location to the next". At the bottom are two buttons: "OK" (highlighted with an orange box) and "Cancel".

3. Click the pencil icon to enter the Start Details including the date the change is to take place and the new location.

A form titled "Start Details" with a pencil icon in the top right corner. It contains three sections: "When do you want this change to take effect? *" with the text "(empty)"; "Why are you making this change? *" with a radio button selected for "Location Only Change" and the text "added"; and "Where will this person be located after this change? *" with a location pin icon and the text "Government Plaza".

4. Review the details and click **Start**.



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Start Details

When do you want this change to take effect? *

MM/DD/YYYY

Why are you making this change? *

Location Only Change

Where will this person be located after this change? *

x Government Plaza ...

Start Cancel

5. Click **Submit**.



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Start Details

When do you want this change to take effect? *

- 02/12/2023 added

Why are you making this change? *

- Location Only Change added

Where will this person be located after this change?

- 📍 Eight Mile Shopping Center added
- ✕ 📍 Government Plaza removed

Location

Location Details

Location *

- 📍 Eight Mile Shopping Center added
- ✕ 📍 Government Plaza removed

Scheduled Weekly Hours

40

Work Shift

(empty)

Attachments

Submit Save for Later Cancel

Change Business Title

1. From the Workday From the Homepage use the search bar and type **Change Business Title**, select the Task.

- Change Business Title Task

2. Type the employee's name into the **Worker** field or use the prompts to select a worker. **Select** the **employee** whose business title you wish to change.



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Click **OK**.

Change Business Title

Worker *

OK Cancel

3. **Select** the **Effective Date** of the change.

Input the **Business Title** that you are changing to. (You will see the current title displayed under **Current**).

Click **Submit**.

Change Business Title Ele Employee Relations ... Employee Relations - Ele Employee Relations

Effective Date *

Job Profile HUMAN RESOURCES ASSISTANT

Job Title Employee Relations

Proposed **Current**

Business Title * Business Title Employee Relations

enter your comment

Attachments

Drop files here

or

Select files

Submit Save for Later Cancel

Promote an Employee

1. From the Workday homepage, use the Search bar and type **Start Job Change** and select the Task.



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A search bar containing the text "start job change". Below the search bar, a dropdown menu is open, showing a single option: "Start Job Change Task".

2. Enter the employee's name into the **Worker** field or use the prompts to select a worker. The **Job** field will autofill once you select an employee. Complete the **What do you want to do?** field with **Promotion**. Click **OK**.

Start Job Change

Worker *

Job * Employee Relations - Ele Employee Relations

What do you want to do? *

Use this process when for an Employee that is being Promoted

3. Click the pencil icon  to select the date of the change and to update Start Details, as needed. Click **Start**.

Start Details


When do you want this change to take effect? *

Why are you making this change? *
Promotion

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change? *

4. Click the pencil icon  to update the following sections as needed:
 - a. Start Details
 - b. Position, Job Profile, and Business Title




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- c. Scroll down to Location Details
- d. Job Classifications, and Administrative

Position


Position 
Employee Relations

Do you want to create a new position?
 No added

Close the current position?
 No added


Is the current position available for overlap?
 No added

Job Profile

Job Profile * 
HUMAN RESOURCES ASSISTANT

Job Title
Employee Relations

Business Title

Business Title 
Employee Relations

5. Once updates are complete, click **Submit**.

Demote an Employee - Voluntary

1. From the Workday homepage, use the Search bar and type **Start Job Change** and select the Task.



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Q start job change

Start Job Change Task

2. Enter the employee's name into the **Worker** field or use the prompts to select a worker. The **Job** field will autofill once you select an employee. Complete the **What do you want to do?** field with **Demotion-Voluntary**. Click **OK**.

Start Job Change

Worker * x Ele Employee Relations ...

Job * Employee Relations - Ele Employee Relations

What do you want to do? * x Demotion - Voluntary

Use this process when for an Employee that is being Voluntarily Demoted

OK Cancel

3. Click the pencil icon  to select the date of the change and to update Start Details, as needed. Click **Start**.

Start Details

When do you want this change to take effect? * MM/DD/YYYY


Why are you making this change? * Voluntary - Decrease in Responsibility

Who will be the manager after this change? x Mollie Manager ...

Which team will this person be on after this change? x Alight Test Organization 2 (Mollie Manager) ...

Where will this person be located after this change? * x Government Plaza ...

