How to Change Work Spaces for Employees You Support

**STEP 1**
From your homepage, type “Change Work Space” in the search bar.

Select the task “Change Work Space”.

**STEP 2**
Enter the employee’s name and click “Okay” at the bottom of the page.

**STEP 3**
Enter the effective date of the Work Space change.

Click on the .

You can select the menu options to find the Work Space.

**OR**

We suggest you start by typing the room number and hitting enter. This will narrow down the results of your search.

**STEP 4**
Click submit at the bottom of the page.

If you cannot find a Work Space it most likely needs to be created in Workday. Please open a ticket for your work space to be created by contacting the Workday Help Desk at workday@montclair.edu or call x7971 option 4.