

# Change Organization Assignments

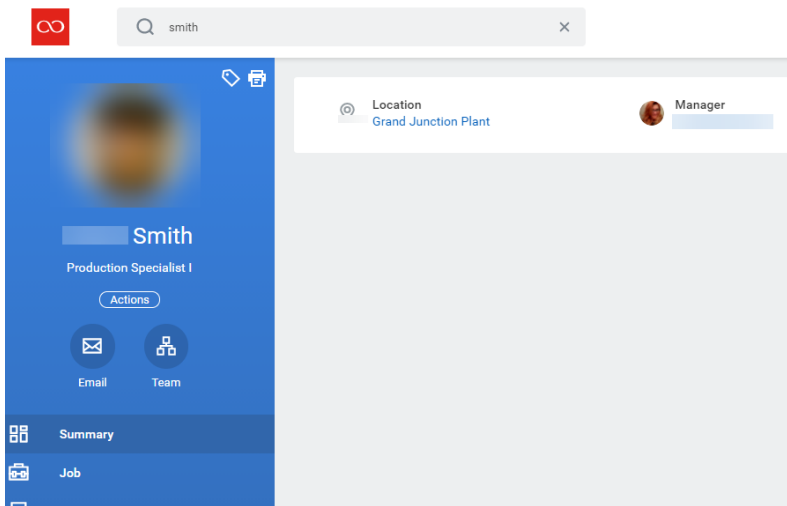
## Overview

Step by step direction on how to use the **Change Organization Assignments** task to change an employee's business unit or cost center.

**Who Does This:** HRBP

## Things to Know:

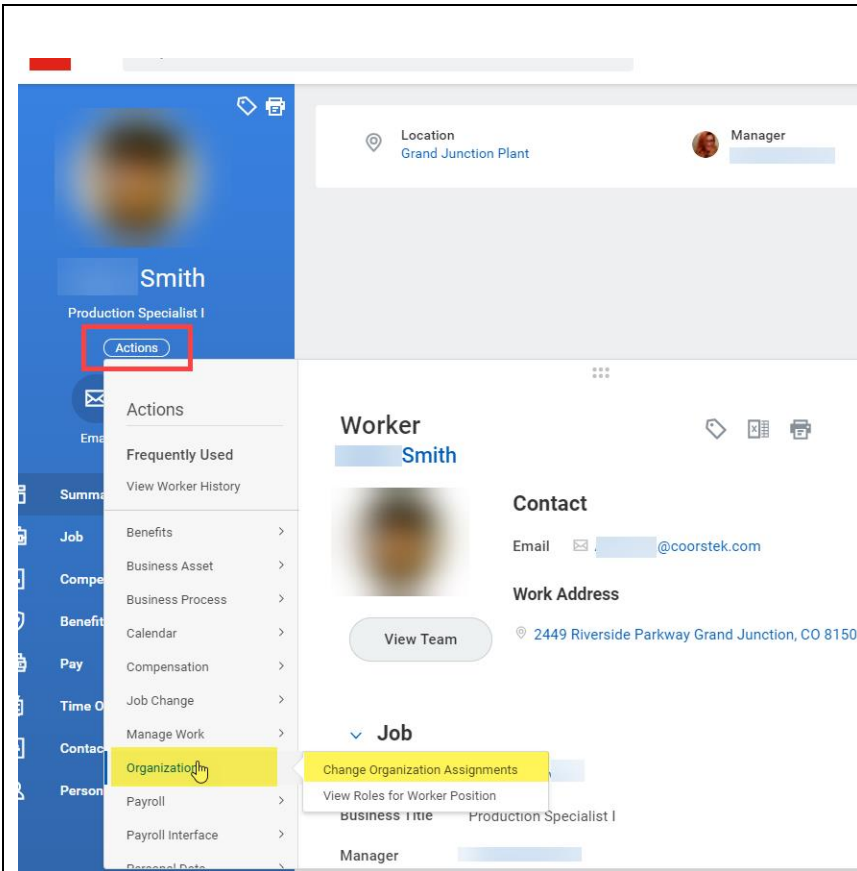
- Only use this task for changes to an employee's cost center and/or business unit.
- Changes to employee information such as location, compensation, manager, job profile, etc., please use the appropriate Change Job (for any employee with a supervisory org) or Move Workers (only for employees with no supervisory org) action.



