Change Job: Change in Scheduled Weekly Hours

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 subprocesses, such as Propose Compensation Change, will still route to you as the manager for you to take action and/or approve.

DEFINITIONS

This job aid details how to process changes to **scheduled weekly hours (SWH)**.

- Scheduled weekly hours represents the worker's **budgeted hours per week**, compared to a regular 40-hour work week.
- To calculate the worker's **Full Time Equivalent (FTE)**, Workday divides scheduled weekly hours by 40 (for example, 20 SWH / 40 hours per week = 50% FTE).
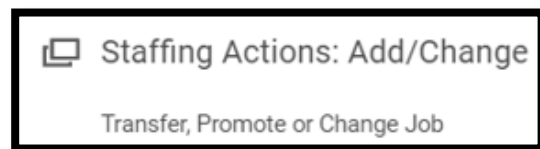- **Per Diem** (previously referred to as flex) workers are represented with **zero (0) SWH**.

Workday has a field to accompany SWH called **Time Type**. There are two options for Time Type:

- **Full Time:** Full Time workers have 35 SWH (87.5% FTE) or greater.
- **Part Time:** This encompasses everyone who is not Full Time (including Per Diem workers).

PROCESSING THE CHANGE JOB

At any point in this process, you can use the ❓ **WalkMe Smart Tips** for guidance.

1. Log into Workday. On your home screen, select your **My Team Management** application.

2. On the right-hand side, you can see the **Staffing Actions** menu. Select the first option: **Transfer, Promote, or Change Job**.

Staffing Actions: Add/Change
Transfer, Promote or Change Job

3. At this point, you will need to identify who you are completing the transaction on. You can **type their name** in the box and **hit Enter** then click **OK**.

4. Select an **Effective Date,** which must be the beginning of a pay period, or use the defaulted date of the beginning of the next pay period.

5. Select **Data Change** using the drop-down menu. Then choose the appropriate **Increase in Weekly Hours** or **Decrease in Weekly Hours**.

Timely processing is extremely important! To provide an excellent experience for our workers, all Change Job transactions must be submitted with future effective dates.

6. Click on the **Which team** drop down menu and choose **My Organizations**.

- If you are moving the employee to **Per Diem**, you must choose the team **with the JM-** in front of the name.

- If you are moving the employee to **budgeted hours**, you must choose the team **without the JM-** in front of the name.

JM- indicates a Job Managed supervisory organization (sup org), while Position Managed sup orgs do not have a prefix. More information can be found on this job aid.

Which team will this person be on after this change? ❓

× GWV Critical Care & Progressive Care Unit Nursing Division ··· ☰

Search

← My Organizations

⦿ **GWV Critical Care & Progressive Care Unit Nursing Division**

○ JM-GWV Critical Care & Progressive Care Unit Nursing Division

Note: You cannot decrease a worker to per diem and change their manager simultaneously. Change their manager first, then the new manager can decrease their hours, **or have them apply to the new per diem opening.**

7. The other fields on this screen will most likely stay the same, however, pay special attention to be sure the data is accurate. To proceed to the additional screens, click **Start**.
Once you click Start, you cannot change the supervisory organization.

Move

Opening

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

I plan to backfill this headcount ▼
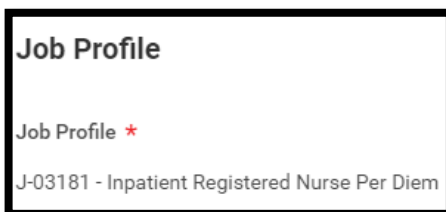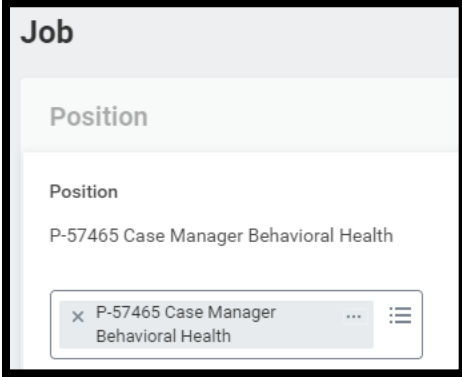
Is this position available for overlap?

