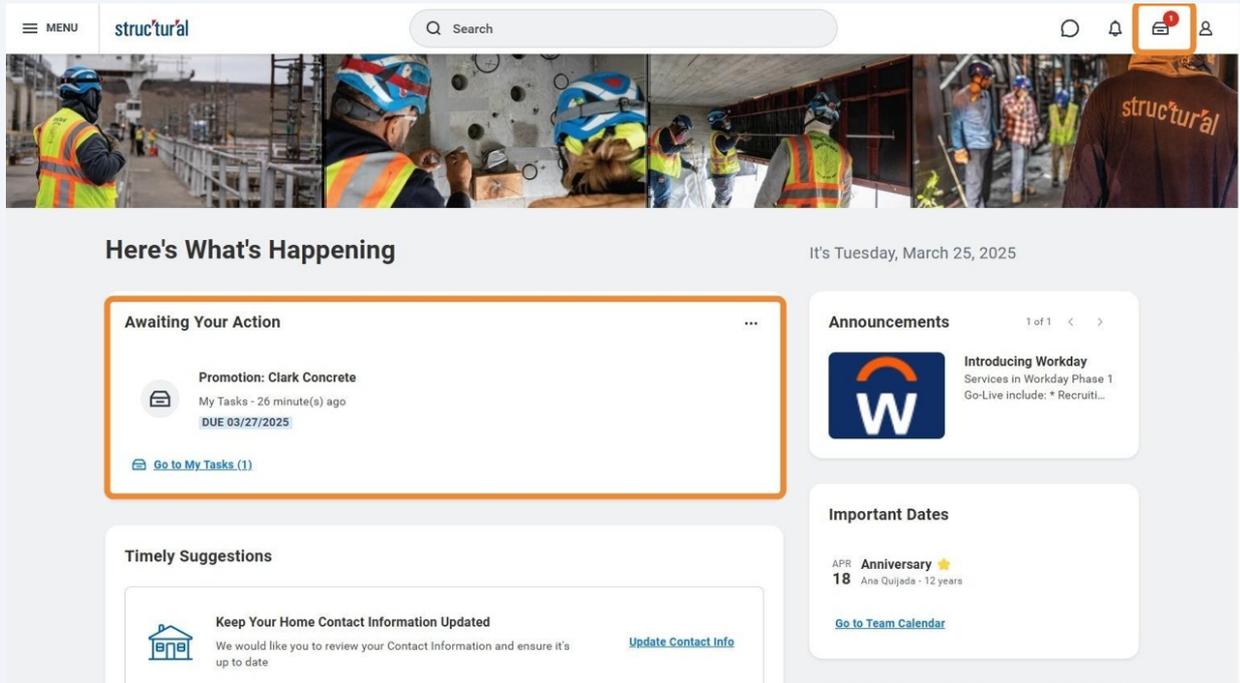


Workday - Approving a Job Change

The following Scribe will provide an overview of how Manager's and HR can approve Job Changes

1

If you have a Job Change that is awaiting your approval, you will be notified by the "Awaiting Your Action", or your Inbox Icon in the top right corner



2

To take action, either Click into your Inbox in the top right, or click in the Task beneath "Awaiting your Action"

The screenshot displays the 'structural' dashboard interface. At the top, there is a navigation bar with a 'MENU' icon, the 'structural' logo, a search bar, and icons for chat, notifications, and a profile. Below the navigation bar is a banner image showing construction workers in safety gear. The main content area is titled 'Here's What's Happening' and includes the date 'It's Tuesday, March 25, 2025'. The dashboard features several key sections: 1. 'Awaiting Your Action' (highlighted with an orange border), which contains a task card for 'Promotion: Clark Concrete' with a due date of 03/27/2025 and a 'Go to My Tasks (1)' link. 2. 'Announcements', showing a notification for 'Introducing Workday' with a 'W' logo. 3. 'Important Dates', featuring an anniversary for 'Ana Quijada - 12 years' on APR 18 and a 'Go to Team Calendar' link. 4. 'Timely Suggestions', with a prompt to 'Keep Your Home Contact Information Updated' and an 'Update Contact Info' link.

3

You will be directed to your inbox. Locate the Job Change you wish to take action on.