## Step 1

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

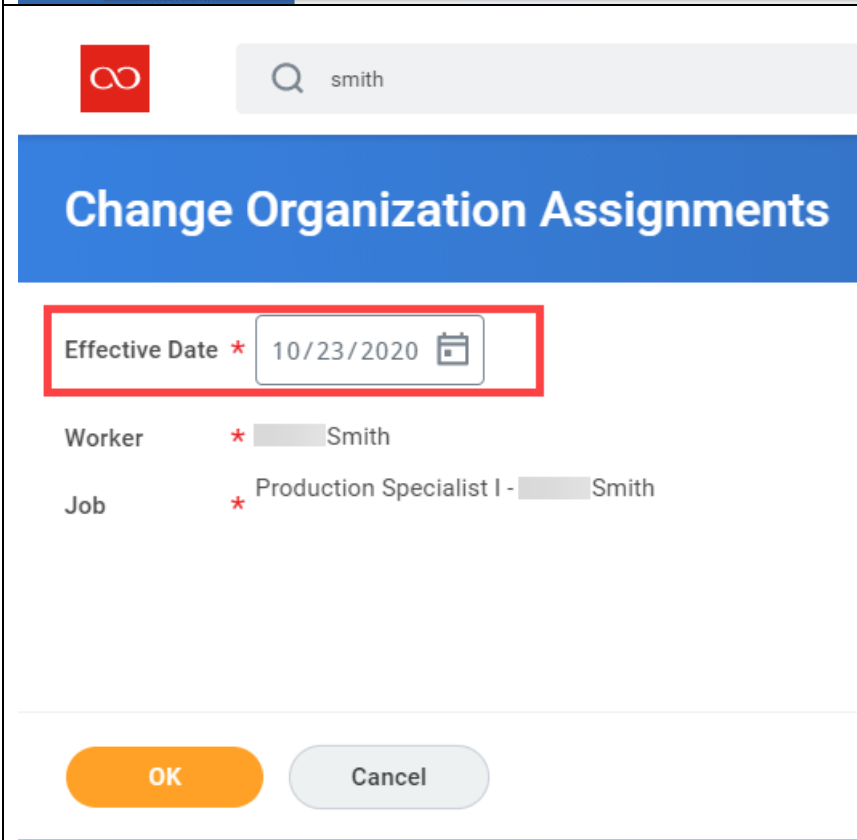
***Tip:*** You can also type in **Change Org Assignments** in the search bar to initiate the same task.



**Step 2**

Click on the related **Actions** button for the worker.

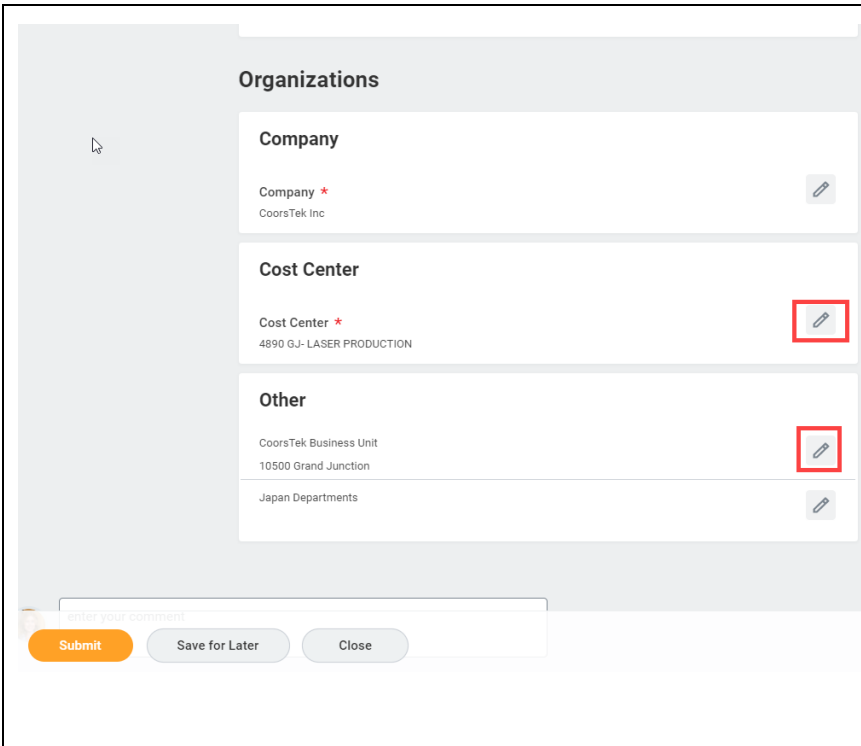
From the **Actions** button, navigate to the **Organization >> Change Organization Assignments** option.



