

# Change Job: Change in Contingent Worker Contract

This job aid describes how to change a Contingent Worker's Contract details when the person is moving departments.



**NOTE: 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, when changing supervisor, the delegate only has the ability to take action on the steps for the manager they support.

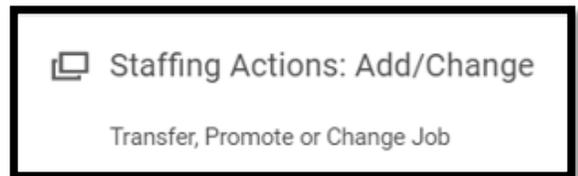
## PROCESSING THE CHANGE JOB

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

**This process involves both the Current Manager and the New Manager.** Communication is key to ensure a smooth process.

## Current Manager

1. The **Current Manager** should log into Workday. On their home screen, select the **My Team Management** application.
2. On the right-hand side, select the first option **Transfer, Promote, or Change Job** under the Staffing Actions menu.
3. Select the worker who is changing supervisors. Type their name in the box and hit **Enter** then click **OK**.



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

When do you want this change to take effect? \* 

06/06/2022 

Why are you making this change? \* 

Who will be the manager after this change? 

Search Results (28)

- James**  
Area Manager Clinical Engineering ISS | ISS Healthcare Technology Management (NG) Mid Atlantic West Division
- James**  
Manager Invasive Cardiac Laboratories | GCMC Heart & Vascular Institute Division
- James**  
Manager Marketing | System Marketing Department

4. Select an Effective Date.
5. Select **Data Change > Change in Contingent Worker Contract** as the reason.
6. Click on the **Who will be the manager** field and type in the new manager's name. Hit **Enter**. Choose the appropriate manager from the drop down by clicking the checkbox.
7. Click on the **Which team** drop down menu and choose **Supervisory Organizations for Manager**. **You must choose the team with the JM- in front of the name.**
8. Click **Start** and then click **Next**.
9. Review the information on the Summary screen and hit **Submit**.

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**NOTE:** At this point, reach out to the new Manager to **alert them that they are next in the process.**

## New Manager

1. The **New Manager** should log into Workday.
2. On their home screen, review the **Inbox** items. There should be one called **Review Change Job**, with name of the worker who is being moved. Click on it.



3. **Review the information carefully** and make any corrections necessary by clicking on the field and selecting the proper value. Be sure to make any appropriate changes to the following data elements:

**Job Profile** must begin with CW- (or V- for volunteers)

**Location** should be their primary physical location

**Scheduled Weekly Hours** compared to a 40 hour work week, and aligns with **Time Type**

**Work Shift**

**Contract End Date** is their anticipated end date

**Contract Pay Rate**

**Cost Center**

4. Click **Approve**.
5. At this point, a pop-up window will tell you what is next. The process **may** route to Human Resources to review / take action. You will have no further tasks related to this process prior to it taking effect.

**Both** the **Current** and the **New Manager** may receive other tasks related to Change Job that are covered in the [Change Job - Manager Tasks](#) job aid.