

Change Job: Career Ladder Promotion

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.

CAREER LADDER DEFINITION

This job aid details how to process a **Career Ladder Promotion**. A Career Ladder Promotion is a worker's upward progression within an established career ladder.

You can tell if a job profile is part of an established career ladder by searching for the job on the **Find Job Profile** report. There will be an indicator for **Job Level** if it is part of a career ladder.

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.

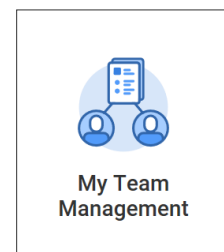


To check the progress of your transaction at any time, navigate to the worker's profile. Select **Job** on the left-hand side, then **Worker History** across the top. Find the Change Job transaction with the effective date you used and click on the blue link. You can then select the **Process** tab.

PROCESSING THE CHANGE JOB

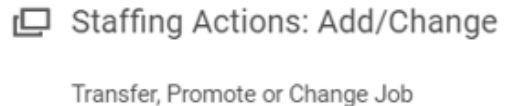
At any point in this process, you can use the  **WalkMe Smart Tips** for guidance.

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



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

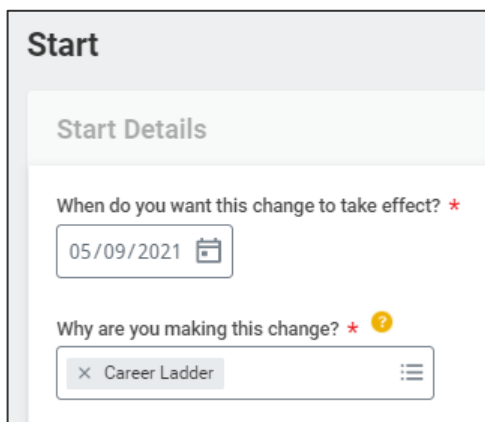


Staffing Actions: Add/Change
Transfer, Promote or Change Job

- 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**.



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



Start

Start Details

When do you want this change to take effect? *

05/09/2021

Why are you making this change? * ?

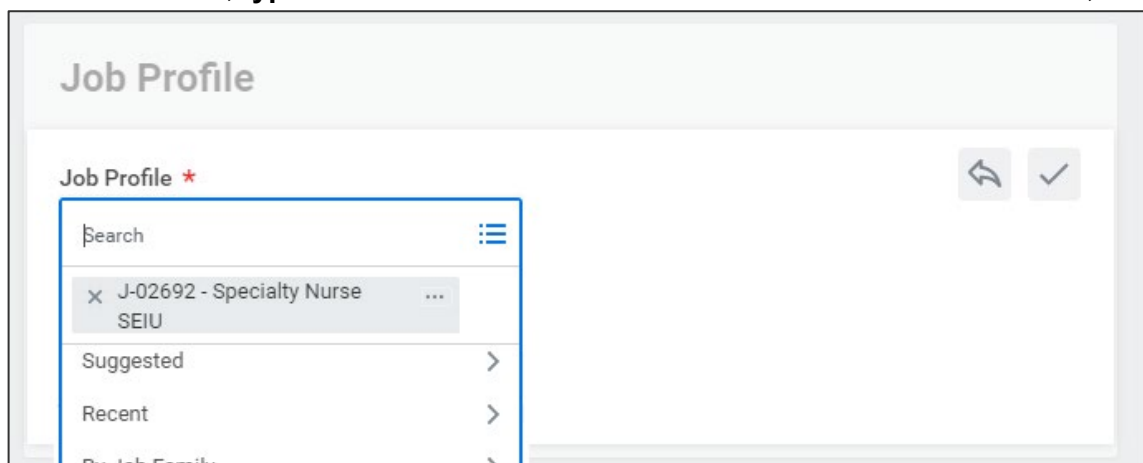
x Career Ladder

- 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.

- Select **Promotion > Career Ladder** as the **reason** using the drop down menu.

- The other fields on this screen will most likely stay the same during a Career Ladder Promotion. However, pay special attention to be sure the data is accurate. To proceed to the additional screens, click **Start**.

- Career Ladder Promotions typically occur within the current position. You will not need to choose a new position. **You will need to update** the Job Profile to the next level. Click on the **Job Profile** field, **type in the new title** and **hit Enter**. Once Job has been selected, hit **Next**.



Job Profile

Job Profile *

Search

x J-02692 - Specialty Nurse SEIU

Suggested

Recent

By Job Family

- Take an opportunity to review the **Location, Details and Organizations** screens using the **Next** button. While nothing else typically changes during a Career Ladder promotion, pay

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attention to be sure the data is accurate.

9. The last screen, **Summary**, provides you with 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**.

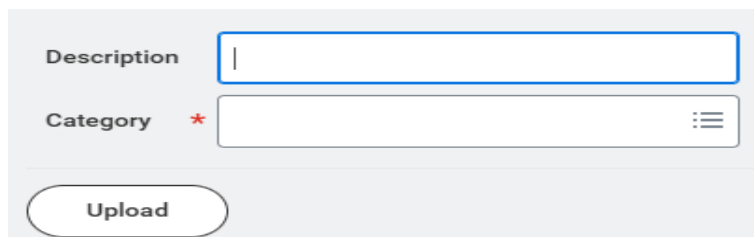
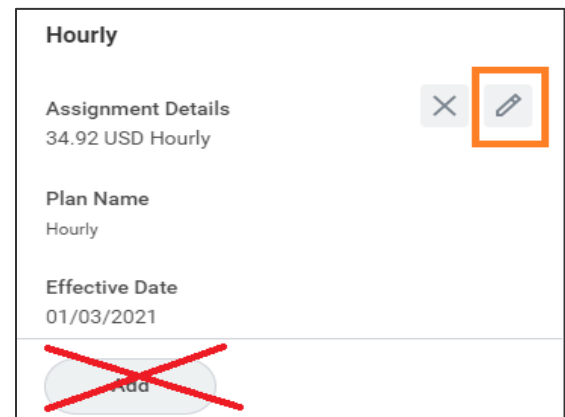
10. A pop-up window will appear in the middle of your screen. Click **Open**.

11. Now is the **Propose Compensation Change** step. Here, you will see most of the details defaulted in.

12. **Scroll down** to the section labeled **Hourly**. Here, you can **click on the pencil icon**. You will need to **type** in one of the following: the new rate, the amount change, or the percent change to **change the pay rate** to align with the new level. **Do not** click the add button.

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

14. At the very bottom, there is the option of attaching files in **Attachments**. If you want to add a copy of license or certifications or an updated resume file or any other pertinent information for the career ladder promotion, **please Upload files**. You will be prompted to add a file description and category, then click **Upload**.



15. Once reviewed, click **Submit**.

16. 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.

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**.