Change Job: Change in Job Classification – Normally Scheduled Hours

This job aid details **how to change an employee's normally scheduled shift hours**. This process is utilized to adjust an employee's normally scheduled shift hours for Geisinger recognized holiday hour allotments, when nothing else is changing. If an employee is eligible for holiday hours and no entry has been made to their scheduled shift hours, the **default amount will be 8 hours**.

NOTE: Job Classifications completed by Managers impact any current month allotments, if applicable, and future allotments.

Any change need for previously allotted hours **must be adjusted by Human Resources**. An email should be sent to HROperations@geisinger.edu for assistance.

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.
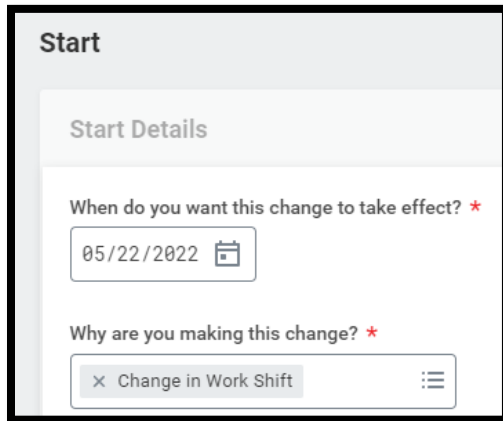
PROCESSING THE CHANGE JOB

1. Log into Workday. On your home screen, select your **My Team Management** application.

My Team Management

2. On the right-hand side, you can see the **Staffing Actions** menu. Select the first option: **Transfer, Promote, or Change Job**.
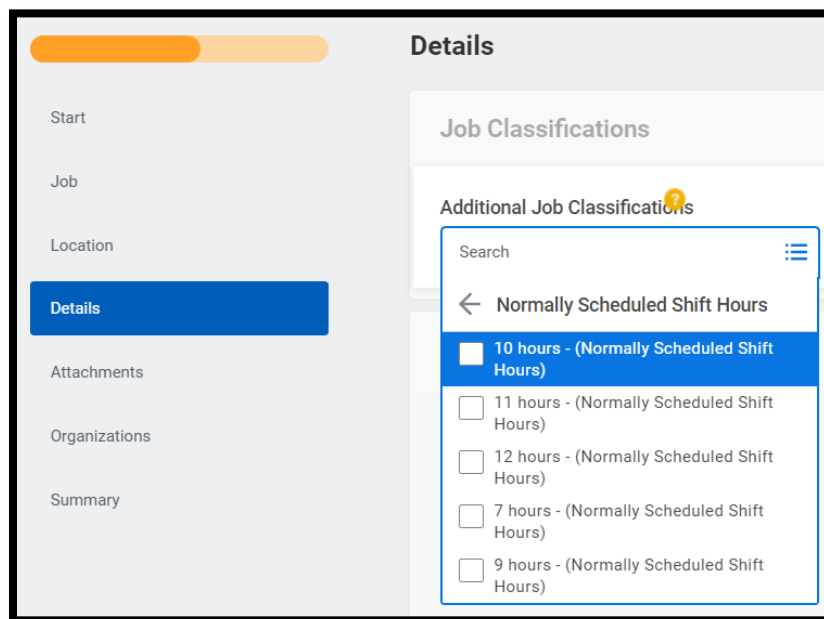

Staffing Actions: Add/Change
Transfer, Promote or Change Job
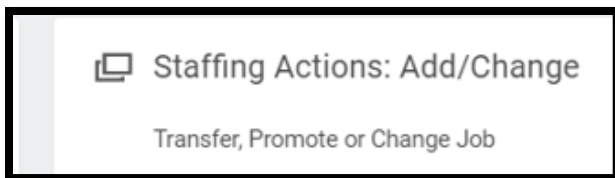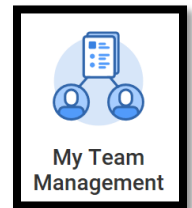
3. A pop-up box opens for Change Job. Select the employee **typing their name** in the Worker box, then select **Enter.** Click **OK**.

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Start

Start Details

When do you want this change to take effect? *
05/22/2022

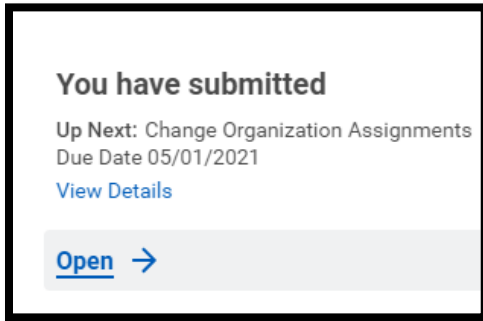Why are you making this change? *
× Change in Work Shift

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**.

Details

Start
Job
Location
Details
Attachments
Organizations
Summary

Job Classifications

Additional Job Classifications

Search

← Normally Scheduled Shift Hours

☐ 10 hours - (Normally Scheduled Shift Hours)
☐ 11 hours - (Normally Scheduled Shift Hours)
☐ 12 hours - (Normally Scheduled Shift Hours)
☐ 7 hours - (Normally Scheduled Shift Hours)
☐ 9 hours - (Normally Scheduled Shift Hours)

8. On the **Details** screen, use the drop-down menu to update the **Additional Job Classifications**.

9. Click **Next** through the additional screens until you get to **Summary**.

10. 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.**

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You have submitted

Up Next: Change Organization Assignments
Due Date 05/01/2021

View Details

Open →

11. A pop-up window will appear in the middle of your screen. Click **Open**.

12. This task is called **Change Organization Assignments**. It provides an opportunity to confirm and/or change the company, cost center, region, (and if applicable) grant. **Be sure the data is accurate** and then click **Submit**.

13. 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.

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.