

Change Job: Convert from Temporary / Fixed Term to Regular

This job aid details **how to change a worker from Temporary or Fixed Term to Regular**. Regular, Temporary, & Fixed Term are Worker Subtypes, or “Employee Types”. There are several Employee Types:

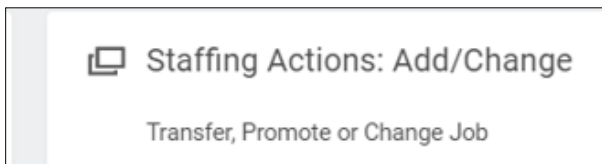
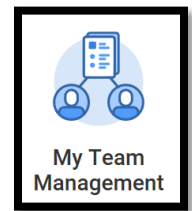
Type	Definition
Fixed Term	A person with a contract of employment which is due to end when a specified fixed end date is reached; extension possible if contract allows.
Intern	A person who works to gain professional work experience. Employment has an estimated end date; limited to 1 year with possibility of extension. (Excludes Resident Physicians)
Regular	A person who is permanently employed who does not have a fixed end date.
Temporary	A person employed for a particular period of time or for a special project. Employment has an estimated end date; limited to 1 year with possibility of extension.



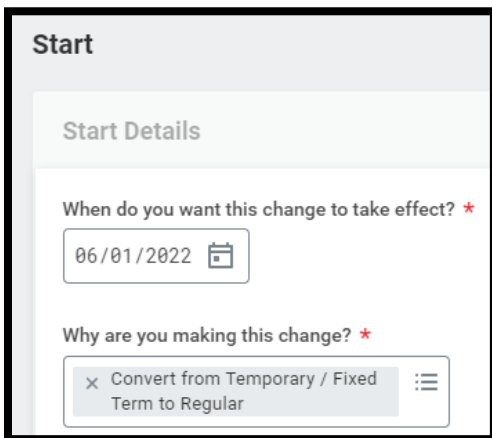
NOTE: Do you have a delegate? Change job is a process that is available for delegation. That means a delegate can initiate a change job transaction. However, certain subprocesses, such as Propose Compensation Change, will still route to you as the manager for you to take action and/or approve.

PROCESSING THE CHANGE JOB

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**.



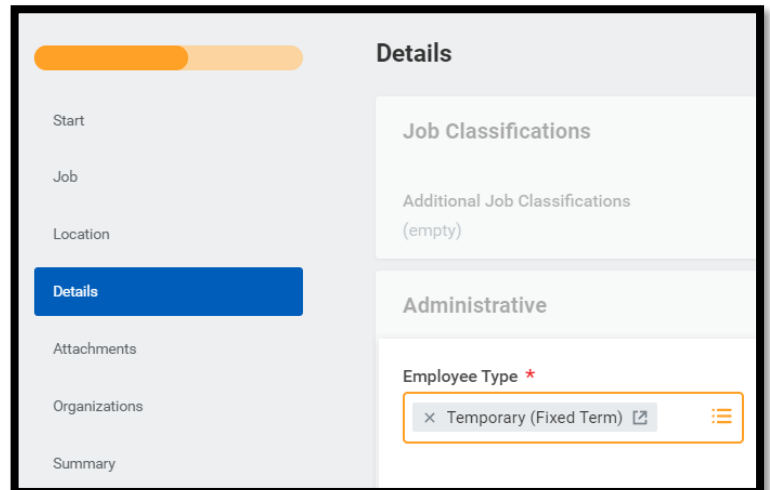
3. At this point, identify the worker by **typing their name** in the box and **hitting Enter** then clicking **OK**.



4. Select an **Effective Date** of **the beginning of the pay period**.
5. Select **Data Change > Convert from Temporary / Fixed Term to Regular** as the reason.
6. The other fields on this screen will stay the same. However, pay special attention to be sure the data is accurate. To proceed to the additional screens, click **Start**.
7. Take a moment to review the **Job** and **Location** screens using the **Next** button. While nothing else typically changes when extending a Contingent Worker’s end date, review carefully to **be sure the data is accurate**.

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8. On the **Details** screen, update the **Employee Type** to the **Regular** by typing it in the box and hitting Enter.
9. Click **Next** and then **Next** again.
10. On the **Organizations** screen, confirm or update the company, **cost center**, region, (and if applicable) grant. While nothing else typically changes when converting a worker to Regular, **be sure the data is accurate.**



The screenshot shows a 'Details' screen with a sidebar on the left containing 'Start', 'Job', 'Location', 'Details' (highlighted), 'Attachments', 'Organizations', and 'Summary'. The main content area has a 'Job Classifications' section with 'Additional Job Classifications (empty)'. Below that is an 'Administrative' section containing the 'Employee Type *' field, which is currently set to 'Temporary (Fixed Term)' and is highlighted with an orange border. There is a red asterisk next to the field label and a menu icon to the right of the field.

11. Click **Next**.
12. The last screen, **Summary**, allows you to review all the information to confirm its accuracy. If you need to make a correction, click on the section you need to correct and make the edit. When you have finished reviewing, click **Submit**.
13. A pop-up window will tell you what is next. **You will have no further tasks for 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 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.