



Change a Team Member's Job Quick Reference Guide (QRG)

The screenshot displays the Workday HR system interface. On the left, a navigation menu lists various options: Actions, Frequently Used, Request One-Time Pay..., Transfer, Promote or C..., View Compensation, Compensation, Job Change, Organization, Personal Data, Recruiting, Safety Incident, Talent, Time and Leave, Worker History, and Favorite. The main content area shows the profile for Tinker Bell (101962), a Tech - Body - Comm/Piece worker. A 'Job Details' panel on the right lists the following information:

Field	Value
Employee ID	101962
Supervisory Organization	Dealer Tire LLC -> Mickey Mouse (101960)
Position	Tech - Body - Comm/Piece
Business Title	Tech - Body - Comm/Piece
Job Profile	DW Tech - Body - Commission/Piece
Job Family	DW Technician - DW Tech - Paint
Employee Type	Regular
Management Level	Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Remote New York
Hire Date	07/04/2022
Original Hire Date	07/04/2022
Continuous Service Date	07/04/2022
Length of Service	0 year(s), 3 month(s), 29 day(s)
Time in Position	0 year(s), 3 month(s), 29 day(s)
Time in Job Profile	0 year(s), 3 month(s), 29 day(s)

The 'Worker' profile panel shows the following details:

- Employee ID: 101962
- Location: Remote New York
- Manager: Mickey Mouse (101960)
- Job: Tinker Bell (101962)
- Organization: Mickey Mouse (101960)
- Business Title: Tech - Body - Comm/Piece
- Manager: Mickey Mouse (101960)
- Location: Remote New York
- Time in Position: 0 year(s), 3 month(s), 29 day(s)

Pre-Launch 2022



Contents

Welcome to Workday! 3

Change a Team Member's Job 3

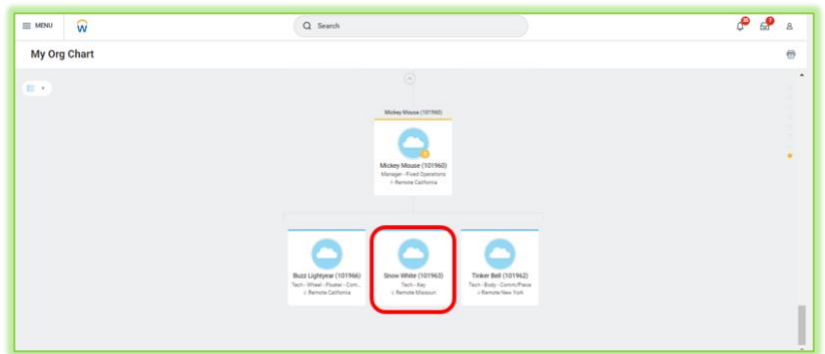


Welcome to Workday!

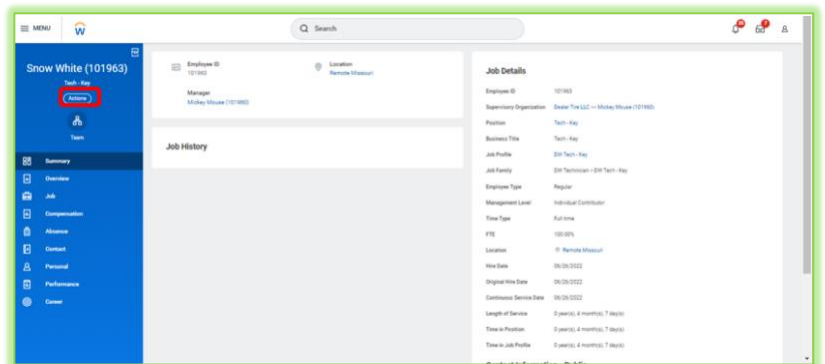
This guide provides information on how to Change a Team Member's Job using Workday.

Change a Team Member's Job

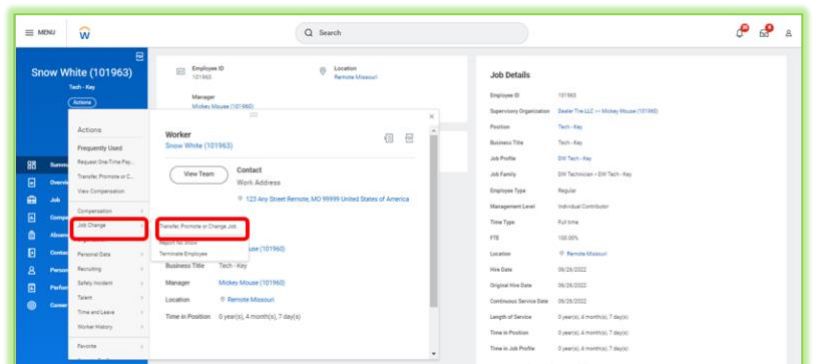
Select a Team Member to go to their Profile.



Select the **Actions** button.



Select **Job Change** and then select **Transfer, Promote or Change Job**.





Select the Edit icon.

Select a Start Date for the change and select a Reason for the change.

Select a new Manager and Team if applicable.

Select a Location. Location is for tax purposes and will indicate the State where this team member is working. All locations will be listed as Remote.



When complete, select the **Start** button.