The screenshot displays the 'structural' HR system interface. At the top, there is a 'MENU' icon and a search bar. Below the menu, the 'All Items' section shows a list of job changes. One item, 'Promotion: Clark Concrete', is highlighted with an orange box. This item includes the date '03/25/2025' and a star icon. Below the list, there is an 'Advanced Search' link. On the right side, the 'Review' section for 'Promotion: Clark Concrete' is visible. It contains details for 'Start Job Change', 'Start Details', and 'Transfer Information'. The 'Start Details' section lists 'Effective Date' as 03/31/2025, 'Worker' as Clark Concrete, and 'Reason' as Promotion. The 'Transfer Information' section lists 'Team after Change' as John Lunn and 'Manager(s)' as John Lunn. At the bottom of the review section, there are three buttons: 'Approve', 'Send Back', and 'Deny'. The 'Approve' button is highlighted with an orange box.

4 You will be able to view data entered by the Initiator of the Job Change.

First, confirm that the Effective Date, Worker, and Reason is correct

The screenshot displays the 'structural' software interface. On the left, a sidebar shows 'All Items' with a search bar and a list of items, including 'Promotion: Clark Concrete' with a due date of 03/25/2025 and an effective date of 03/31/2025. The main content area is titled 'Start Job Change' and features an orange 'Alert' button in the top right. The 'Start Details' section is highlighted with an orange border and contains the following information:

- Start Details**
- Effective Date: 03/31/2025
- Worker: Clark Concrete
- Reason: Promotion

Below this, the 'Transfer Information' section shows:

- Team after Change: John Lunn
- Manager(s): John Lunn

The 'Job Details' section shows:

- Job Profile: Tech 3
- MODIFIED Tech-2

At the bottom of the form, there are three buttons: 'Approve' (blue), 'Send Back' (white), and 'Deny' (white).

5

Next, confirm that the Job Details (Job Profile and Job Title) are correct.

The screenshot shows the 'structural' HR system interface. On the left, a sidebar contains navigation icons. The main content area is divided into two panels. The left panel, titled 'All Items', shows a search bar with 'Search: All Items' and a list of items. The first item is 'Promotion: Clark Concrete' with a due date of '03/27/2025' and an effective date of '03/31/2025'. The right panel, titled 'Job Details', is highlighted with an orange border and contains the following information:

- Job Profile:** Tech 3 (MODIFIED Tech-2)
- Management Level:** Individual Contributor
- Job Category:** Field
- Job Exempt:** No
- Job Classifications:** 6 - Craft Workers (EEO-1 Job Categories-United States of America) (MODIFIED)
- Workers' Compensation Code from Job Profile:** 5213 - Concrete Noc (United States of America)
- Job Title:** Tech 3 (MODIFIED Tech-2)

At the bottom of the right panel, there are three buttons: 'Approve' (blue), 'Send Back' (white), and 'Deny' (white).

6

Next, confirm that the Work Location and Worker Time Details are correct.

The screenshot shows the 'structural' HR system interface. At the top, there is a 'MENU' icon and a search bar. Below the menu, the 'All Items' section is visible, containing a search bar and an 'Advanced Search' link. A promotion card for 'Promotion: Clark Concrete' is displayed, with a due date of 03/27/2025 and an effective date of 03/31/2025. The main content area shows the details for the promotion, which are highlighted with an orange box. The details include:

- Work Location**
 - Location: Baltimore, MD
- Worker Time**
 - Time Type: Full time
 - Default Weekly Hours: 40
 - Location Weekly Hours: 40
 - Scheduled Weekly Hours: 40
 - FTE %: 100%

At the bottom of the screen, there are three buttons: 'Approve', 'Send Back', and 'Deny'.

7

Next, confirm that the Compensation Details are correct.

The screenshot shows a web application interface for managing compensation. The top navigation bar includes a 'MENU' icon, the 'structural' logo, a search bar, and notification icons. The left sidebar is titled 'All Items' and contains a search bar, an 'Advanced Search' link, and a list of items. The main content area is titled 'Compensation' and displays details for a promotion. A large orange-bordered box highlights the 'Total Base Pay' section, which includes 'Total Base Pay' (30.00 USD Hourly, modified to 25.00 USD Hourly), 'Position in Range' (0.00%), and 'Guidelines' (Total Base Pay Range: 0.00 - 0.00 USD Hourly). To the right of this box, the 'Compa-Ratio' is 0, and the 'Compensation Package' is 'General Compensation Package' with 'Compensation Grade' 'Hourly' and 'Compensation Grade Profile' 'Hourly USA'. Below the orange box, the 'Hourly' section shows 'Plan Name' 'Hourly Plan' and 'Assignment Details' (30.00 USD Hourly, modified to 25.00 USD Hourly). At the bottom of the main content area, there are three buttons: 'Approve', 'Send Back', and 'Deny'. An orange alert banner is visible in the top right corner of the main content area.

