

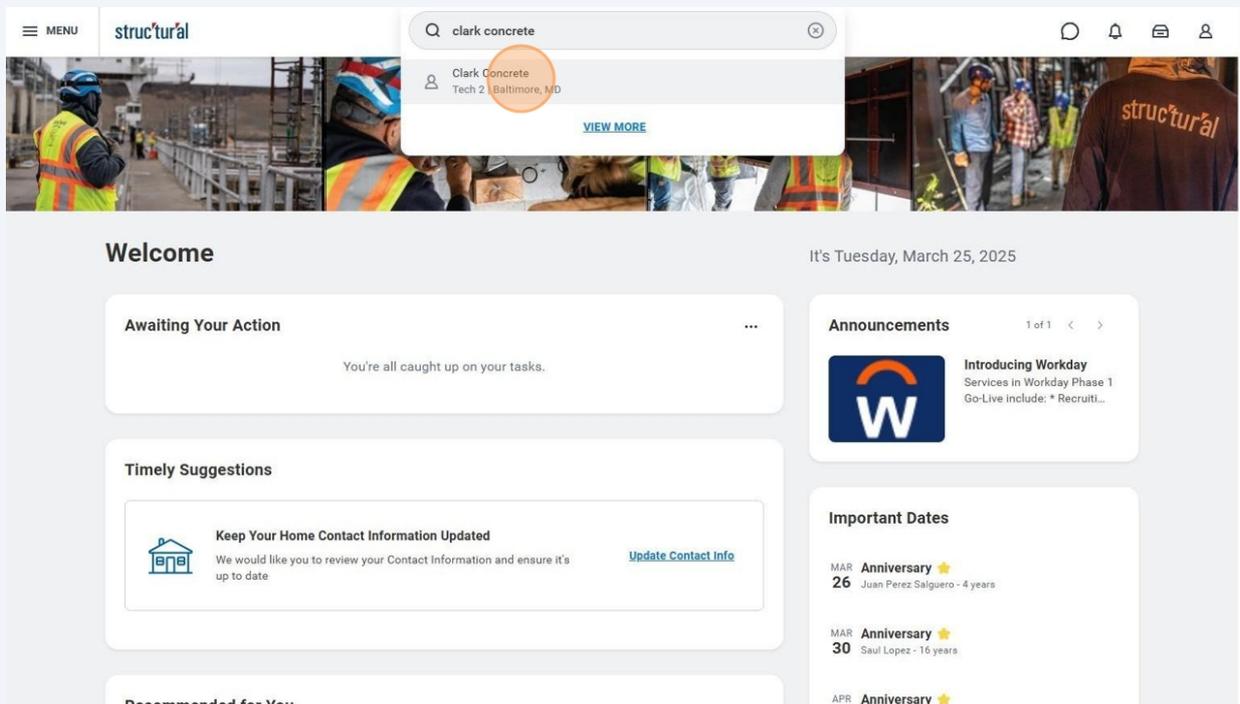
Workday - Complete A Job Change

This scribe will provide an overview of how a Manager or Admin Support can process a Job Change in Workday

1

In the Search bar, type in the Employee's name. The employee's name should appear, Click the name.

Please note that if there are multiple Employees with the same name, both could appear. Confirm that you choose the correct employee via their Employee ID.



2

From the Employee's Worker Profile, Click "Actions"

The screenshot displays the Structural HR system interface. On the left, a dark blue sidebar contains a navigation menu with options: Summary, Job, Compensation, Pay, Contact, Performance, and Career. The 'Job' option is selected, and a sub-menu is visible with 'Tech 2' and 'Actions' (highlighted with a red circle). Below this is a 'Team' section. The main content area is divided into two columns. The left column shows employee details: Location (Baltimore, MD), Manager (John Lunn), Cost Center (40 Baltimore Structural), and Company (3 Structural Preservation Systems, LLC). The right column is titled 'Job Details' and lists various attributes: Employee ID (100399), Supervisory Organization (Structural (Peter Emmons) >> John Lunn), Job (Tech 2), Business Title (Tech 2), Job Profile (Tech 2), Job Family (SGI Job Family Group > Field_Craft), Employee Type (Regular), Management Level (Individual Contributor), Time Type (Full time), FTE (100.00%), Location (Baltimore, MD), Hire Date (03/24/2025), Original Hire Date (03/24/2025), Continuous Service Date (03/24/2025), Length of Service (0 year(s), 0 month(s), 1 day(s)), Time in Position (0 year(s), 0 month(s), 1 day(s)), and Time in Job Profile (0 year(s), 0 month(s), 1 day(s)). Below the job details is a section for 'Contact Information - Public' with a 'Work Address' field containing the address: 6955 San Tomas Rd Elkridge, MD 21075 United States of America.