**Step 3**

Enter the effective date for the change in business unit and/or cost center (department).

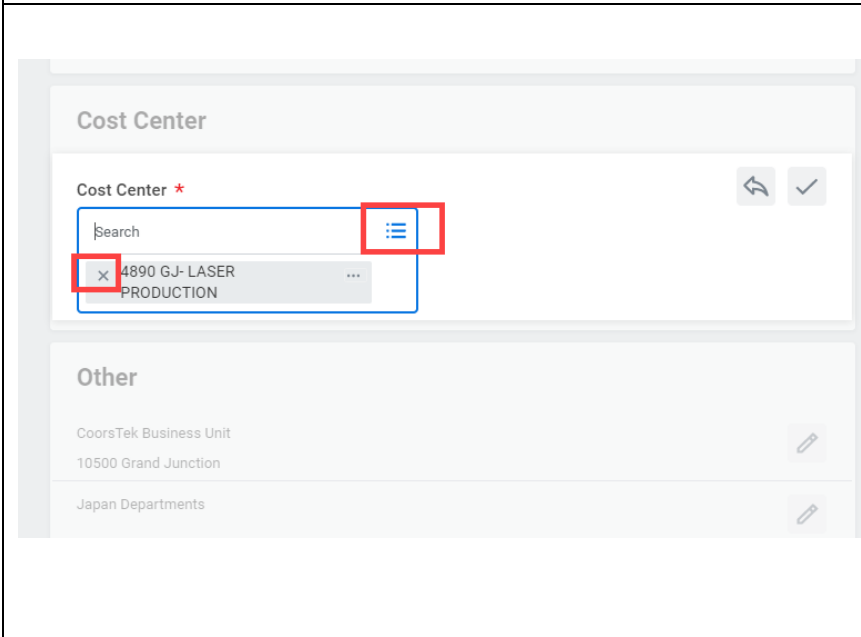
Click OK.



**Step 4**

Scroll down to the **Organizations** section.

Click the pencil icon in the **Cost Center** and/or **Other** section(s) to beginning editing.



**Step 5**

Click the x to removing the existing cost center and/or business unit.

Type in or use the drop down menu at the right to select the new cost center / business unit.

Click **Submit** when complete.

Click **Done**.

**FAQ's**

**What happens next?**

The Cost Center (department) and/or Business Unit have now been changed for the worker.

**Tip:**

Please note: Certain cost centers can only be used in conjunction with certain business units. If you are unsure about your selection, please confirm with Finance/Accounting.

**Q: The process successfully completed, but it doesn't look like the Worker's organization has changed. What's wrong?**

**A:** This is most likely caused by 1 of 2 things if the process was successfully completed:

- 1) The change was future dated, and the organization on the worker's profile won't change until that date.
- 2) There were other changes to the worker's profile that happened after this change was made effective, possibly even on the same day. If you believe this to be the case, please submit a ticket to HRIS for help to ensure everything is updated correctly.