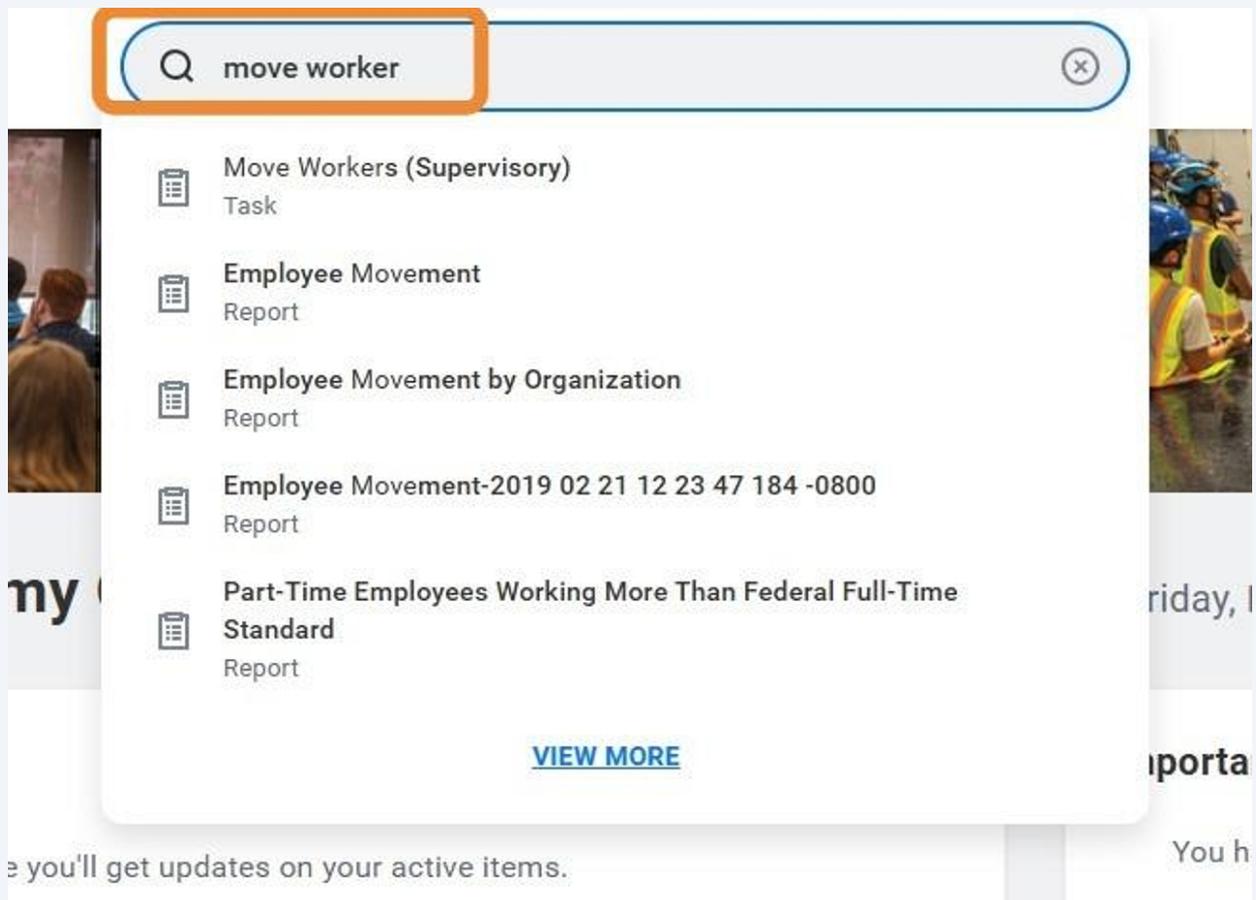
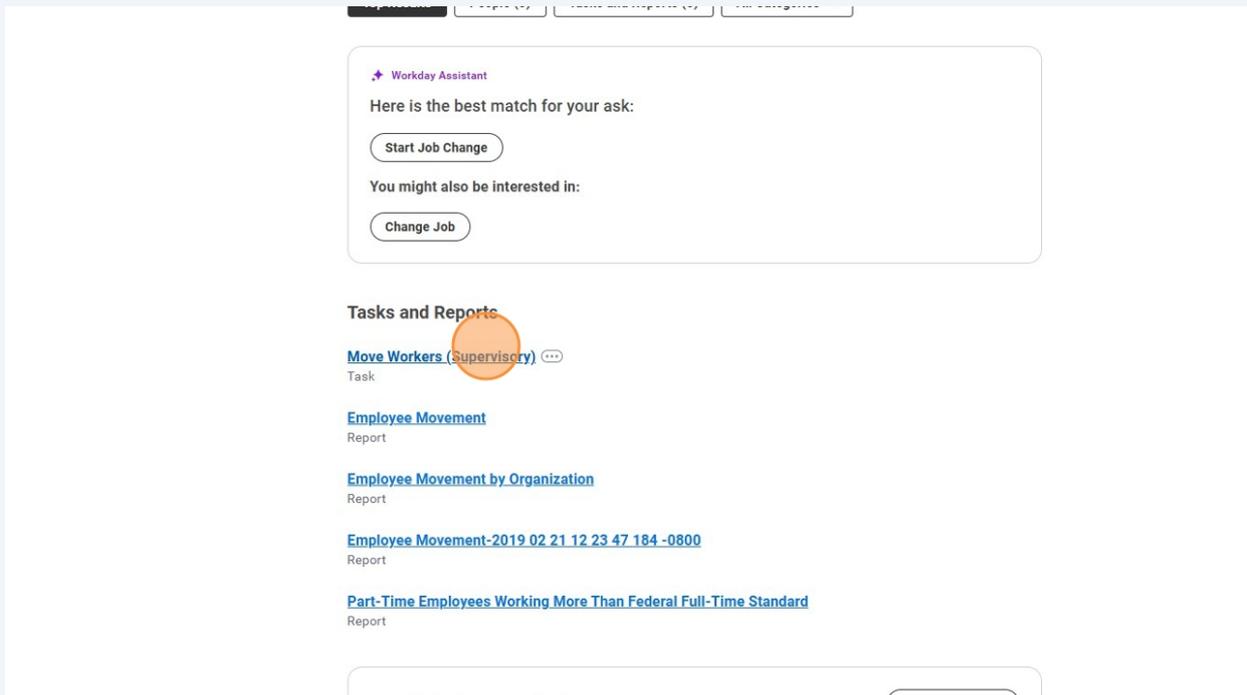