3

Find the "Job Change" option and Click "Start Job Change"

The screenshot shows the Structural HR system interface. At the top, there is a search bar with the text "clark concrete". Below the search bar, the main content area displays details for a worker named John Lunn. The worker's location is Baltimore, MD, and their manager is John Lunn. The cost center is 40 Baltimore Structural, and the company is 3 Structural Preservation Systems. The worker's job title is Tech 2. The "Job Change" option is highlighted in the "Actions" menu, and the "Start Job Change" option is highlighted in the sub-menu. The "Job Change" option is also highlighted in the "Job" section of the worker's profile.

Clark Concrete
Tech 2

Actions

- View Worker History
- View Worker History by...
- Start Job Change
- View All
- Request Compensation...

Job Change

- Start Job Change
- Report No Show
- Manage Probation Periods

Worker
Clark Concrete

Contact
Work Address
6955 San Tomas Rd Elkridge, MD 21075 United States of America

Job

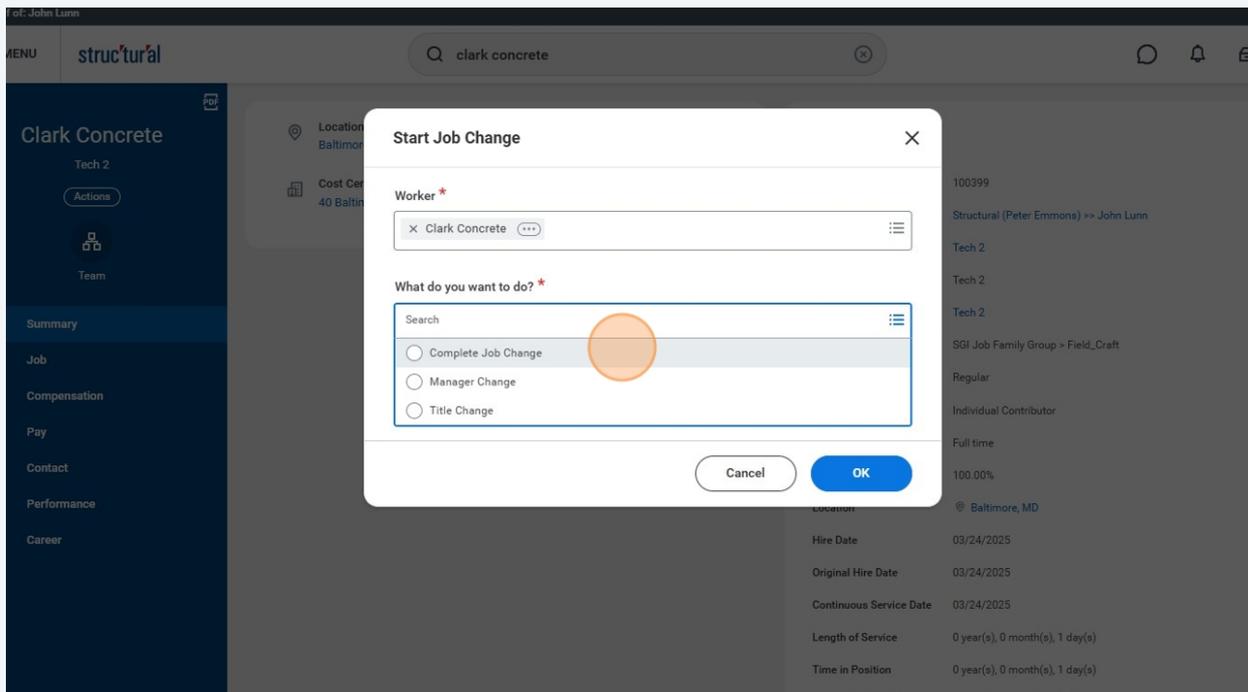
Location Baltimore, MD

Time in Position 0 year(s), 0 month(s), 1 day(s)

4 Click the "What do you want to do?" field to select the reason.

- If you are only changing the Employee's Manager, select "Manager Change"
- If you are only changing the Employee's Title, select "Title Change"
- For all other transactions, such as Promotion, Hours worked change, or full Job Change, select "Complete Job Change".

