

Move Workers vs. Change Job

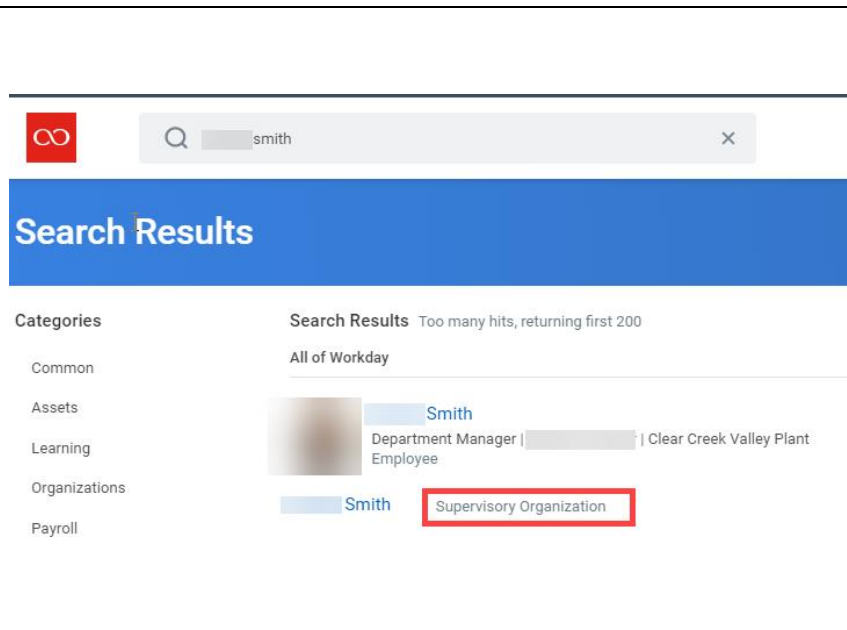
Overview

Provides clarity on when to use the **Move Workers** task and when to use **Change Job** task.

Who Does This: HRBP

Things to Know:

- Use the **Move Workers** task when the employee **DOES NOT** have a supervisory organization.
- Use the **Change Job** task for transfers, promotions, job changes **and also to move workers who have a supervisory organization.**
- This job aid will walk through **both** the **Move Workers** task and the **Change Job** task.



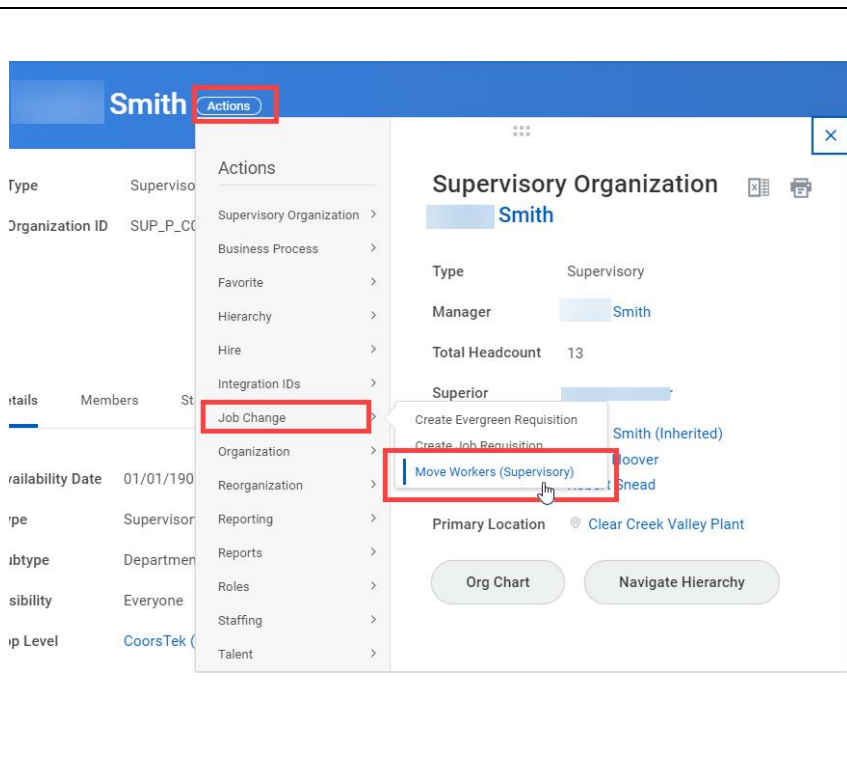
MOVE WORKERS | ***

******use only for workers who do not have a supervisory organization.***

Step 1

In the search bar, type in the manager's name and click on their supervisory org.

