

## Change Job: Process Options

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.

### 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. **For certain situations**, Human Resources can assist you in processing the change.

**Regardless of the 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](#).

**Only one of the above scenarios needs to be completed per situation.**

**Managers of unionized workers** should refer to their [Collective Bargaining Agreements](#) (CBAs) when evaluating whether to use a Job Requisition or to process a Change Job.

Changes in FTE for unionized workers typically requires posting an opening.

### WHEN IS A JOB REQUISITION NEEDED?

A job requisition is a manager's way to fill an opening in their team. A manager should always approach a job requisition from the perspective of business need, to ensure they bring in the best candidate for the opening. Be sure to consider regulatory requirements as Geisinger is an Affirmative Action, Equal Opportunity Employer.

**If you have questions related to creating a job requisition**, visit the Recruiting section of the [Manager Resources Workday training site](#) or reach out to your Recruiter.

### WHEN CAN HUMAN RESOURCES HELP ME?

Certain types of transactions will be processed by Human Resources. These types of transactions include:

- Overtime code changes
- Job Reclassifications
- Temporary Changes (due to interim duties)
- Primary Job ends and Additional Job becomes Primary Job (Switch Primary)

For assistance with these types of transactions, contact [EmployeeContactCenter@geisinger.edu](mailto:EmployeeContactCenter@geisinger.edu)

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## GUIDANCE BY SITUATION

Review the below common situations for guidance. If you have a unique circumstance, reach out to your HR Partner and/or Recruiter, or call our Employee Contact Center.

SITUATION	JOB REQUISITION	MANAGER CAN SUBMIT
<b>Backfilling</b> (replacing) a worker who left the role	Required	No
<b>Filling</b> a new, approved opening	Required	No
<b>Per diem openings</b>	Required	No
<b>Promotional opportunities</b> (excluding Career Ladder Promotional Opportunities)	Required	No
<b>Career ladder promotions</b> (Career Ladders are pre-defined on the job profile description)	Optional (discuss with your HR Partner)	<a href="#">Yes</a>
<b>Promotional opportunities</b> where Physicians gain additional administrative time	Required	No
<b>Bringing in agency labor</b> (contingent workers) to supplement staffing needs	Required	No
An employee's <b>FTE is decreasing</b>	Optional (discuss with your Recruiter)	<a href="#">Yes</a>
An employee's <b>FTE is increasing within their time type</b> Time Type: Per Diem = 0 FTE Time Type: Part Time = 0.1 to 0.874 FTE Time Type: Full Time = 0.875 to 1.0 FTE	Optional (discuss with your Recruiter)	<a href="#">Yes</a>
An employee's <b>FTE is increasing to a new time type</b> (Per Diem to Part/Full Time or Part Time to Full Time)	Required	No
<b>Performance-related demotion</b>	No	<a href="#">Yes</a>
<b>Voluntary demotion</b>	Optional (discuss with your HR Partner)	No
<b>Updating</b> an employee's <b>shift</b>	Optional (discuss with your Recruiter)	Yes
<b>Updating</b> an employee's <b>work location</b>	Optional (discuss with your Recruiter)	<a href="#">Yes</a>
<b>Updating</b> an employee's <b>supervisor</b>	No	<a href="#">Yes</a>
<b>Extending</b> a contingent worker's <b>End Date</b>	No	Yes
<b>Cost Center changes</b> (including Company, Region, and Grant)	No	<a href="#">Yes</a>
<b>Pay Rate Changes</b>	No	<a href="#">Yes</a>

**Note on Additional Jobs:** Any per diem or part time job requisition has the potential to be filled by an employee in the capacity of an additional job (previously referred to as b-code). Post a job requisition based on business need (do you have a need for a part time or a per diem employee?)

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**Need Help?** Contact our Employee Contact Center at 570-271-6640 or via email at [EmployeeContactCenter@geisinger.edu](mailto:EmployeeContactCenter@geisinger.edu)