# How to Move a Worker in Workday

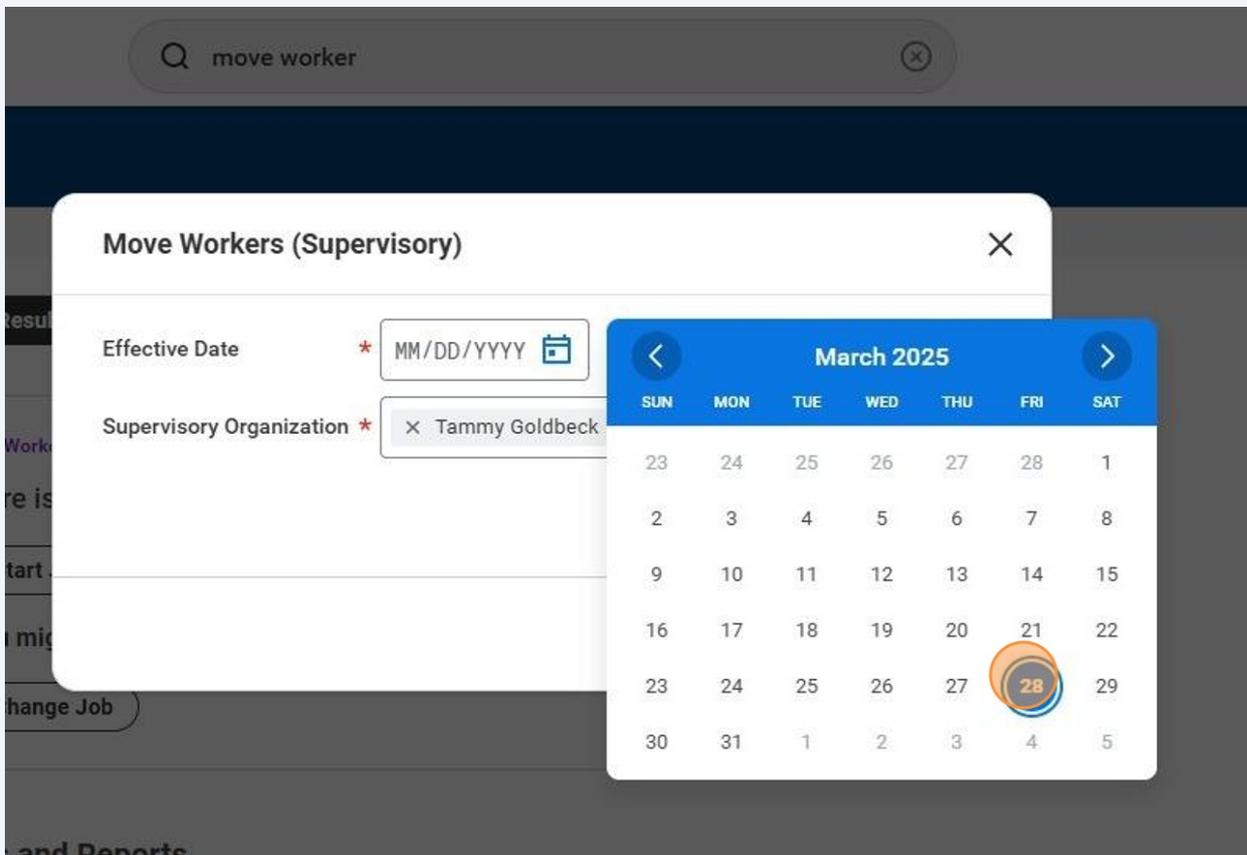
1 Type Move Worker in the search bar



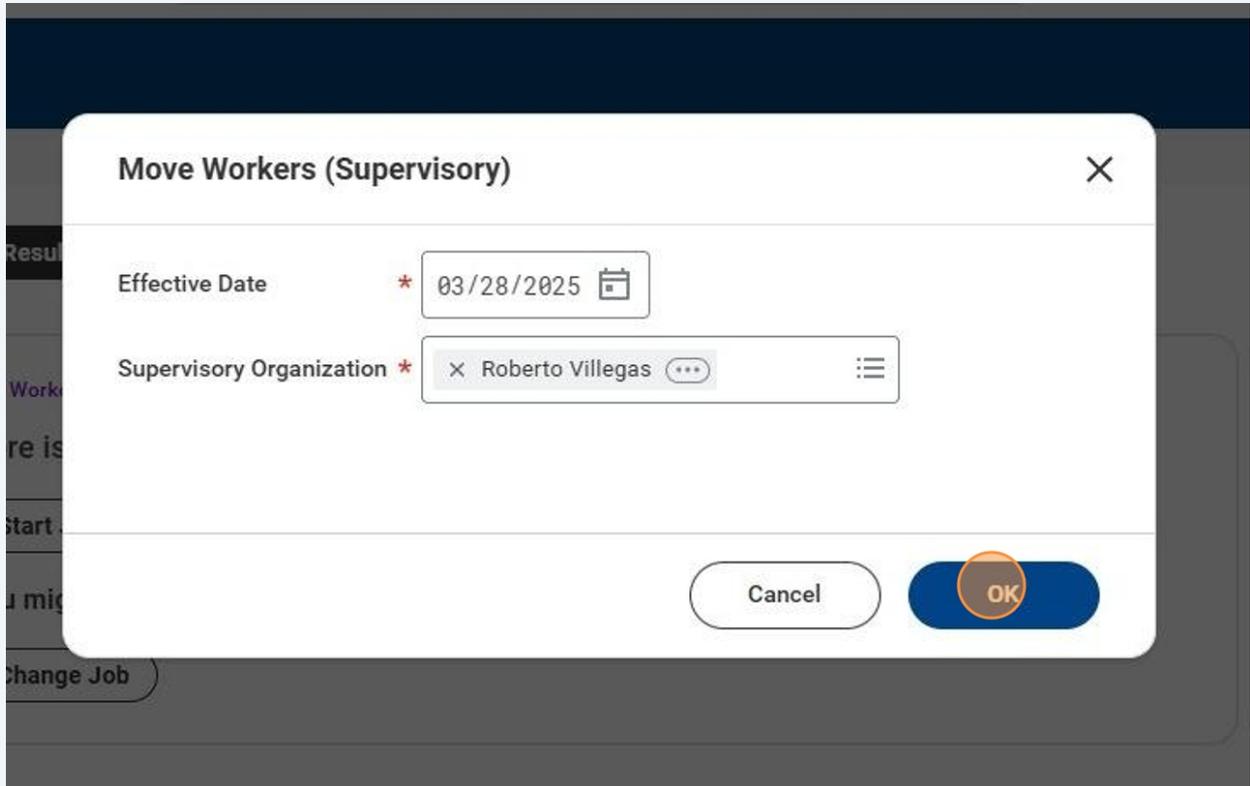
2 Click "Move Workers (Supervisory)"



3 Enter the effective date of the manager change, plus the current sup org.



4 Click "OK"



5 If assigning to one sup org, enter in the top sup org box.

If there are multiple sup orgs are being assigned, use the sup org next to individual employee names.

