



How to Process a Job Change

For Temporary, Student and Adjunct Employees

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How to Process a Job Change

CHANGE JOB FOR TEMPORARY, STUDENT AND ADJUNCT EMPLOYEES

DO NOT USE THIS PROCESS to switch a student from federal work study to a regular student position or to switch a student to a temporary employee. You should add an additional job instead.

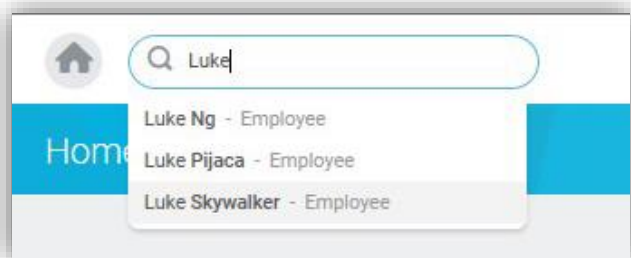
The Change Job process can be used to process a variety of changes.


- Change job title
- Change assignment end dates
- Change cost center or fund
- Change compensation rate*

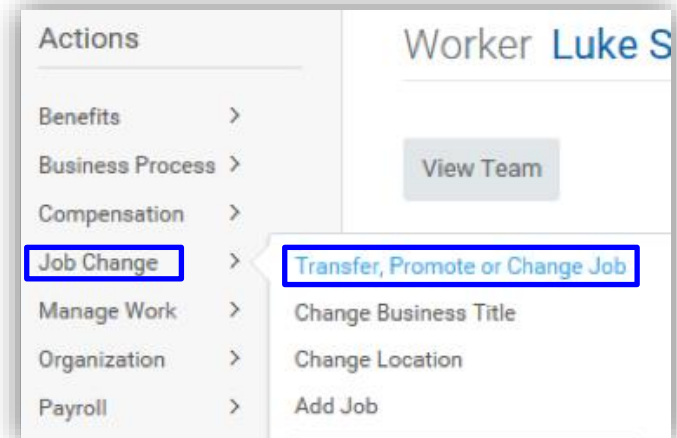
* If you are only changing the compensation rate then you should follow the compensation change job aid instead.

PART 1


1. **Type** the employee's name in the search bar.
(The search bar is located in the top left corner your Workday home screen.)
2. **Click** on the employee's name when it appears to view their profile.




4. On the employee's profile page, **click** on the Actions icon  located by the employee's name.
5. **Hover** over where it says "Job Change" until another menu appears.
6. When the other menu appears, **click** on where it says "Transfer, Promote or Change Job".



PART 2

1. If the employee has more than one job in Workday then you will be asked to select the job you want to change. If the employee only has one job then you can skip this step.
 - a. **Click** the Prompt icon  to select from the list of jobs.
 - b. **Click** "OK" at the bottom of the screen.

- 2. **Type** the effective date of the change or select the date from the calendar.
- 3. **Click** the Prompt icon  under the question “Why are you making this change?” and select a reason for the job change. There are three options you should be choosing from:

Data Change
End Date Extension
Job Title Change

PART 3

The following sections are optional based on what changes you need to make.

- Section 1: Change a job title (located under Job).
- Section 2: Change the assignment end date (located under Details).
- Section 3: Change the cost center or fund (located under Organizations).
- Section 4: Change the compensation/hourly rate (located under Compensation).

Start

Start Details

When do you want this change to take effect? *

03 / 03 / 2018

Why are you making this change? *

search

Acting/Interim

Conversion

Correction

Data Change

Demotion

End Date Extension

Job Title Change

Lateral Transfer

Start

Job

Location

Details

Attachments

Organizations

Compensation

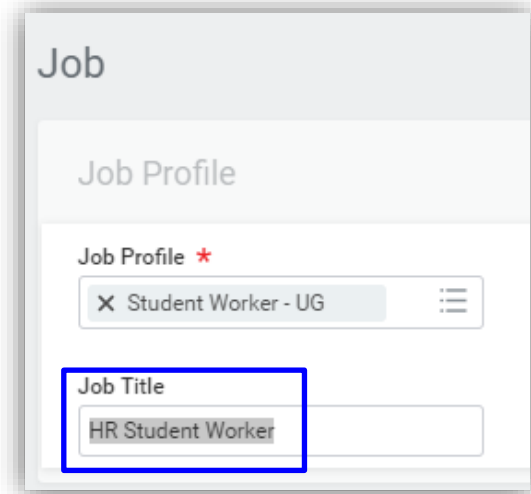
Summary

- 4. **Click** “Start” at the bottom of the page

SECTION 1: CHANGING THE JOB TITLE

1. Under the **Job** section of the job change process, **click** in white area of the **Job Profile** box or the edit pencil.
2. **Type** the new Job Title.

