**Change business title** for Temporary Workers and Student Workers

**Who & Why**

- Change compensation only for better time entry purposes, follow the how to guide: “Change business title for temporary and student worker”

- Update business title, extend end date and change compensation: To change business title and/or compensation at the same time as extend end date, follow the how to guide: “Change job: Update business title, extend end date and change compensation”

**Notes**

Remember: if you are not going to extend worker, send an email to workday@montclair.edu with Name, CWID, position number and from which supervisory org the worker needs to be removed.

**Other “Actions” available**

**STEP 1**

- From the home page, **Enter** the worker’s name in search
- **Click** on name when it appears

![Image of Workday interface showing search feature and icons for various tools like Personal Information, Benefits, Pay, Time, Time Off and Leave, My Team, Onboarding, Status Summary, Training and Resources, Onboarding, and Anniversaries.]
STEP 2

- **Click** on the Twinkie next to the worker’s name
- **Hover** over “Job Change”
- **Click** on “Change Business Title”

STEP 3

- **Use** the calendar icon to **select** or **type** the date the change is to begin in the “Effective date” prompt
- **Type** in the new business title—Remember to use unique identifiers to your sup org and/or cost center that will help worker identify correct position in time entry
- **Click** “Submit”