Supervisory Organization: Roberto Villegas  
Effective Date: 03/28/2025  
Proposed Supervisory Organization: Juan Rodriguez

Select All:

Move Worker	Worker	Job	Proposed Supervisory Organization
<input type="checkbox"/>	Amaury Batista Perez	Shop Tech 1 - Amaury Batista Perez	
<input type="checkbox"/>	Amery Jean	Shop Tech 2 - Amery Jean	
<input type="checkbox"/>	Curtis Oldfield	Shop Tech 1 - Curtis Oldfield	
<input type="checkbox"/>	Jimmy Thompson	Shop Tech 2 - Jimmy Thompson	
<input type="checkbox"/>	Joe Cantu	Plant Manager - Joe Cantu	
<input type="checkbox"/>	Jose Cuenca	Foreman 1 - Jose Cuenca	
<input type="checkbox"/>	Juan Rodriguez	Plant Manager - Juan Rodriguez	
<input type="checkbox"/>	Larkland Brown	Shop Tech 1 - Larkland Brown	
<input type="checkbox"/>	Leonard Raetz	Shop Foreman - Leonard Raetz	

Submit Cancel

6 Check box next to employee name, then click Submit

Supervisory Organization: Roberto Villegas  
Effective Date: 03/28/2025  
Proposed Supervisory Organization: Juan Rodriguez

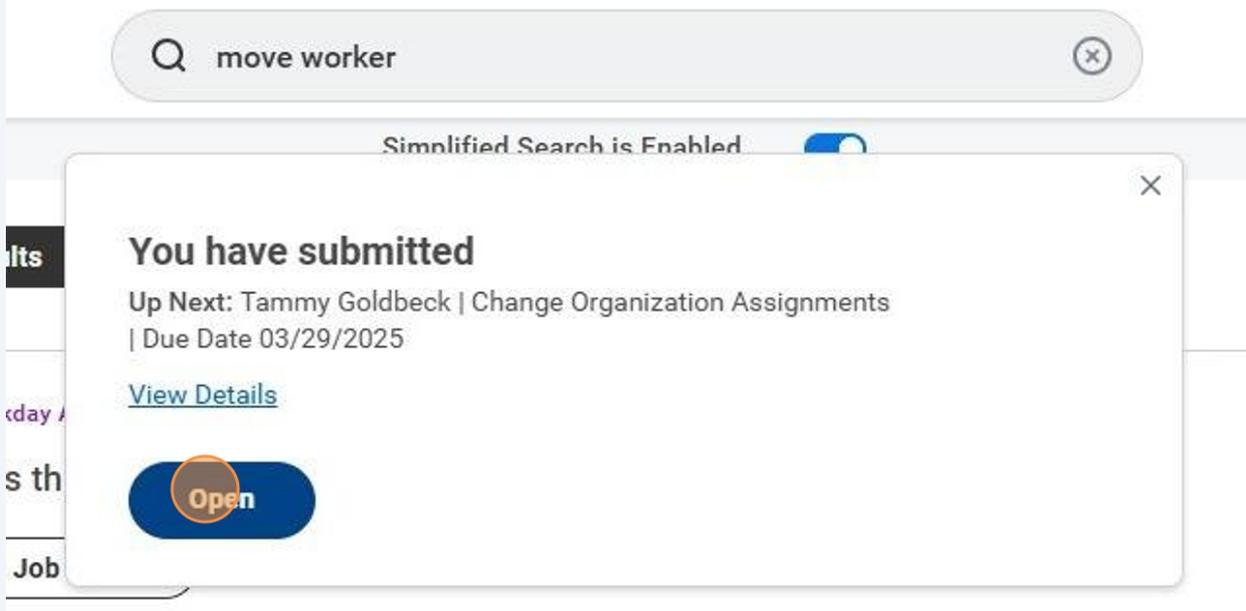
Select All:

Move Worker	Worker	Job
<input type="checkbox"/>	Amaury Batista Perez	Shop Tech 1 - Amaury Batista Perez
<input checked="" type="checkbox"/>	Amery Jean	Shop Tech 2 - Amery Jean
<input type="checkbox"/>	Curtis Oldfield	Shop Tech 1 - Curtis Oldfield
<input type="checkbox"/>	Jimmy Thompson	Shop Tech 2 - Jimmy Thompson
<input type="checkbox"/>	Joe Cantu	Plant Manager - Joe Cantu
<input type="checkbox"/>	Jose Cuenca	Foreman 1 - Jose Cuenca
<input type="checkbox"/>	Juan Rodriguez	Plant Manager - Juan Rodriguez
<input type="checkbox"/>	Larkland Brown	Shop Tech 1 - Larkland Brown
<input type="checkbox"/>	Leonard Raetz	Shop Foreman - Leonard Raetz

Submit Cancel

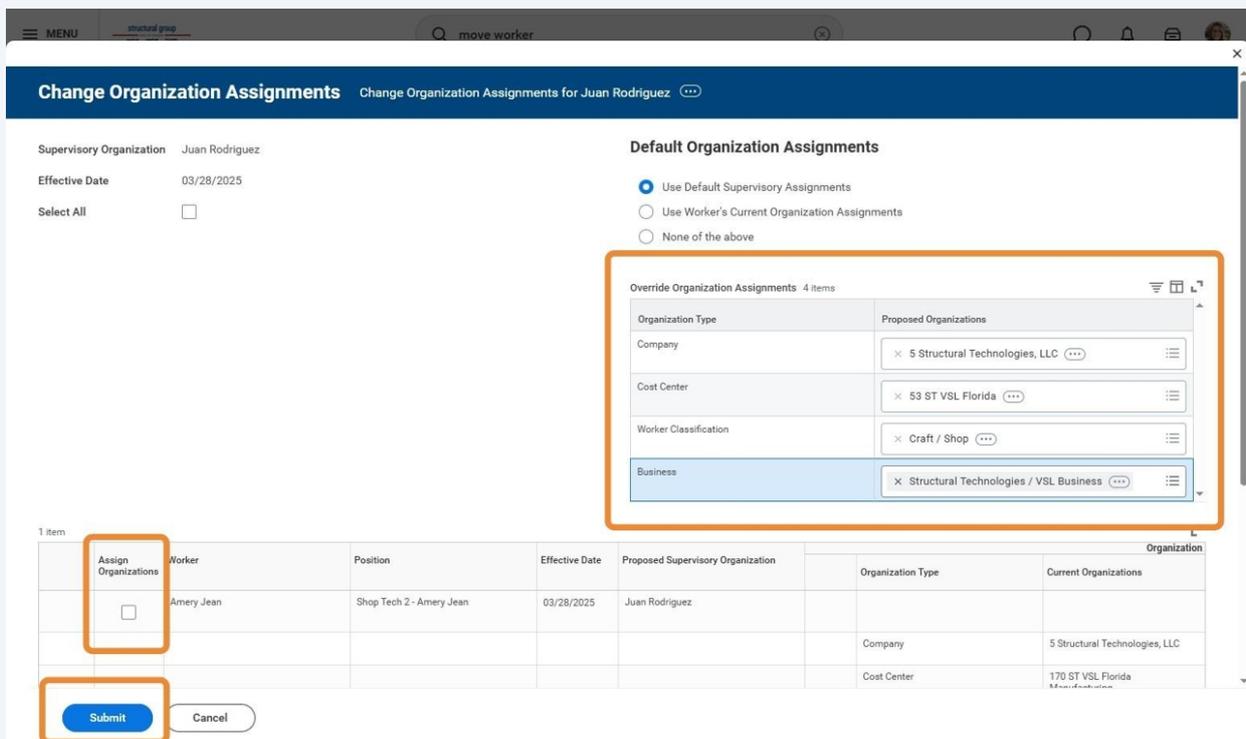
7

Whoever is initiating this manager change will receive the Workday task to Change Org Assignments. Click "Open"