Tip: You can also type in **Move Workers (Supervisory)** in the search bar to initiate the same task.



Step 2

Click on the related **Actions** button for the supervisor (worker).

From the **Actions** menu, navigate to the **Job Change >>** to click on the **Move Workers (Supervisory)** option.



Q smith

Move Workers (Supervisory)

Effective Date



MM/DD/YYYY



Supervisory Organization *



Smith ...



Step 3

Enter the effective date of the move.
Click OK.

< Move Workers (Supervisory)

Supervisory Organization Austin Smith

Effective Date 10/02/2020

Proposed Supervisory Organization

Select All

17 Items

Move Worker	Worker	Position	Proposed Supervisory Organization
<input type="checkbox"/>		Dry Press Set Up - (unfiled)	
<input type="checkbox"/>		Production Operator 1 (unfiled)	
<input type="checkbox"/>		Production Operator 2 (unfiled)	
<input type="checkbox"/>		Production Operator 3 (unfiled)	
<input checked="" type="checkbox"/>	Adam Chavez	Dry Press Set Up 3 - Adam Chavez	<input type="text" value="Smith"/>
<input type="checkbox"/>	Ernie Flaque	Dry Press Set Up 3 - Ernie Flaque	
<input type="checkbox"/>	Willa Arlta	Production Specialist 1 - Willa Arlta	
<input type="checkbox"/>	Jeremiah Jennings	Dry Press Set Up 1 - Jeremiah Jennings	

Step 4

From the **Move Workers (Supervisory)** screen, you can select all the workers in the supervisory org to move (*the workers selected to move must also not have a supervisory org!*) or you can select individual workers to move.

Move Worker	Worker	Position	Proposed Supervisory Organization
<input type="checkbox"/>		Dry Press Set Up I (Unfilled)	
<input type="checkbox"/>		Production Operator I (Unfilled)	
<input type="checkbox"/>		Production Operator II (Unfilled)	
<input type="checkbox"/>		Production Operator II (Unfilled)	
<input checked="" type="checkbox"/>	Chavez	Dry Press Set Up III - Adam Chavez	x Short ...
<input type="checkbox"/>		Dry Press Set Up II - Ernie Flageolle	
		Production Specialist I - Hilda Avitia	

Step 5
 In the **Proposed Supervisory Organization** field, type in the name of the new manager to which the employee will move and click **Submit**.

You have submitted
 Move Workers (Staffing): Smith



Process Successfully Completed

> **Details and Process**

Step 6
 You will receive a message that you **Move Workers** task is complete. Click **Done**.

Your worker has now been moved to the new supervisor.

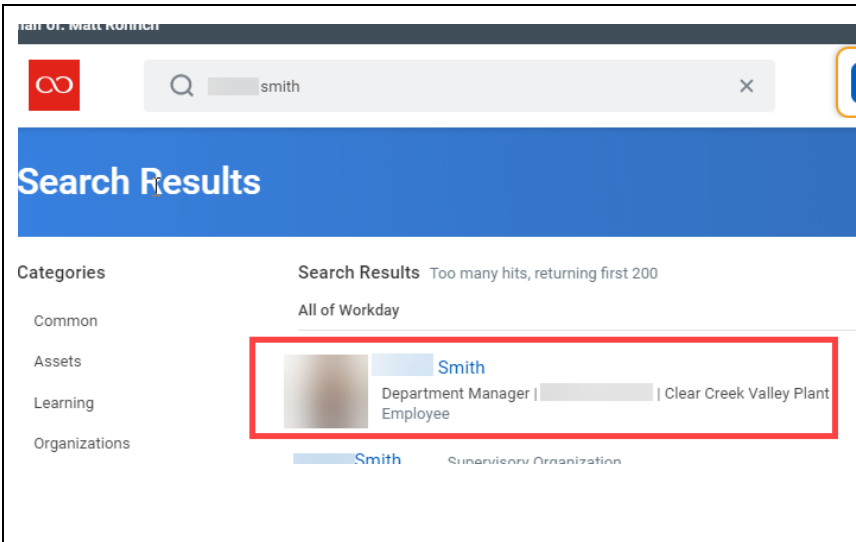
FAQ's

What happens next?

Move Workers: If you initiated and completed a **Move Workers** task, the process is complete and your employee will be moved to the new supervisory organization / location.

What happens if I use the **Move Workers** task with an employee that has direct reports / a supervisory org?

If you use the Move Workers task when the employee has direct reports / a supervisory organization, the employee will move but the supervisory org / direct reports will become disconnected from any supervisor as Workday will not know what to do with the direct reports. You must use the Change Job task when moving a worker with direct reports / supervisory organization. The Change Job task allows for you to tell Workday what to do with the worker's current supervisory organization (i.e. will the direct reports also move with their current manager or will the current manager move and the direct reports report to a new supervisor?).