Click OK



5

First, decide the effective date. Workday will default to the following Monday, but you can future date it further, or back-date/make it retro-active, if needed.

When do you want this change to take effect? *

Next Pay Period (03/31/2025)

Select Date

MM/DD/YYYY

Why are you making this change? *

Transfer Information

Which team will this person be moving to?

x John Lunn

Who will be this person's manager after the move?

x John Lunn

Job Details

Submit Save for Later Cancel

Current Information

Clark Concrete
Tech 2

Position

Team
John Lunn

Manager
John Lunn

Job Details

Job Profile
Tech 2

Management Level
Individual Contributor

Job Category

6

Next, Click the "Why are you making this change?" field to choose a specific Job Change Reason. Here, we are promoting the employee, so we will choose Promotion.

When do you want this change to take effect? *

Next Pay Period (03/31/2025)

Select Date

MM/DD/YYYY

Why are you making this change? *

Search

Data Changes

Position Change

Promotion

Transfer

Which team will this person be moving to?

x John Lunn

Who will be this person's manager after the move?

x John Lunn

Job Details

Submit Save for Later Cancel

Current Information

Clark Concrete
Tech 2

Position

Team
John Lunn

Manager
John Lunn

Job Details

Job Profile
Tech 2

Management Level
Individual Contributor

Job Category

7

Then we Click "Promotion" again.

When do you want this change to take effect? *

Next Pay Period (03/31/2025)

Select Date MM/DD/YYYY

Why are you making this change? *

Search

← Promotion

Promotion

Transfer Information

Which team will this person be moving to?

× John Lunn

Who will be this person's manager after the move?

× John Lunn

Current Information

Clark Concrete
Tech 2

Position

Team
John Lunn

Manager
John Lunn

Job Details

Job Profile
Tech 2

Management Level
Individual Contributor

Job Category

8

If the Employee is moving to a NEW manager with this Job Change, indicate here by updating the "Which team will this person be moving to?" field to the new Manager's Name.

If you change this field, the "Who will be this person's manager after the move?" field should auto-populate.

The screenshot shows a web form for a job change. At the top, it displays "Next Pay Period (03/31/2025)" and a date selection field. Below this is a dropdown menu for "Why are you making this change?" with "Promotion" selected. The "Transfer Information" section contains three fields: "Which team will this person be moving to?" (highlighted with an orange border and containing "John Lunn"), "Who will be this person's manager after the move?" (containing "John Lunn"), and "What will this person's new job profile be?" (containing "Tech 2"). A "Job Details" section is partially visible at the bottom. On the right side, there is a sidebar with a user profile for "Clark Concrete Tech 2" and a list of job details including "Position", "Team" (John Lunn), "Manager" (John Lunn), "Job Profile" (Tech 2), "Management Level" (Individual Contributor), "Job Category" (Field), "Job Exempt" (No), "Job Title" (Tech 2), and "Business Title". At the bottom of the form are three buttons: "Submit", "Save for Later", and "Cancel".

9

If the employee is moving into a new job with this Job Change, indicate so here by updating the "What will this person's new job profile be" field to the new profile.

Note: Job Profile = Job Title

Which team will this person be moving to?

x John Lunn

Who will be this person's manager after the move?

x John Lunn

Job Details

What will this person's new job profile be? *

x Tech 2

> View More Details

What is the job title?

Tech 2

What is the business title? *

Tech 2

Select a Pay Rate Type

Hourly

Administrative Details

Job Details

Job Profile

Tech 2

Management Level

Individual Contributor

Job Category

Field

Job Exempt

No

Job Title

Tech 2

Business Title

Tech 2

Pay Rate Type

Hourly

Administrative Details

Employee Type

Regular

10

We are promoting this employee from a Tech 2 to a Tech 3, so we Click into the employee's current title to begin the change.

