

# Change Job: Worker Tasks

## WHAT IS CHANGE JOB?

In Workday, the **Change Job** business process is designed to allow a variety of changes to a worker, including but not limited to transferring to a new position, changing the worker's location, or even modifying the worker's FTE. **A change job occurs if:**

1. **Your manager submits the process within Workday.** This typically occurs for data changes such as supervisor changes or location changes.
2. **You applied to and were accepted for a new position.** This typically occurs for promotions, lateral moves, or voluntary demotions.

**Regardless of scenario 1 or 2 above**, after the change job has been Completed, there are some additional steps that **may** route to you as the worker, which are covered in this job aid.

## TASKS IN CHANGE JOB

### REVIEW DOCUMENT: CHANGE JOB ACKNOWLEDGEMENT

This allows you to review information related to your job / position here at Geisinger. We encourage you to review in detail and pay special attention if there are changes to items such as job duties.

1. **Click** on the blue **Document** link to view the document as a PDF. If you wish to download this or print it, there are options in the top right hand corner.
2. **Review** the details thoroughly.



3. Once you have reviewed, **use the arrow** in the top left corner to **return to your inbox**.

4. Click the **I Agree** check box and then click **Submit** at the bottom.

**If you find any information that is incorrect, reach out to your Manager and/or Recruiter.**

## CHANGE BENEFIT ELECTIONS

If your job changes will **affect your current benefits** (i.e., increase or decrease in FTE, moving from biweekly to monthly paid, etc.), **you will receive a step to update your benefits**. The type of change you are experiencing may limit the benefit changes you are able to make. Workday will only provide you the opportunities for which you are eligible.

1. Navigate to the **Benefit Change** task in your inbox.
2. Review the benefit information and update your benefit elections by **clicking the appropriate option (Elect or Waive)** next to your desired elections. Click **Continue** to progress through each benefit screen.
3. On the final **Benefit Elections Review** screen, review all elected benefits for accuracy, click the **I Agree** check box then click **Submit**.
4. You can **Print** your elections confirmation and/or select **Done**.

# Change Job: Worker Tasks

## 20% OR GREATER CHANGE TO EMPLOYEE BASE PAY TO DO

If your job change involves a change to your salary that is 20% or greater, you will receive a **To Do instead of a Change Benefit task**. Because this change in salary could result in a change to premium tiers, **you have the option** to drop health coverage due to the potential change in cost.

**If you do not want to drop coverage**, skip to step 8 below.

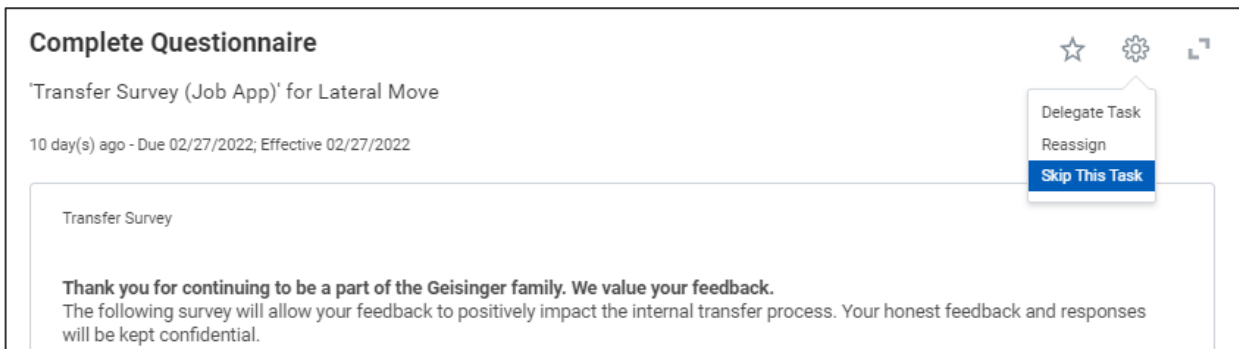
**If you would like to drop coverage**, you will need to take the following steps:

1. **Search** for and **select** the **Change Benefits** task.
2. Select **20% Change To Salary** as the **Change Reason**.
3. Enter in the **date of your salary change** as the **Benefit Event Date**.
4. Click **Submit**.
5. Review the benefit information and update your benefit elections by **clicking the appropriate option (Waive)** next to your desired elections. Click **Continue** to progress through each benefit screen.
6. On the final **Benefit Elections Review** screen, review all elected benefits for accuracy, click the **I Agree** check box then click **Submit**.
7. You can **Print** your elections confirmation and/or select **Done**.
8. **Navigate to your inbox**, locate the **To Do task** and click **Submit**.

## TRANSFER SURVEY / DECREASE IN HOURS SURVEY

For some types of Change Jobs, a **Complete Questionnaire** step will route to your Workday inbox. Designed and monitored by Human Resources, this gives you the opportunity to **provide feedback** on your experience.

1. Answer each question and then hit **Submit**.
2. If you do not wish to answer the survey, use the gear icon to **Skip This Task**.



# Change Job: Worker Tasks

## STATE & LOCAL TAX ELECTIONS

When you have a job change, specifically a change in location, this triggers Workday to **automatically** update your tax elections (if you work in the state of Pennsylvania). Your tax elections are based on your physical work and physical home addresses.

### If you work in the state of Pennsylvania:

1. Click on the orange **Withholding Elections** button on the task.
2. **Review each tab in detail.** Only click **Update** if changes are required.
3. When completed, **navigate back to your inbox**, locate the task and click **Submit**.

### If you work in a state other than Pennsylvania:

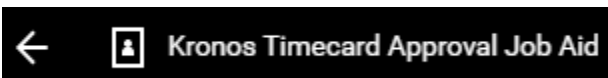
1. Review the information on the form from the task in your inbox.
  - a. Company will default, **do not change this**
  - b. Effective date will default, **do not change this**
  - c. **State**: choose your state **from the drop down**
  - d. **Withholding Form Type**: choose the appropriate type **from the drop down**
  - e. Click **Ok**
2. Update the information on the form
  - a. **Resident County**: choose the county where your physical home address is
  - b. **Resident Municipality**: choose the municipality for your physical home address
  - c. **Work County**: choose the county where your physical work address is
  - d. **Work Municipality**: choose the municipality for your physical work address
3. Check the **I agree** check box and click **OK**
4. Click **Submit**

## ONBOARDING FOR CHANGE JOB

### REVIEW DOCUMENTS: TIMEKEEPING EDUCATION

As part of your Change Job, the way you code time may change.

1. **Click** on the blue **Document** link to view the document as a PDF. If you wish to download this or print it, there are options in the top right hand corner.
2. **Review** the details thoroughly.



3. Once you have reviewed, **use the arrow** in the top left corner to **return to your inbox**.

4. Repeat steps 1-3 **for each Document** listed.
5. Click the **I Agree** check box and then click **Submit** at the bottom.

# Change Job: Worker Tasks

## TALENT REVIEW

To support you in your future career aspirations, Workday allows you to update your Talent Profile, which is used for future job applications.

1. Choose either the **Guided Editor** or the **Summary Editor**.

## GUIDED EDITOR

2. Follow the on-screen instructions to update each page.
3. Use the **Next** button at the bottom, or the **orange arrows** at the top to advance
4. At the end it will bring up the **Summary Editor**

## SUMMARY EDITOR

1. Review each item in detail.
2. If changes are needed, click on the **pencil icon**
3. Click **Submit**; this will **route for your manager to review**.