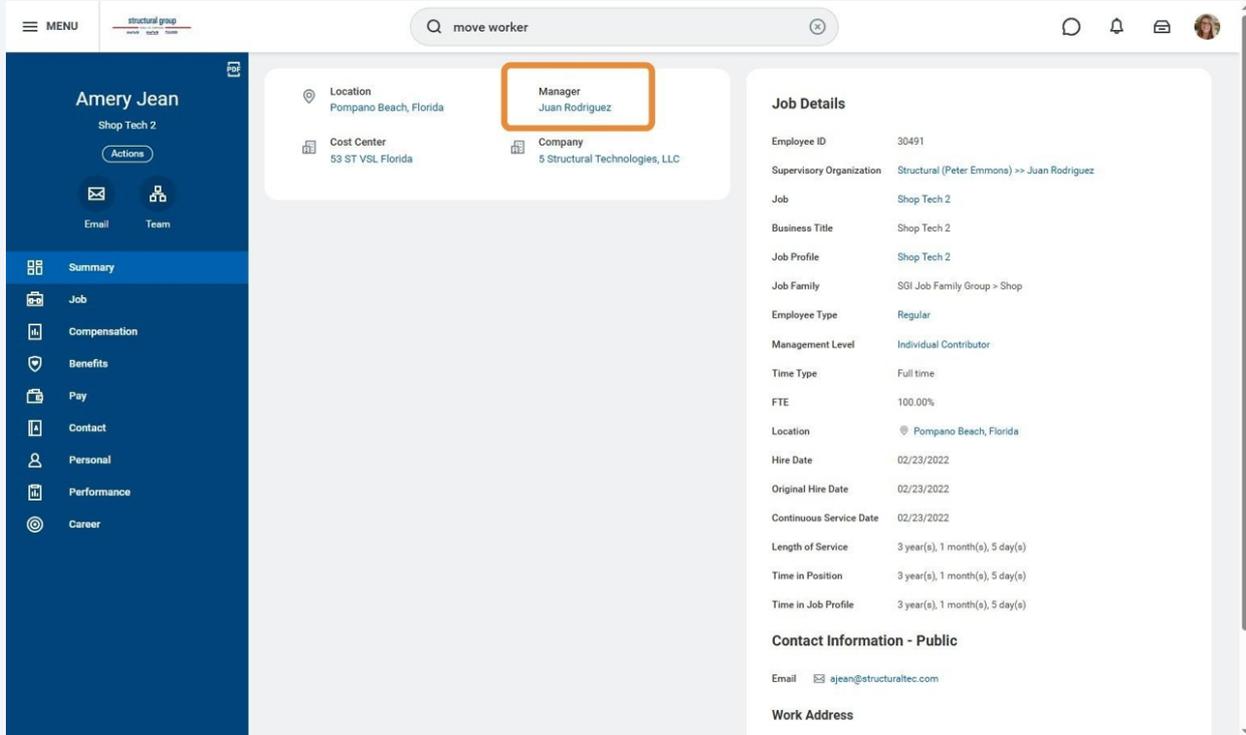
8

Required fields: Company, Cost Center, Worker Classification and Business. Check box next to employee name(s) or select-all if it applies to multiple employees. Then click Submit



9

You should see the manager change take effect on the worker profile. Note: the change will only take effect as of the effective date you submitted.



**Amery Jean**  
Shop Tech 2

Actions

Email Team

Summary  
Job  
Compensation  
Benefits  
Pay  
Contact  
Personal  
Performance  
Career

Location: Pompano Beach, Florida

Cost Center: 53 ST VSL, Florida

Company: 5 Structural Technologies, LLC

**Manager**  
Juan Rodriguez

**Job Details**

Employee ID: 30491

Supervisory Organization: Structural (Peter Emmons) >> Juan Rodriguez

Job: Shop Tech 2

Business Title: Shop Tech 2

Job Profile: Shop Tech 2

Job Family: SGI Job Family Group > Shop

Employee Type: Regular

Management Level: Individual Contributor

Time Type: Full time

FTE: 100.00%

Location: Pompano Beach, Florida

Hire Date: 02/23/2022

Original Hire Date: 02/23/2022

Continuous Service Date: 02/23/2022

Length of Service: 3 year(s), 1 month(s), 5 day(s)

Time in Position: 3 year(s), 1 month(s), 5 day(s)

Time in Job Profile: 3 year(s), 1 month(s), 5 day(s)

**Contact Information - Public**

Email: ajean@structuraltec.com

**Work Address**