Which team will this person be moving to?

x John Lunn

Who will be this person's manager after the move?

x John Lunn

Job Details

What will this person's new job profile be? *

x Tech 2

Search

Tech 2

Select a Pay Rate Type

Hourly

Job Details

Job Profile
Tech 2

Management Level
Individual Contributor

Job Category
Field

Job Exempt
No

Job Title
Tech 2

Business Title
Tech 2

Pay Rate Type
Hourly

Administrative Details

Employee Type
Regular

Submit Save for Later Cancel

11 Then we type in "Tech 3" and select. Confirm the field updates as expected.

Which team will this person be moving to?
x John Lunn ...

Who will be this person's manager after the move?
x John Lunn ...

Job Details

What will this person's new job profile be? *
x Tech 3 ...

> **View More Details**

What is the job title?
Tech 2

What is the business title? *
Tech 2

Select a Pay Rate Type
Hourly

Administrative Details

Job Details

Job Profile
Tech 2

Management Level
Individual Contributor

Job Category
Field

Job Exempt
No

Job Title
Tech 2

Business Title
Tech 2

Pay Rate Type
Hourly

Administrative Details

Employee Type
Regular

Submit Save for Later Cancel

12

If the employee is moving to a new Location with this Job Change, indicate so here by updating the "Where is the new location?" field to the new Work Location of the Employee.

The screenshot shows a web form for job change details. It is divided into two main sections: a primary form on the left and a summary sidebar on the right. The primary form has three sections: 'Administrative Details', 'Work Location', and 'Worker Time'. The 'Work Location' section contains a dropdown menu labeled 'Where is the new location? *' with 'Baltimore, MD' selected and highlighted by an orange border. The 'Administrative Details' section includes 'Employee Type *' (set to 'Regular') and 'Notify By' (set to '03/31/2025'). The 'Worker Time' section includes 'What is the time type for this position? *' (radio buttons for 'Full time' and 'Part time', with 'Full time' selected) and 'Default Weekly Hours' (set to '40'). The sidebar on the right displays a summary of the current values: Employee Type: Regular; Work Location: Baltimore, MD; Time Type: Full time; Default Weekly Hours: 40; Scheduled Weekly Hours: 40; FTE %: 100%. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

Administrative Details

Employee Type *
Regular

Notify By
03/31/2025

Work Location

Where is the new location? *
Baltimore, MD

Worker Time

What is the time type for this position? *
 Full time
 Part time

Default Weekly Hours
40

Employee Type
Regular

Work Location
Location
Baltimore, MD

Worker Time
Time Type
Full time
Default Weekly Hours
40
Scheduled Weekly Hours
40
FTE %
100%

Submit Save for Later Cancel

13

If the employee's Work Hours are changing, indicate so here by updating the "What is the time type for this position" and the "Scheduled Weekly Hours" field to the new data for the Employee.

Do not update Default Weekly Hours!

The screenshot shows a web form with the following sections:

- Work Location:** A dropdown menu with "Baltimore, MD" selected.
- Worker Time:** A section with a radio button for "Full time" (selected) and "Part time". Below it are input fields for "Default Weekly Hours" (40), "Scheduled Weekly Hours" (40), and "FTE %" (100%).
- Summary Panel (Right):** A panel titled "Worker Time" showing "Time Type: Full time", "Default Weekly Hours: 40", "Scheduled Weekly Hours: 40", and "FTE %: 100%".
- Comments:** A text area labeled "enter your comment" with a blue arrow icon on the left.
- Buttons:** "Submit", "Save for Later", and "Cancel" buttons at the bottom.

14 Once all data fields have been updated and confirmed, Click "Submit"

Work Location

Where is the new location? *

x Baltimore, MD ...

Worker Time

What is the time type for this position? *

Full time

Part time

Default Weekly Hours

40

Scheduled Weekly Hours

40

FTE %

100%

Worker Time

Time Type

Full time

Default Weekly Hours

40

Scheduled Weekly Hours

40

FTE %

100%

enter your comment

Submit

Save for Later

Cancel

15

After you click Submit, you will see a pop-up that includes the next step in the process. **If you do not take action immediately, the next step of the process will be saved in your Workday inbox task list. The process will not fully launch until all the steps are completed.**

In this example, the Employee's Organization Assignments will need to be updated.

