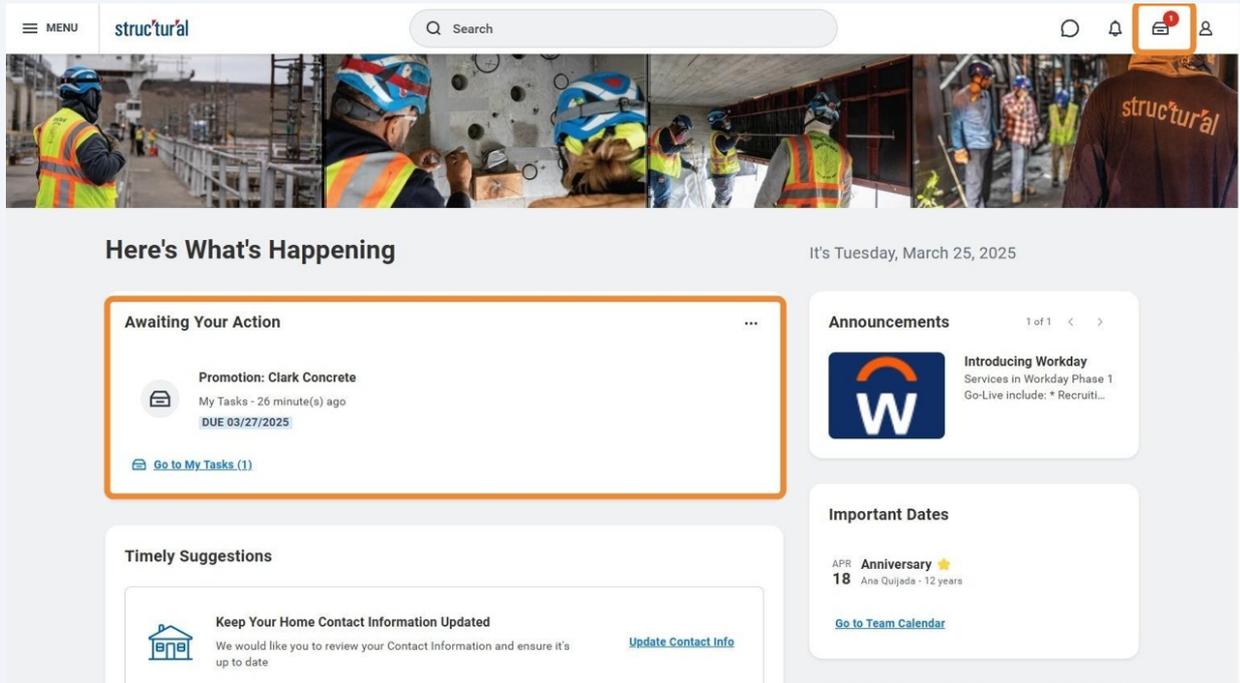# Workday - Approving a Job Change

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"

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

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

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

≡ MENU   struc'tur'al   Q Search

All Items   1 item

Q Search: All Items   ⇅

⇊⇊ **Advanced Search**

Promotion: Clark Concrete   03/25/2025   ☆
Due: 03/25/2025
Effective: 03/31/2025

Job Details

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~~

Approve   Send Back   Deny

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

≡ MENU   struc'tur'al   🔍 Search

All Items   1 item

🔍 Search: All Items   ↑↓

⚙ **Advanced Search**

Promotion: Clark Concrete   03/25/2025 ☆
Due: 03/27/2025
Effective: 03/31/2025

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%

Approve   Send Back   Deny

7   Next, confirm that the Compensation Details are correct.

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

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

MENU struc'tur'al

Q Search

All Items   1 item

Q 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   Due 04/01/2025
Change Job– Submitted

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   Due 03/27/2025
Approval Chain by Manager– Awaiting Action

Approve   Send Back   Deny

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

Send Back

To *   ✕ John Lunn — Revise Job Change ☰

Reason * |

(Submit)   (Cancel)

Approval Chain by Manager– Not Required

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

≡ MENU   struc'tur'al   Q Search

All Items   1 item

Q Search: All Items   ⇅

⚙ Advanced Search

Promotion: Clark Concrete   03/25/2025   ☆
Due: 03/27/2025
Effective: 03/31/2025

Process History

John Lunn   Due 04/01/2025
Change Job– Submitted

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   Due 03/27/2025
Approval Chain by Manager– Awaiting Action

Approve   Send Back   Deny

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12 Provide a reason and then Click "Submit".

Process History

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit   Cancel

Approval Chain by Manager– Not Required

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

≡ MENU   struc'tur'al   Q Search

All Items   1 item

Q Search: All Items   ↑↓

⇄ **Advanced Search**

Promotion: Clark Concrete   03/25/2025 ☆
Due: 03/27/2025
Effective: 03/31/2025

Process History

John Lunn   Due 04/01/2025
Change Job– Submitted

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   Due 03/27/2025
Approval Chain by Manager– Awaiting Action

Approve   Send Back   Deny