

Change Job: Change in Work Shift

This job aid details **how to change an employee's work shift**. This process is typically used to correct erroneous information on a worker's record or adjust them to a new shift when nothing else is changing. Most shift changes are processed through recruitment, especially when the worker is changing supervisors and/or departments.

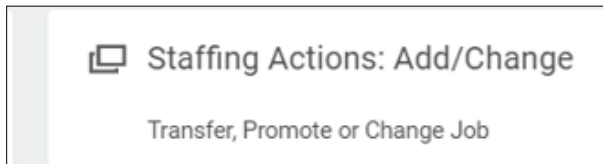
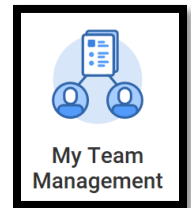
Shift designation in Workday may drive eligibility for shift differential. For more information, read our [Shift Differential Pay](#) policy.



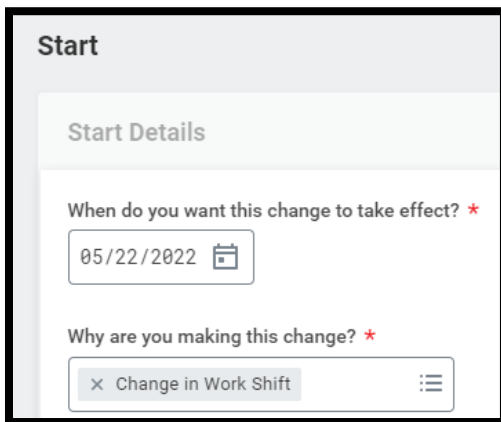
NOTE: Do you have a delegate? Change job is a process that is available for delegation. That means a delegate can initiate a change job transaction. However, certain subprocesses, such as Propose Compensation Change, will still route to you as the manager for you to take action and/or approve.

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**.



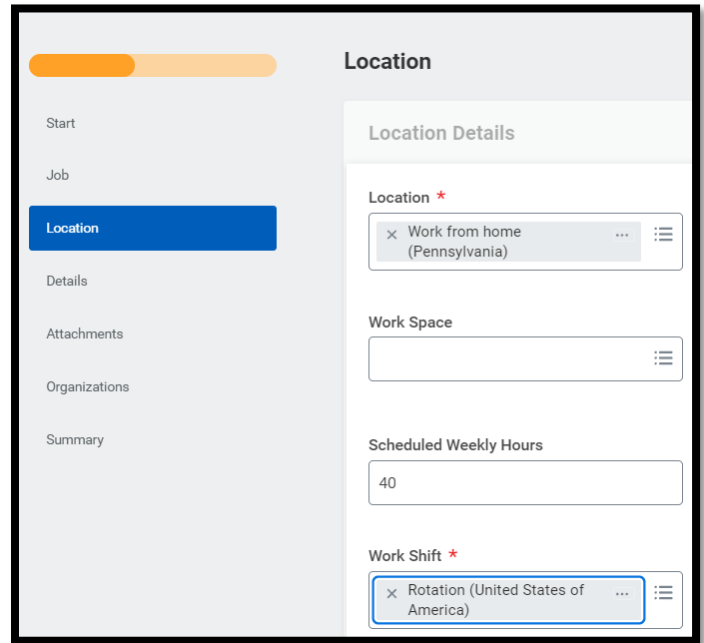
3. At this point, identify the worker by **typing their name** in the box and **hitting Enter** then clicking **OK**.



4. Select an **Effective Date** of **the beginning of the pay period**.
5. Select **Data Change > Change in Work Shift** 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** screen using the **Next** button. While nothing else typically changes when changing a shift, review carefully to **be sure the data is accurate**.

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- On the **Location** screen, update the **Work Shift** by using the drop-down menu.
- Click **Next** to review the **Details** tab, and then **Next** again.
- On the **Organizations** screen, confirm or update the company, **cost center**, region, (and if applicable) grant. Be sure the data is accurate and then click **Next**.
- 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**.
- Another 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.



The screenshot shows the 'Location' screen in a Workday interface. On the left is a navigation menu with options: Start, Job, Location (highlighted in blue), Details, Attachments, Organizations, and Summary. The main content area is titled 'Location' and contains a 'Location Details' section. Under 'Location *', there is a dropdown menu currently showing 'Work from home (Pennsylvania)'. Below that is a 'Work Space' field. Under 'Scheduled Weekly Hours', there is a text input field containing '40'. At the bottom, under 'Work Shift *', there is a dropdown menu currently showing 'Rotation (United States of America)'. The dropdown menu is open, showing the selected item and options to close or expand.

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.