These should only change if the employee is moving to a new Company (Legal Entity) or Cost Center (Division #), or if the employee's Worker Classification is changing.

Complete Job Change
Clark Concrete
Tech 2

Start Job Change
Change Organization Assignments
Compensation
Review and Submit

Organization Information

Select Company *
x 3 Structural Preservation Systems, LLC

Select Cost Center *
x 40 Baltimore Structural

Other

Select Worker Classification *
x Craft / Shop

Select Business *
x Structural Business

Current Information

Clark Concrete
Tech 2

Organization

Company
3 Structural Preservation Systems, LLC

Cost Center
40 Baltimore Structural

Worker Classification
Craft / Shop

Business
Structural Business

We need more information to complete this change.

Back Next Close

16 Once all data fields have been updated and confirmed, Click "Next"

The screenshot displays a web application interface for a job change process. At the top, there is a search bar with the text "clark concrete" and a "MENU" button. The main content area is titled "Complete Job Change" and includes a breadcrumb trail: "Clark Concrete" > "Tech 2". A vertical navigation menu on the left lists the following steps: "Start Job Change", "Change Organization Assignments" (highlighted with a blue bar and a blue circle), "Compensation", and "Review and Submit".

The central form is titled "Organization Information" and contains the following fields:

- Select Company ***: A dropdown menu with the selected value "3 Structural Preservation Systems, LLC".
- Select Cost Center ***: A dropdown menu with the selected value "40 Baltimore Structural".
- Other**: A section containing two more dropdown menus:
 - Select Worker Classification ***: A dropdown menu with the selected value "Craft / Shop".
 - Select Business ***: A dropdown menu with the selected value "Structural Business".

On the right side, a "Current Information" sidebar displays the following details:

- Current Information**: Clark Concrete Tech 2.
- Organization**:
 - Company**: 3 Structural Preservation Systems, LLC
 - Cost Center**: 40 Baltimore Structural
 - Worker Classification**: Craft / Shop
 - Business**: Structural Business

At the bottom of the form, there are three buttons: "Back", "Next" (highlighted with an orange circle), and "Close".

17

Again, a pop-up will appear. If you do not take action immediately, the next step of the process will be saved in your Workday inbox task list. The process will not fully launch until all the steps are completed.

Next, the Employee's Compensation will need to be updated.

The screenshot shows a Workday interface with a search bar containing 'clark concrete'. A sidebar on the left lists the steps of a job change process: 'Complete Job Change', 'Start Job Change', 'Change Organization Assignments', 'Compensation' (highlighted), and 'Review and Submit'. The main content area displays a pop-up window for 'Compensation' with the following data:

Total Base Pay		
Total Base Pay	Compa-Ratio	Position in Range
25.00 USD Hourly	0	0.00%

Primary Compensation Basis	
Basis (empty)	Basis Details 0.00 USD Hourly

Guidelines	
Total Base Pay Range 0.00 - 0.00 USD Hourly	Compensation Package General Compensation Package
	Compensation Grade Hourly
	Compensation Grade Profile Hourly USA

At the bottom of the pop-up are three buttons: 'Back', 'Next' (highlighted in blue), and 'Close'.

18

Scroll down to locate either the Hourly or Salary section of this page.

The screenshot shows a web application interface for managing job changes. The top navigation bar includes a 'MENU' icon, the 'structural' logo, and a search bar containing 'clark concrete'. The left sidebar is titled 'Complete Job Change' and lists the following steps: 'Clark Concrete', 'Tech 2', 'Start Job Change', 'Change Organization Assignments', 'Compensation' (highlighted in blue), and 'Review and Submit'. The main content area is divided into two sections. The top section, titled 'Guidelines', displays the following information: 'Total Base Pay Range: 0.00 - 0.00 USD Hourly', 'Compensation Package: General Compensation Package', 'Compensation Grade: Hourly', and 'Compensation Grade Profile: Hourly USA'. The bottom section, titled 'Hourly', contains a table with the following data:

Plan Name	Assignment Details	Effective Date
Hourly Plan	25.00 USD Hourly	03/24/2025

At the bottom of the interface, there are three buttons: 'Back', 'Next' (highlighted in blue), and 'Close'.