The Job Title will automatically copy to the Business Title section below. They should be the same for temps, students and adjuncts.

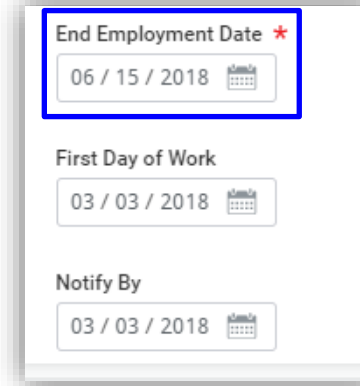


The screenshot shows a 'Job' section with a 'Job Profile' sub-section. Under 'Job Profile', there is a dropdown menu currently showing 'Student Worker - UG'. Below this, the 'Job Title' field is highlighted with a blue box and contains the text 'HR Student Worker'.

3. **Click** “Next” at the bottom of the screen.

SECTION 2: CHANGING THE END DATE OF THE JOB


1. **Click** “Next” at the bottom of the screen until you reach the **Details** section of the job change process.
2. **Click** in white area of the **Administrative** box or the edit pencil.
3. **Scroll** down to the bottom of the Administrative box until you reach the **End Employment Date** field.



The screenshot shows a 'Details' section with three date fields. The top field, 'End Employment Date', is highlighted with a blue box and contains the date '06 / 15 / 2018'. Below it are 'First Day of Work' (03 / 03 / 2018) and 'Notify By' (03 / 03 / 2018).

4. **Type** the new End Employment Date or select the date from the calendar.
5. **Click** “Next” at the bottom of the screen.

SECTION 3: CHANGING THE COST CENTER OR FUND

1. **Click** “Next” until you reach the **Organizations** section of the job change process.
2. To change the **Cost Center**, click in white area of the **Cost Center** box or the edit pencil.
3. **Type** the new Cost Center and hit the enter key to select.
4. To change the **Fund**, click in the White area of the **Costing** box or the edit pencil.
5. **Click** the Prompt icon  under the fund field and **select** the fund from the menu.

Cost Center

Cost Center *
6301101 PAYROLL SERVICES

Costing

Fund
10 Unrestricted

6. Click “Next” at the bottom of the screen.

SECTION 4: CHANGING THE HOURLY RATE

1. Click “Next” until you reach the **Compensation** section of the job change process.
2. To change the **Hourly Rate**, click in white area of the **Hourly** box or the edit pencil.

Hourly

Assignment Details
8.60 USD Hourly

Plan Name
Hourly Plan

Effective Date
01/01/2018

3. Type the new hourly rate in the “Amount” field.

Hourly

Compensation Plan
Hourly Plan

Total Base Pay
8.44 - 50.00 USD Hourly

Amount *
8.60

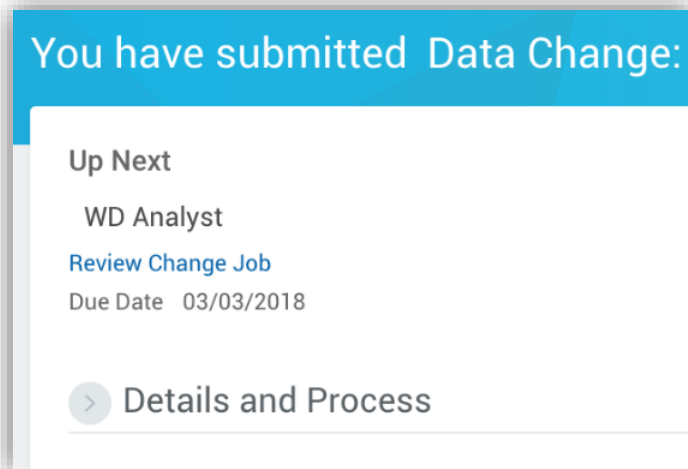
Amount Change
0.00

4. Click “Next” at the bottom of the screen.

PART 4

The summary page should be reviewed before clicking “Submit” at the bottom of the page.

The job change will be sent to the WD Analyst in Human Resources to review and approve.



You should check your Workday inbox on a regular basis because the job change may be sent back for corrections.

If you chose “Data Change” as your job change reason, then you will receive one more step in your Workday inbox after the WD Analyst approval. See part 5.

PART 5

Assign Costing Allocation for Change Job

You will only receive this step to complete if you chose “Data Change” as your change reason.

1. Click on the “Costing Allocation Level” drop down menu.
2. Select “Worker and Position”.

3. If the assignment is **not** funded by a grant or Federal Work Study, then scroll down to the bottom of the page and click “Submit”.
4. If the assignment is funded by a grant or Federal Work Study, then make the appropriate changes to end dates or project codes before clicking “Submit”.

CONTACT INFORMATION

For assistance, contact the Workday Help Desk at 973-655-7971 and select option 4 OR send an email to Workday@montclair.edu.