

# Change Job: Mass Supervisor Changes

## WHAT IS A MASS SUPERVISOR CHANGE?

“Mass Supervisor Change” is the language we use when there is a need to change the supervisor for multiple workers at a time.

## REASONS FOR MASS SUPERVISOR CHANGES

- A change in leadership
- A restructure/reorganization
- The total of employees moving per manager is at 16 direct reports or above

**Note:** Leaders are encouraged to consult directly with their HR Business Partner before initiating any changes resulting from a restructure/reorganization.

Please use this job aid ([Supervisory Organization Inheritance](#) job aid) if any of the below apply:

- A leader left Geisinger
- A leader transferred out of the department
- A leader is on a leave of absence

## REPORTING STRUCTURES IN WORKDAY

**Supervisory organizations or “sup orgs” are the foundation of Workday.** They represent the reporting structure and have connections to almost every functionality within Workday. Every supervisory organization has a staffing model. There are two types of staffing models: Position Management and Job Management.

- In **Position Management**, a position must be created for each new employee/opening. Reports will show open positions and vacancy rates.
- In **Job Management**, no positions are needed to create a job requisition. There is no ability to report on vacancy rates—only true open job requisitions. These supervisory organizations will be prefixed with “JM-”.



Geisinger’s **staffing model** is a mix of the two: employees with budgeted hours will sit in Position Management. Contingent Workers and Per Diem employees will sit in Job Management.

## THINGS TO CONSIDER WITH MASS SUPERVISOR CHANGES

There are some limitations regarding mass supervisor changes:

- **Open Job Requisitions** – if there is an open or posted job requisition in an existing sup org, it may be possible to be moved to a new sup org by Human Resources, as long as the position has not yet been filled
- **Open Positions** – if there are vacant positions that do not have job requisitions tied to them, it may be possible to be moved to a new sup org by Human Resources
- **Workers with future dated changes** – if your mass change involves workers who already have future dated changes such as promotions, transfers or terminations on their record, Workday will not allow a conflicting event to be processed. Please speak with your HR Business Partner if you have concerns regarding these scenarios.

## Change Job: Mass Supervisor Changes



**Don't know the best path forward?** Contact our Employee Contact Center at 570-271-6640 or via email at [EmployeeContactCenter@geisinger.edu](mailto:EmployeeContactCenter@geisinger.edu)

### HOW DO WE PROCESS THE CHANGES IN WORKDAY?

Questions to ask yourself:

- Do I want to **change the supervisor for an entire existing sup org**?
  - If this is the case, email [HR\\_Technology@geisinger.edu](mailto:HR_Technology@geisinger.edu)
    - **Subject:** Sup Org Manager Change
    - **Body:** include the name of the supervisory organization(s) and the name and worker ID of the new manager
    - Be sure to **cc your HR Business Partner**
- Do I need **new supervisory organizations**?
  - If this is the case, email [HR\\_Technology@geisinger.edu](mailto:HR_Technology@geisinger.edu)
    - **Subject:** New Sup Org Request
    - **Body:** include the name of the supervisory organization(s) and the name and worker ID of the new manager
    - Be sure to **cc your HR Business Partner**
  - Please note that to be a supervisor of a sup org, your job profile must be a Supervisor or above
- Am I **moving workers** between sup orgs? **How many workers** are impacted?
  - Is this a result of changes in leadership? Go ahead and submit [Change Job – Change in Supervisor](#) transactions. If you have greater than 15 workers impacted, email [HR\\_Technology@geisinger.edu](mailto:HR_Technology@geisinger.edu)
    - **Subject:** Moving Workers between Sup Orgs
    - **Body:** include the worker names and IDs of the workers moving as well as their old and new manager (with their ID number)
    - Be sure to **cc your HR Business Partner**
  - Is this a result of a restructure/reorganization? **Reach out to your HR Business Partner for assistance.**
- Am I **moving positions** or **job requisitions** between sup orgs?
  - If this is the case, email [HR\\_Technology@geisinger.edu](mailto:HR_Technology@geisinger.edu)
    - **Subject:** Moving Positions between Sup Orgs
    - **Body:** include the position and/or job requisition IDs as well as their old and new manager (with their ID number)
    - Be sure to **cc your HR Business Partner** and **your Recruiter**

## Change Job: Mass Supervisor Changes

### 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.**