19

Click into the Hourly or Salary Box

MENU structural

(empty) 0.00 USD Hourly

Complete Job Change |←
Clark Concrete
Tech 2
🏠

- Start Job Change
- Change Organization Assignments
- Compensation
- Review and Submit

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	Assignment Details	Effective Date
Hourly Plan	25.00 USD Hourly	03/24/2025

Back Next Close

20

Navigate to the Amount Field and enter the new compensation amount.

MENU structural

Q clark concrete

Complete Job Change |<

Clark Concrete

Tech 2

☰

- Start Job Change
- Change Organization Assignments
- Compensation
- Review and Submit

Compensation Grade
Hourly

Compensation Grade Profile
Hourly USA

Hourly

Plan Name: Hourly Plan
Total Base Pay Range: 0.00 - 0.00 USD Hourly

Amount *	<input type="text" value="25.00"/>
Amount Change	<input type="text" value="0.00"/>
Percent Change	<input type="text" value="0"/>
Currency *	<input type="text" value="USD"/>
Frequency *	<input type="text" value="Hourly"/>

> **Additional Details**

Assignment Details: 25.00 USD Hourly

Save Cancel

Back Next Close

21

In this example, we will update the Employee's pay from \$25.00 per hour to \$30.00 per hour.

The screenshot displays the 'structural' HR system interface. On the left, a sidebar shows the 'Complete Job Change' process with steps: Start Job Change, Change Organization Assignments, Compensation (highlighted), and Review and Submit. The main area shows details for 'Clark Concrete Tech 2'. At the top, a search bar contains 'clark concrete'. Below, the 'Compensation Grade' is 'Hourly' and the 'Compensation Grade Profile' is 'Hourly USA'. The 'Hourly' section contains a form with the following fields:

Plan Name	Hourly Plan
Total Base Pay Range	0.00 - 0.00 USD Hourly
Amount *	30.00
Amount Change	0.00
Percent Change	0
Currency *	x USD
Frequency *	x Hourly

Below the form is an 'Additional Details' section with 'Assignment Details' set to '25.00 USD Hourly'. At the bottom, there are 'Save', 'Cancel', 'Back', 'Next', and 'Close' buttons.

22

After entering the new compensation amount, you will see the Amount Change and the % change. Once the pay has been updated and confirmed, Click "Save".