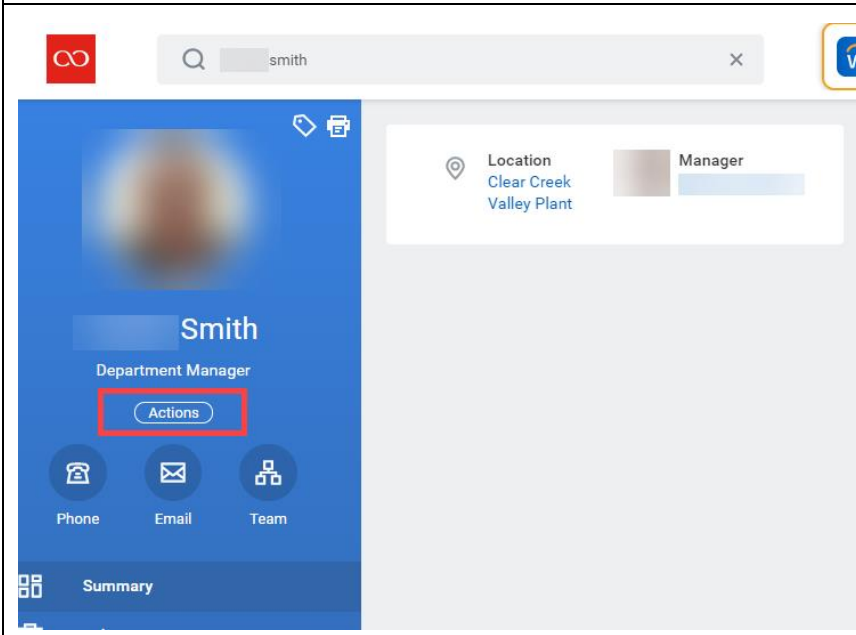
CHANGE JOB | ***

*****use for any worker who has a supervisory organization / direct reports. Also used for transfers, promotions, and change job.**

Step 1

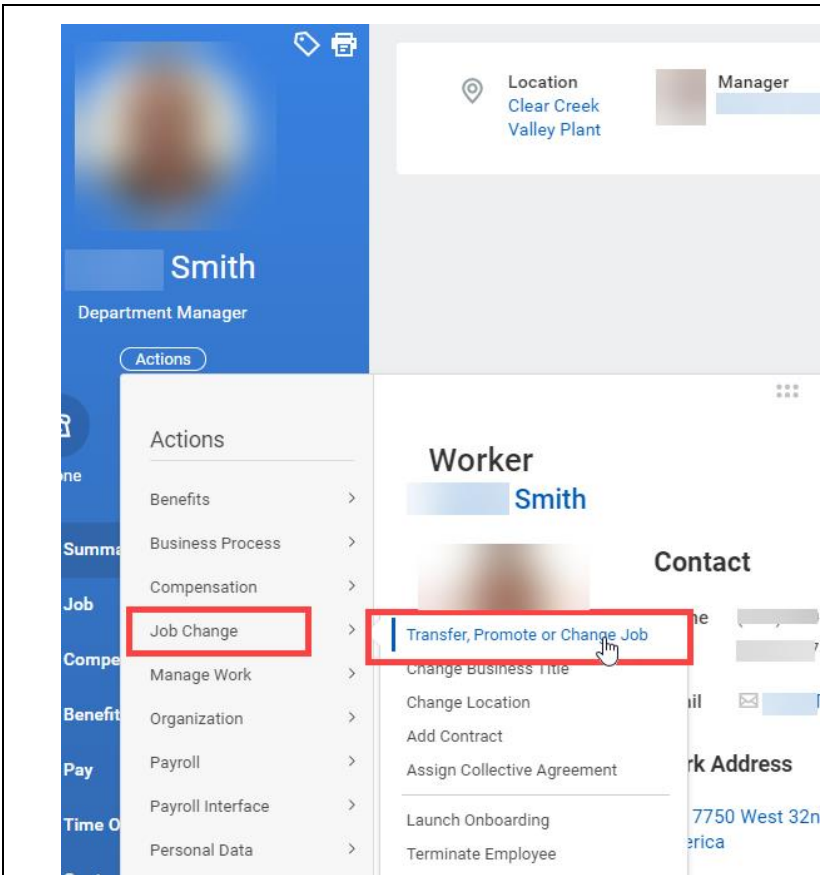
In the search bar, type in the employee's name and click on their worker profile.