Compensation

Total Base Pay
Total Base Pay
30.00 USD Hourly
MODIFIED 25.00 USD Hourly

Compa-Ratio
0

Position in Range
0.00%

Guidelines
Total Base Pay Range
0.00 - 0.00 USD Hourly

Compensation Package
General Compensation Package
Compensation Grade
Hourly
Compensation Grade Profile
Hourly USA

Hourly
Plan Name
Hourly Plan

Assignment Details
30.00 USD Hourly
MODIFIED 25.00 USD Hourly

Approve **Send Back** **Deny**

8

Finally, take action on the Job Change by choosing to either Approve it, Send Back to the initiator to make changes, Deny it.

MENU structural

Search

All Items 1 item

Search: All Items

Advanced Search

Promotion: Clark Concrete 03/25/2025 ☆

Due: 03/27/2025

Effective: 03/31/2025

enter your comment

Process History

- John Lunn Change Job - Submitted Due 04/01/2025
- Review: Current Manager - Not Required
- Review: Receiving Manager - Not Required
- Review: Receiving Manager - Not Required
- Approval by HR Partner - Not Required
- Approval Chain by Manager - Not Required
- Approval Chain by Manager - Not Required
- Approval Chain by Manager - Not Required
- Ian Dunn Approval Chain by Manager - Awaiting Action Due 03/27/2025

Approve Send Back Deny

9

If Changes need to be made, Click "Send Back".

The screenshot shows a web application interface for a promotion request. The top navigation bar includes a "MENU" icon, the "structural" logo, and a search bar. The main content area is divided into two columns. The left column, titled "All Items", contains a search box, an "Advanced Search" link, and a list of items. The first item is "Promotion: Clark Concrete" with a due date of "03/25/2025" and a star icon. Below this, there are details for "Due: 03/27/2025" and "Effective: 03/31/2025". The right column, titled "Process History", contains a comment box and a list of process steps. The steps include "Change Job - Submitted" by John Lunn (Due 04/01/2025), several "Review" and "Approval Chain by Manager - Not Required" steps, and "Approval Chain by Manager - Awaiting Action" by Ian Dunn (Due 03/27/2025). At the bottom of the interface, there are three buttons: "Approve", "Send Back" (highlighted with an orange circle), and "Deny".

10

Select Who to Send back to, provide a reason, and then Click "Submit". Reason is required

Send Back

To *

Reason *

Approval Chain by Manager - Not Required

11 If the Job Change is denied, Click "Deny".

The screenshot shows the Structural HR system interface. At the top, there is a 'MENU' icon and the 'structural' logo. A search bar is located at the top right. On the left side, there is a navigation menu with icons for 'All Items', 'Advanced Search', and a list of items. The main content area displays a job change request for 'Promotion: Clark Concrete' with a due date of 03/25/2025 and an effective date of 03/31/2025. Below the request, there is a 'Process History' section listing various steps such as 'Change Job - Submitted', 'Review: Current Manager - Not Required', and 'Approval Chain by Manager - Not Required'. At the bottom of the interface, there are three buttons: 'Approve', 'Send Back', and 'Deny'. The 'Deny' button is highlighted with an orange circle.

12 Provide a reason and then Click "Submit".

The screenshot shows a 'Deny' dialog box. The title is 'Deny'. Below the title, there is a message: 'Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.' Below the message, there is a text input field labeled 'Reason *'. At the bottom of the dialog box, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with an orange circle. The dialog box is overlaid on a background showing the 'Process History' section of the job change request.

13 If all data is accurate and the Job Change is approved, then Click "Approve"

The screenshot displays the 'structural' HR system interface. At the top, there is a 'MENU' icon and a search bar. The main content area is divided into three sections:

- All Items:** A sidebar on the left with a search bar (Search: All Items) and an 'Advanced Search' link. Below this, a card for 'Promotion: Clark Concrete' is visible, with a due date of 03/25/2025 and an effective date of 03/31/2025.
- Process History:** A list of approval steps, each with a cloud icon and a due date. The steps include:
 - John Lunn: Change Job - Submitted (Due 04/01/2025)
 - Review: Current Manager - Not Required
 - Review: Receiving Manager - Not Required
 - Review: Receiving Manager - Not Required
 - Approval by HR Partner - Not Required
 - Approval Chain by Manager - Not Required
 - Approval Chain by Manager - Not Required
 - Approval Chain by Manager - Not Required
 - Ian Dunn: Approval Chain by Manager - Awaiting Action (Due 03/27/2025)
- Actions:** At the bottom right, there are three buttons: 'Approve' (highlighted with an orange circle), 'Send Back', and 'Deny'.