Complete Job Change |←
Clark Concrete
Tech 2

Start Job Change
Change Organization Assignments
Compensation
Review and Submit

clark concrete

Compensation Grade
Hourly

Compensation Grade Profile
Hourly USA

Hourly

Plan Name: Hourly Plan
Total Base Pay Range: 0.00 - 0.00 USD Hourly

Amount *

Amount Change

Percent Change

Currency *

Frequency *

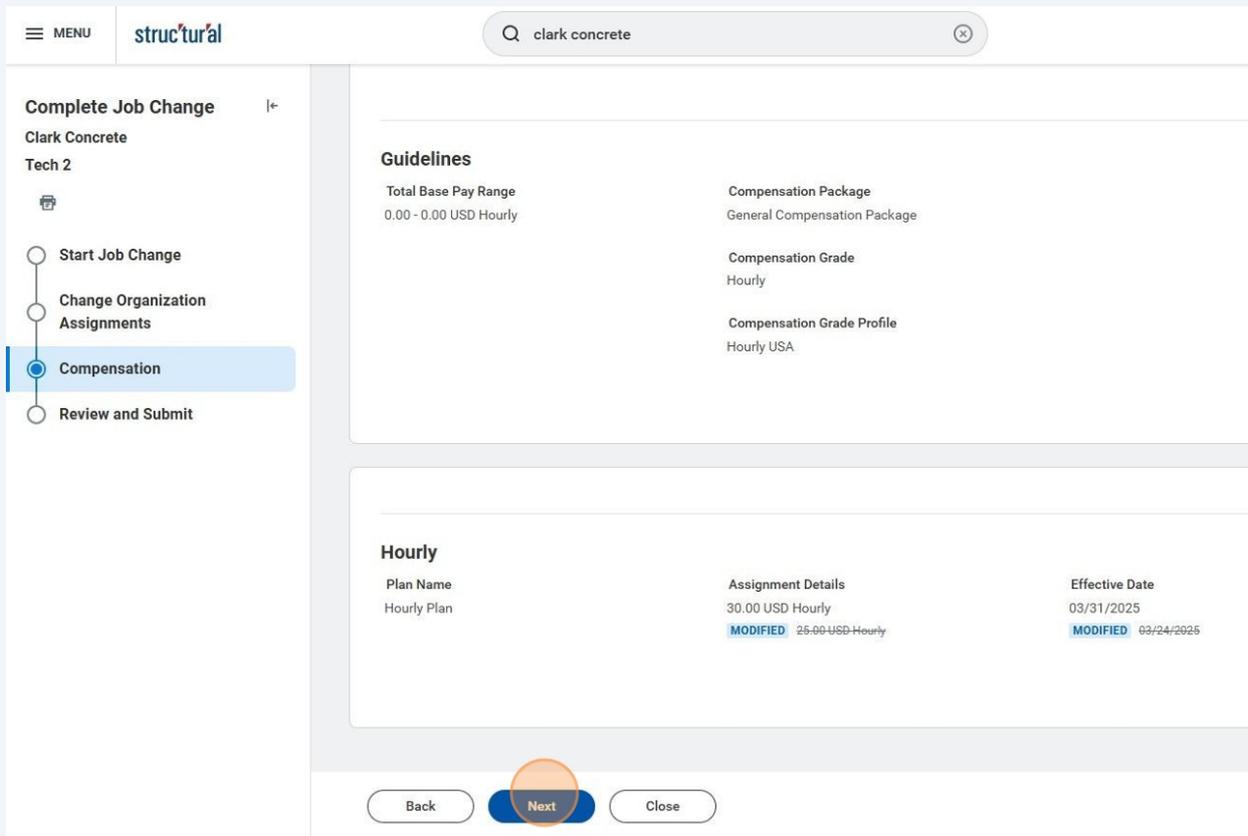
> **Additional Details**

Assignment Details: 30.00 USD Hourly

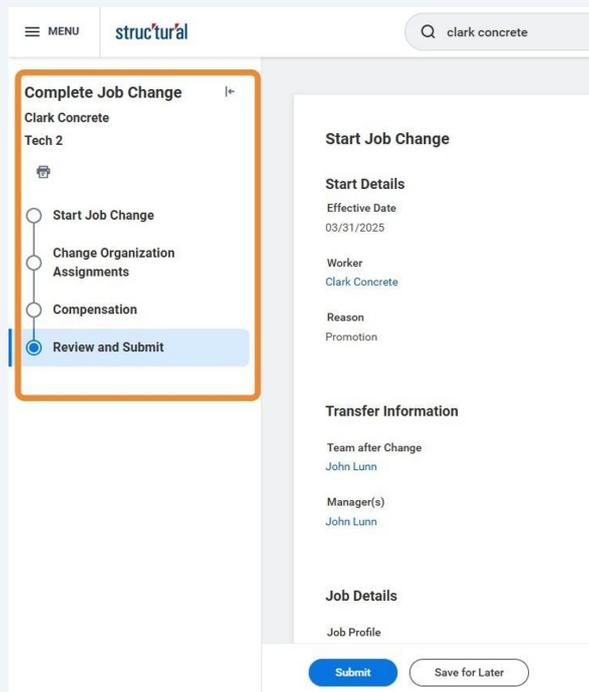
Save Cancel

Back **Next** Close

23 After you have populated all information, click Next



24 The last screen will be to Review and Submit the changes that have been made.



25

To review: The Job Profile change of "Tech 2" to "Tech 3" is shown here. If any errors are caught, you can navigate back to correct the data fields by using the menu on the left side of the screen.

Complete Job Change | Clark Concrete | Tech 2

Job Details

- Job Profile**
Tech 3
MODIFIED Tech-2
- Management Level**
Individual Contributor
- Job Category**
Field
- Job Exempt**
No
- Job Title**
Tech 3
MODIFIED Tech-2
- Business Title**
Tech 3
MODIFIED Tech-2
- Pay Rate Type**
Hourly

Administrative

Submit | Save for Later

26

The Compensation change of \$25.00/hour to \$30.00/hour is shown here. If any errors are caught, you can navigate back to correct the data fields by using the menu on the left side of the screen.

