Change job compilation: Update business title, extend end date, update cost center and change compensation — for Temporary Workers and Student Workers

What you can do

If you only need to do one of the above steps, follow the correct guide:

- **Update business title only** for better time entry purposes, following the how to guide: “Change business title for temporary and student worker”
- **Extend End Date only** to keep an worker active in the Workday system: “Extending Work Assignment for Adjunct, Temporary or Student Worker”
- **Update cost center**: “Change Cost Center for Adjunct, Temporary or Student Worker”
- **Change compensation only**: To only change compensation for a temporary or student worker, follow the how to guide: “Change compensation for temporary and student worker”

Other “Actions” available

This is a compilation of job change activities. Follow this guide if you are doing two or more of the following actions:

- Update business title
- Extend employment end date
- Update cost center or fund
- Change compensation

STEP 1

- **Enter** the worker’s name in search
- **Click** on name when it appears.
STEP 2

From the workers profile:

- **Click** on the Twinkie next to the workers name.
- **Hover** over “Job Change”
- **Click** on “Transfer, Promote or Change Job”

STEP 3

If employee has more than one position

- **Select** the position for the job change
- **Click** “OK”

If employee has only one position, this screen will not appear, **skip** to Step 4
STEP 4

- **Click** in the white box or pencil icon to make it "live"
- In the "Why are you making this change?" prompt box, **select** "Data Change" or **type** "data" and **click enter**
- **Click** "Start"

**Note**

**How does the compilation process work?**

- You must be performing at least two or more of the following actions:
  - Update business title
  - Extend End Date
  - Update cost center
  - Change compensation

- You must always choose "data change" during the stat menu
- Navigate to the various areas to make changes using the left menu or the drop down menu. They are the same, just located in different areas depending on screen size.
To change business title
You will already be on the screen to change title after you click start
- **Click** in the white “Business Title” box or the edit pencil
- **Type** the new name in the box
- **Click** the next action: “Details” — end date extension
  “Organizations”—cost center change
  “Compensation”

**STEP 1**

To change End Date
- **Click** in the white “Administrative” box or the edit pencil
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**STEP 2**
- Scroll down to the bottom of the page
- Click on “End Employment Date”
- Type date or use the calendar selection tool
- Click the next action: “Organizations”—cost center change “Compensation”

**STEP 1**
To change cost center
- Click in the white “Cost Center” box or the edit pencil
CHANGE COST CENTER

**STEP 2**
- Click on the prompt box: type cost center number or partial name
- Click “Enter” on keyboard
- You can select from filter or confirm entry if filled in
- Optional: Scroll through entire list to select cost center

**STEP 3**
- Click on the check box to collapse prompt box
- Confirm you have the correct cost center
- If you are going to change compensation, click “Compensation” or
- Click “Summary” to review and submit
STEP 1

To change Compensation

- **Scroll** down to "Hourly"
- **Click** in the white "Hourly" box or the edit pencil
- **Type** in new rate
- **Click** "Next" or "Summary" to review

Final Step

- **Review** your changes
- **Click** Submit

Once approved by HR analyst, you will receive a "to do" in your Workday inbox to assign costing allocation.

Move to STEP 10
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**STEP 10**

- **Click** on the cloud to access inbox
- **Click** on “Inbox”

**STEP 11**

- **Click** on the Costing Allocation Prompt box
- **Select** “Worker and Position”
- **Click** “Submit”

Process complete

Need help? Call ext 7971 and press option 4 for Workday support or, Email at workday@mail.montclair.edu