Start Cancel

4. Click the pencil icon  to update as needed:
 - a. Start Details




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- b. Position, Job Profile, and Business Title
- c. Scroll down to Location Details
- d. Job Classifications, and Administrative

Position


Position 
Employee Relations

Do you want to create a new position?
 No added

Close the current position?
 No added


Is the current position available for overlap?
 No added

Job Profile

Job Profile * 
HUMAN RESOURCES ASSISTANT

Job Title
Employee Relations

Business Title

Business Title 
Employee Relations

5. Once updates are complete, click **Submit**.

Demote an Employee - Involuntary

1. From the Workday homepage, use the Search bar and type **Start Job Change** and select the Task.



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A search bar containing the text "start job change". Below the search bar, a dropdown menu is open, showing a single option: "Start Job Change Task".

2. Enter the employee's name into the **Worker** field or use the prompts to select a worker. The **Job** field will autofill once you select an employee. Complete the **What do you want to do?** field with **Demotion-Involuntary**. Click **OK**.

A dialog box titled "Start Job Change". It contains three fields: "Worker" with a dropdown menu showing "Ele Employee Relations", "Job" with a dropdown menu showing "Employee Relations - Ele Employee Relations", and "What do you want to do?" with a dropdown menu showing "Demotion - Involuntary". Below the fields, there is a blue link that says "Use this process when for an Employee that is being In-voluntarily Demoted". At the bottom, there are two buttons: "OK" and "Cancel".

3. Click the pencil icon  to select the date of the change and to update Start Details, as needed. Click **Start**.

A dialog box titled "Start Details". It contains five fields: "When do you want this change to take effect?" with a date picker showing "MM/DD/YYYY"; "Why are you making this change?" with a dropdown menu showing "Involuntary - Decrease in Responsibility"; "Who will be the manager after this change?" with a dropdown menu showing "Molli Manager"; "Which team will this person be on after this change?" with a dropdown menu showing "Alight Test Organization 2 (Molli Manager)"; and "Where will this person be located after this change?" with a dropdown menu showing "Government Plaza". At the bottom, there are two buttons: "Start" and "Cancel".

4. Click the pencil icon  to update as needed:
 - a. Start Details
 - b. Position, Job Profile, and Business Title




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- c. Scroll down to Location Details
- d. Job Classifications, and Administrative

Position


Position 
Employee Relations

Do you want to create a new position?
 No added

Close the current position?
 No added


Is the current position available for overlap?
 No added

Job Profile

Job Profile * 
HUMAN RESOURCES ASSISTANT

Job Title
Employee Relations

Business Title

Business Title 
Employee Relations

5. Once updates are complete, click **Submit**.

Transfer an Employee to a New Manager

1. From the Workday homepage, use the Search bar and type **Start Job Change** and select the Task.



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A search bar containing the text "start job change". Below the search bar, a dropdown menu is open, showing a single option: "Start Job Change Task".

- 2. Enter the employee's name into the **Worker** field or use the prompts to select a worker. The **Job** field will autofill once you select an employee.

A dialog box titled "Start Job Change" with a close button in the top right corner. It contains three required fields, each with a red asterisk and a dropdown menu icon:

- Worker *
- Job *
- What do you want to do? *

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- 3. Complete the **What do you want to do?** field with **Move to New Manager Within Department**. Click **OK**.

The "Start Job Change" dialog box is shown with the following selections:

- Worker: Ele Employee Relations
- Job: Employee Relations - Ele Employee Relations
- What do you want to do?: Move to New Manager Within Department

Below the fields, there is a blue instruction: "Use this process when only moving and Employee from one manager to the next within the same department". The "OK" button is highlighted with an orange box.

- 4. Click the pencil icon  to select the date of the change and to update Start Details, as needed. Click **Start**.



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Start Details

When do you want this change to take effect? * ↶ ✓

MM/DD/YYYY

Why are you making this change? *

Move to Another Manager

Who will be the manager after this change?

x Molli Manager ...

Which team will this person be on after this change?

x Alight Test Organization 2 (Molli Manager) ...

Where will this person be located after this change? *

x Government Plaza ...

Start Cancel

5. Review and edit the sections, as needed, by selecting the pencil icon.



Start Details

When do you want this change to take effect? * ✎

● 02/07/2023 added

Why are you making this change? *

● Move to Another Manager added

Who will be the manager after this change?

Molli Manager

Which team will this person be on after this change?

Alight Test Organization 2 (Molli Manager)

Where will this person be located after this change?


📍 Government Plaza



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Position

Position
Employee Relations 

Do you want to create a new position?
 No added

Close the current position?
 No added

Is the current position available for overlap?
 No added

6. When review is complete, click **Submit**.