The screenshot shows a 'Start' form with the following fields:

- When do you want this change to take effect? (Date: 12/01/2022)
- Why are you making this change? (Dropdown: Mark)
- Who will be the manager after this change? (Dropdown: Mickey Mouse (121940))
- Which team will this person be on after this change? (Dropdown: Mickey Mouse (121940))
- Where will this person be located after this change? (Dropdown: Republic Missouri)
- Do you want to use the next pay period? (Checkbox: unchecked)

The 'Start' button is highlighted with a red box.

If applicable, fill in the **Position**, **Job Profile**, and **Business Title** blocks.

Note that for Technicians, the Job Profile has two options: one for hourly pay and another for commission.

Be sure to select the right profile or the correct pay option will not show up in a later step.

When complete, select the **Next** button.

The screenshot shows a 'Position' form with the following sections:

- Position**: Tech - Key
- Do you want to create a new position? (Radio: No)
- Close the current position? (Radio: No)
- Is the current position available for overtag? (Radio: No)
- Job Profile**: Dtl Tech - Key
- Business Title**: Tech - Key

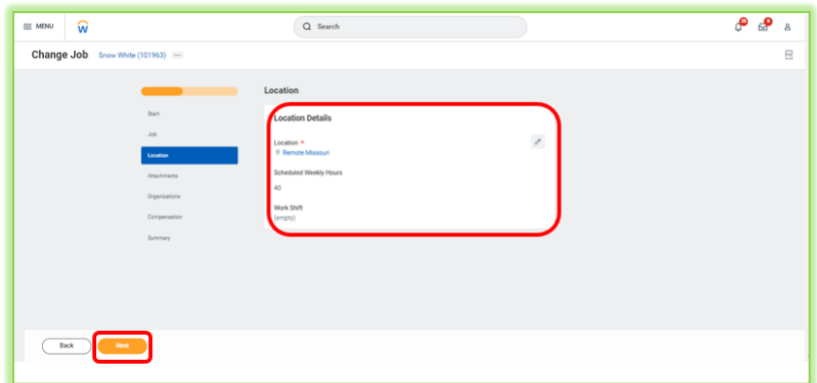
The 'Next' button is highlighted with a red box.



If applicable, fill in the **Location Details** block.

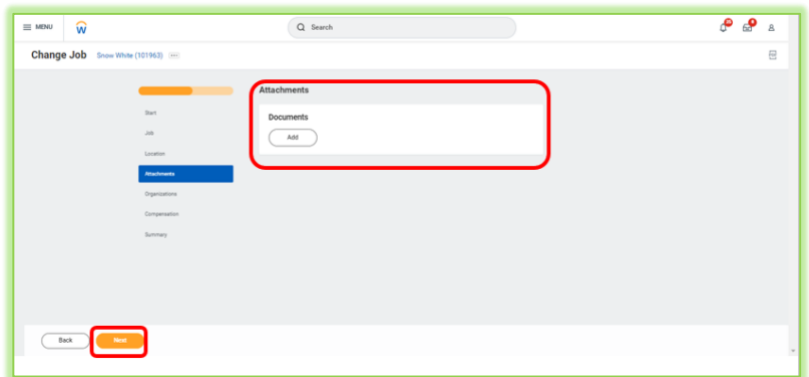
If the Team Member is moving to Full Time to Part Time or vice versa, select the Edit Icon and then select a **Time Type**.

When complete, select **Next**.



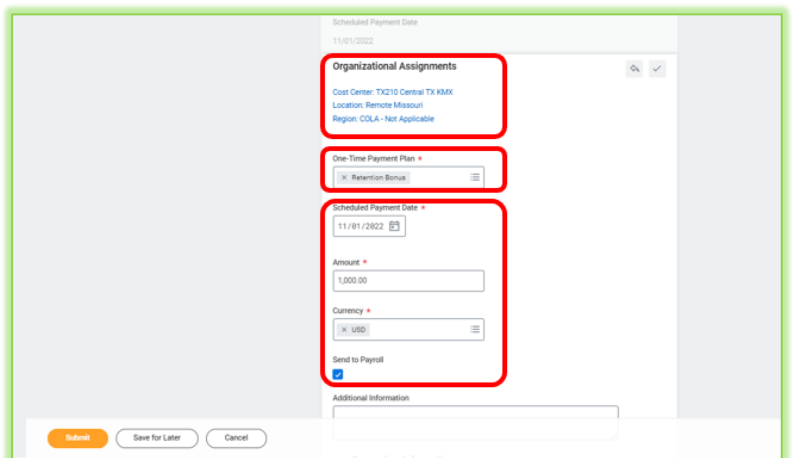
If you have supportive documents, use the **Add** button on the **Attachments** block to add them.

To continue, select the **Next** button.



The **Organizations** block is pre-filled, but it's a good idea to review it to ensure everything is correct.

Note that for Team Members on commission, the Total Base Pay displays at zero. This is correct.





If you want to change a cost center (Zone), edit **Organizational Assignments** to ensure this change filters to other systems.

Region is not a Dent Wizard field, so don't edit this field.

When complete, select Next.

You'll see a summary containing all the changes you made. Review them to ensure accuracy.

Select **Submit** to finalize the change.

You can also save the change to submit later or cancel the change.

Once you submit, you'll get a message confirming the submission.