☑

8. If you are moving the employee to **Per Diem**, you must choose what to do with the position that is being vacated. You can either backfill or close the position.

If you plan to **backfill** the opening, be sure to click the check box to **allow position overlap**. Click **Next**.

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9. If you are moving the employee to **budgeted hours**, you must choose a position for the worker. **You will need to update** the Position to a position you have previously created and obtained approval for. Click on the **Position field**, **type in the new position number or title** and **hit Enter**.

10. Click **Next**.

Job

Position

Position
P-57465 Case Manager Behavioral Health

× P-57465 Case Manager Behavioral Health

Job Profile

Job Profile *

J-03181 - Inpatient Registered Nurse Per Diem

11. If you are moving an **exempt employee** to **Part Time** or to **Per Diem**, be sure you have selected the correct **Job Profile**. Certain jobs have specific part time and per diem Job Profiles since you cannot be exempt and Part Time or Per Diem.

> In addition, certain jobs have **set rates** if the worker is **per diem**. Be sure you select the appropriate **Job Profile** to ensure they are eligible for the **set rate**.

Questions? Reach out to **HR Compensation** at HRCompensation@geisinger.edu.

12. Click **Next**.

13. On the **Location** screen, update the **Scheduled Weekly Hours** to the new value by clicking in the box and typing in the new number. **Not sure what to pick?** Look at the **Definitions** section above. Click **Next**.
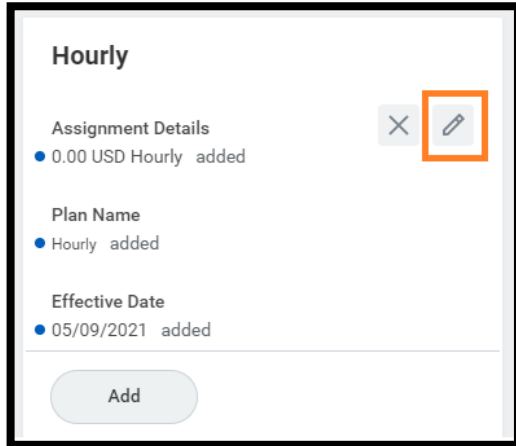
14. On the **Details** screen, update the **Time Type** to the new value by clicking in the box and selecting from the drop down. Not sure what to pick? Look at the **Definitions** section above. **Do not change the Default Weekly Hours.**

15. Click **Next**, and then **Next** again. Review the **Organizations** tab and confirm or update the company, **cost center**, region, (and if applicable) grant. While nothing else typically changes during a Change in Scheduled Weekly Hours, pay attention to be sure the data is accurate.

16. Click **Next**.

17. The last screen, **Summary**, provides you an opportunity to review all the information to confirm accuracy. If you need to make a correction, simply click on the section you need to correct and make the edit. When you have reviewed, click **Submit.**

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Hourly

Assignment Details
● 0.00 USD Hourly   added

Plan Name
● Hourly   added

Effective Date
● 05/09/2021   added

Add

18. At this point, a pop-up window will let you **Open** the next step, the **Propose Compensation Change** step. You will see most of the details defaulted in.

19. **Scroll down** to the appropriate section, Salary or Hourly, depending on the job**.** Here, you can **click on the pencil icon.** You will need to **type** in the new rate to **change the pay rate**. **Do not** click the add button.

> If this job is eligible for a **Set Per Diem Rate, be sure to enter it here**.

20. Once you've updated the rate, **continue scrolling** to ensure all other compensation plans are still accurate. Once reviewed, click **Submit**.

21. **At this point, another pop-up window will tell you what is next.** The process will route to Human Resources to review / take action. You will have no further tasks related to this process prior to it taking effect. However, you may have other tasks related to Change Job that are covered in the **Change Job - Manager Tasks** job aid.

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.

WHAT ABOUT OTHER SYSTEMS?

Downstream systems such as UKG (Kronos), Outlook, Teams and Epic will update once the changes are made in Workday.
If you do not see these downstream systems reflect the change 1-2 business days after the effective date of the change, **please contact the IT Service Desk at 570-271-8092**.