Change Job: Manager Tasks

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.

Do you have a delegate? Change job is a process that is available for delegation. That means a delegate can initiate a change job transaction. However, certain tasks will still route to you as the manager for you to take action and/or approve.

PROCESSING THE CHANGE JOB

1. **There are several job aids on the Workday training site** that illustrate the steps to process the Change Job in Workday based on the reason for the change.
2. **Alternatively,** the Change Job for your worker **may be processed by Human Resources** if the worker applied for an opening through a job requisition.
3. **In certain situations,** Human Resources can assist you.

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

This process involves both the **Current Manager** (the manager before the Change) and the **New Manager** (the manager after the Change). See page 2 for more information.

To check the progress of your transaction at any time, navigate to the worker's profile. Select **Job** on the left-hand side, then **Worker History** across the top. Find the Change Job transaction with the effective date you used and click on the blue link. You can then select the **Process** tab.

WHAT ABOUT THE WORKER?

As part of the Change Job process, your worker will receive tasks in their Workday inbox. These are covered in the **Change Job - Worker Tasks** job aid.

Be sure to **encourage them to log into their Workday account** frequently to ensure they do not miss these important tasks.

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TASKS IN CHANGE JOB

REVIEW COSTING ALLOCATIONS (NEW MANAGER)

The costing allocation step triggers within the Change Job process **if there's potentially an existing costing allocation for the Worker.** This is Workday's way to ensure that the costing allocation is still valid.

1. Follow the directions on the
2. Click on the **Need help** icon
3. Select **Assign Costing Allocations** from the resulting menu

If you have further questions, please reach out to our Employee Contact Center.

MANAGE BUSINESS PROCESSES FOR WORKER (CURRENT MANAGER)

This is a **standard step of Change Job** that triggers only if the worker has tasks in their inbox, if they have other processes happening to them, or if they have delegations set up.

For more information, review our job aid.