

Change Job: Changing an Employee's Work Location

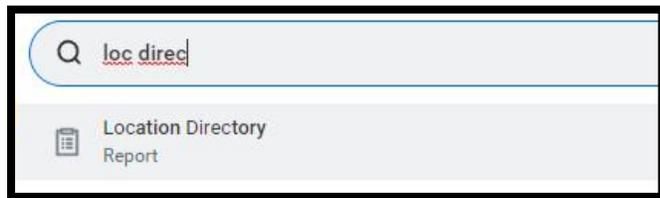


Why are accurate primary work locations important?

- Some clearances are determined by location.
- Taxation is driven by a combination of work location and home address.
- Government reporting such as OSHA and Affirmative Action is driven by work location.
- Mileage reimbursement is supported by work location.
- Space planning is supported by the work location data in Workday.
- Proxy Badge Access is based on location in some regions.

HOW TO FIND THE APPROPRIATE WORK LOCATION

1. Search **Workday** for the **Location Directory**.



2. You can search by address to find the appropriate location. If you cannot find the location you need by address, please contact HR_Technology@geisinger.edu. You will need to provide the location name, the full address, and a list of the services provided at the location.

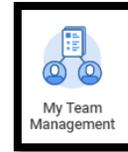
For individuals who work from home, there are work from home locations per state. For example, "Work from home (Pennsylvania)".

As defined by the [Travel and Business Expense Policy](#), look for the colored boxes:

Community Based employees

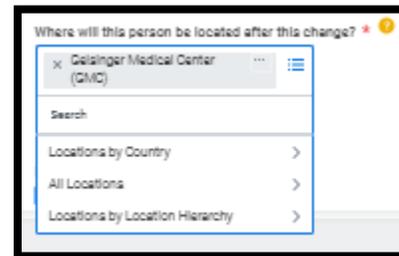
Hybrid employees

MAKING THE UPDATE IN WORKDAY



The direct manager or the manager's delegate can complete these steps:

1. Open Workday and navigate to the **My Team Management** application.
2. On the right-hand side menu, select **Transfer, Promote, or Change Job**.
3. Choose the worker you wish to change the work location for and click **OK**.
4. Click the pencil icon. 
5. Choose the appropriate **Effective Date**. This must be the beginning of a pay period. Workday defaults in the beginning of the next pay period for your convenience. You will not be able to enter a retroactive effective date.
6. Choose the reason **Change in Location**.

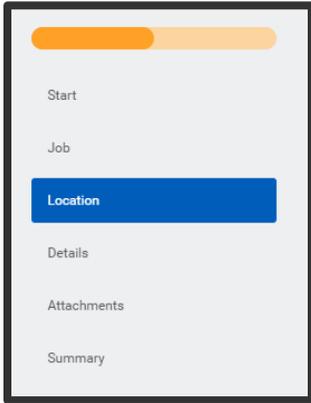


7. Choose the new location. You can **type part of the location name** and hit Enter to have it pull up the location.

If your employee is **Community Based**, use Work from Home (Pennsylvania).

If your employee is **hybrid**, use the location where they spend greater than 50% of their time.

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8. Click **Start**.
9. Since you are only changing the work location, you can skip to the **Location** tab by clicking that option on the left-hand side.
10. Confirm the **Work Space**. Work space provides more detail related to where the person is located.

Tips:

When posting a **Community Based opening**, use Work from home (Pennsylvania) for primary location, and work with your recruiter to choose the appropriate **Community Based** job posting locations.

When posting an opening for a **Hybrid employee**, work with your recruiter to clarify this need in the job posting.

For **Hybrid employees**, type "Hybrid" as the work space and hit Enter. You can choose a Hybrid work space for the appropriate building that allows Hotelling or choose "Hybrid (work from home)".

For **Community Based employees**, type "Community Based" as the work space and hit Enter.

11. Skip to the **Summary** tab by clicking that option on the left-hand side.
12. Review in detail everything on the **Summary** page for accuracy.
13. Click **Submit**.

After this, you may receive other tasks in your Workday inbox. These tasks are covered in our [Change Job – Manager tasks](#) job aid.



Encourage your employees to [view their Work From Home status](#) and [update their home address](#) in Workday.