The screenshot displays the 'structural' HR system interface. At the top, there is a search bar with 'clark concrete' and a 'MENU' icon. The left sidebar shows a navigation menu with the following steps: 'Start Job Change', 'Change Organization Assignments', 'Compensation' (highlighted with a blue box), and 'Review and Submit' (highlighted with a blue bar). The main content area is titled 'Compensation' and contains the following data:

Compensation		
Total Base Pay Total Base Pay 30.00 USD Hourly MODIFIED 25.00 USD Hourly	Compa-Ratio 0	Position in Range 0.00%
Primary Compensation Basis Basis (empty)	Basis Details 0.00 USD Hourly	
Guidelines Total Base Pay Range 0.00 - 0.00 USD Hourly	Compensation Package General Compensation Package Compensation Grade Hourly Compensation Grade Profile Hourly USA	

At the bottom of the main content area, there is a 'Hourly' label and two buttons: 'Submit' and 'Save for Later'.

27

Once all data is confirmed, Click "Submit" at the bottom of the page.

structural clark concrete

Complete Job Change |←
Clark Concrete
Tech 2

- Start Job Change
- Change Organization Assignments
- Compensation
- Review and Submit**

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	Effective Date 03/31/2025 MODIFIED 03/24/2025
--------------------------	--	--

enter your comment

Process History

- John Lunn
Change Job - Saved for Later
Just now

Submit Save for Later

28

The Job Change will route for approval. Once fully approved, the Job Change Data will show on the Worker's profile on the Effective Date.

The screenshot shows the Structural HR system interface. On the left is a navigation menu for 'Clark Concrete' with options like Summary, Job, Compensation, Pay, Contact, Performance, and Career. The 'Job' option is highlighted with a red box and a '1'. The main content area shows a search for 'clark concrete' and a notification box with the text 'Success! Event submitted' and 'Up Next: Ian Dunn | Approval Chain by Manager | Due Date 03/27/2025'. Below the notification is a worker's profile with various details such as Location (Baltimore, MD), Cost Center (40 Baltimore), Job (Tech 2), Business Title (Tech 2), Job Profile (Tech 2), Job Family (SGI Job Family Group > Field_Craft), Employee Type (Regular), Management Level (Individual Contributor), Time Type (Full time), FTE (100.00%), Location (Baltimore, MD), Hire Date (03/24/2025), Original Hire Date (03/24/2025), Continuous Service Date (03/24/2025), Length of Service (0 year(s), 0 month(s), 1 day(s)), Time in Position (0 year(s), 0 month(s), 1 day(s)), and Time in Job Profile (0 year(s), 0 month(s), 1 day(s)). At the bottom, there is contact information and a work address: 6955 San Tomas Rd Elkridge, MD 21075 United States of America.

29

To review the current status of an Employee transaction like this, navigate to the Worker's profile and click Job, then click Worker History. Locate the transaction you just completed and click into the Process. It will show where the next approval currently sits.

The screenshot shows the Structural HR system interface with the 'Worker History' page selected. The 'Job' option in the navigation menu is highlighted with a red box and a '1'. The 'Worker History' tab in the top navigation bar is also highlighted with a red box and a '2'. Below the navigation bar is a 'View Worker History by Category' button. The main content area displays a table of worker history items. The table has columns for Business Process, Effective Date, Initiated On, Due Date, and Completed On. The table contains 17 items, with the first few rows visible.

Business Process	Effective Date	Initiated On	Due Date	Completed On	S
	03/28/2025	03/28/2025 11:56:21 AM	03/29/2025	03/28/2025 11:56:21 AM	S
	03/26/2025	03/26/2025 11:12:33 AM	03/28/2025	03/26/2025 11:12:33 AM	S
		03/20/2025 10:03:45 AM	03/21/2025	03/20/2025 10:03:45 AM	S
	03/19/2025	03/19/2025 02:28:47 PM		03/19/2025 02:28:47 PM	S
	03/19/2025	03/19/2025 10:49:09 AM	03/20/2025	03/19/2025 10:49:09 AM	S
		03/19/2025 10:57:50 AM		03/19/2025 10:57:50 AM	S
		03/19/2025 10:57:50 AM		03/19/2025 10:57:50 AM	S