Tip: You can also type in **Change Job** in the search bar to initiate the same task.



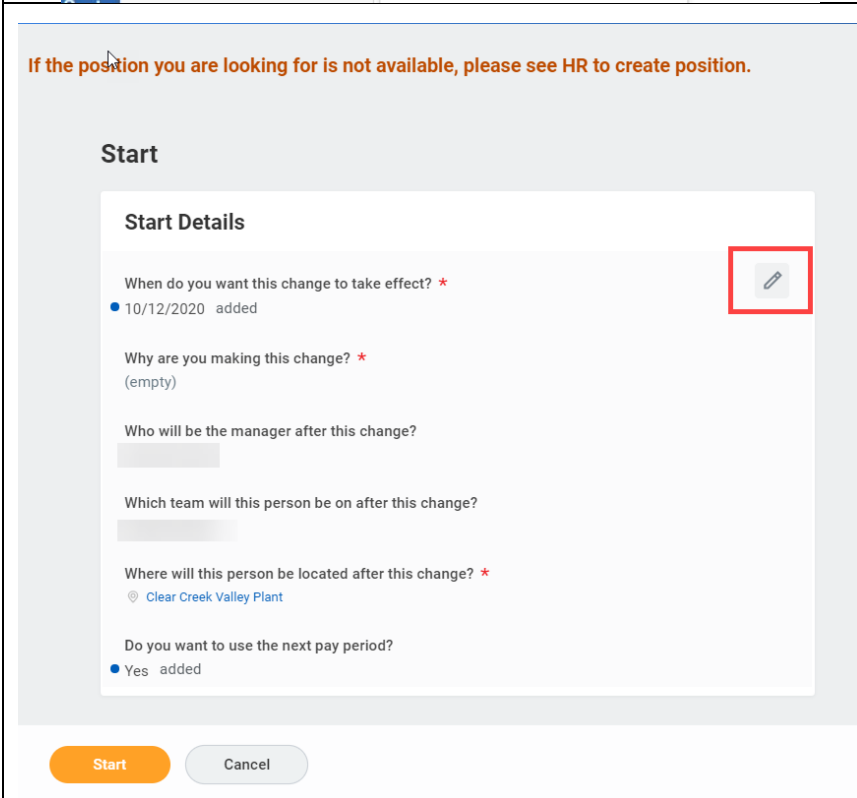
Step 2

Click on the **Actions** button on the worker's profile.



Step 3

Scroll down the **Actions** menu and select **Job Change >> Transfer, Promote or Change Job**.



Step 4

Click the **pencil icon** to start making changes and completing the information in the required fields.

Start Details

When do you want this change to take effect? *

10/12/2020

Why are you making this change? *

Search

- Data Change >
- Demotion >
- Lateral Move >
- Promotion >
- Transfer >

Where will this person be located after this change? *

Do you want to use the next pay period?

Start

Step 5

Use the **list icon** to choose from the selections available to complete the required fields.

When complete, click **Start**.

If the position you are looking for is not available, please see HR to create position.

Move ▾

← →

Opening

What do you want to do with the opening left on your team? *

- I plan to backfill this headcount added

Is this position available for overlap?

- added

Move Team

This person is a manager. Do you want to move their teams with them? *

- No added

Step 6

Click the **pencil icon** to tell Workday what you want to do with the **Opening** left on the team.

IMPORTANT: Click the **pencil icon** to tell Workday what to do with Manager's team. *This step is key for any worker who has a supervisory organization / direct reports.*

Move Team

This person is a manager. Do you want to move their teams with them? *

Yes. Move teams with Smith.
 No. Keep teams with Painter.

Teams that can be moved:

Smith

Step 6 (continued)

IMPORTANT: Click the **pencil icon** to tell Workday what to do with Manager's team. *This step is key for any worker who has a supervisory organization / direct reports.*

Allowance

Add

Bonus

Assignment Details

✗ 10% Annual removed

Plan Name

Annual Incentive Plan Plant

Effective Date

✗ 06/08/2020 removed

Add

enter your comment

Submit

Save for Later

Cancel

Step 7

Continue to use the **pencil icon** to walk through the subsequent steps to complete the Change Job task.

Change or edit any fields relevant to the worker's job change.

When complete, click **Submit**.

FAQ's

What happens next?

Change Job: If you initiated a **Change Job** task, the task will continue to move through the next steps (including any required reviews and/or other approvals) within the business process. This includes any review/approval steps by the receiving manager, compensation, etc.

Tip:

If you are using the change job task to move a worker to a new manager / supervisory organization, ensure there is an open / unfilled position with the new supervisory org to move the worker into.