



Manager Job Aid
JOB CHANGES

NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

Job Changes

MANAGER-INITIATED JOB CHANGES (SAME COMPANY MOVEMENT ONLY)

Managers can initiate the transfer of an associate to a receiving manager or to another position within their organization (i.e., Sales Trainee to Marketing Associate, Driver Trainee to Driver or moving an MA to a different DSM). If an associate is moving to another location or it is a competitive hire, the move will be managed by TA (competitive hire) or HR Operations (non-competitive hire).

1. Go to the associate's profile.
2. Click the **Actions** button.

Actions

NOTE: You can also manage job changes by clicking the **My Team Management** icon, then clicking **Transfer, Promote or Change Job** or **Change Location** in the **Actions** section.

3. Select **Job Change > Transfer, Promote or Change Job**.

Actions

Compensation >

Job Change

Worker **Jim Halpert**

Transfer, Promote or Change Job

4. Fill in all required information.
5. Click **Start**.
6. An orange progress bar displays near the top of the page to guide you through the process.



7. Click **Next** to move through the sections. Or, click **Summary** to edit using a single-page view.

NOTES:

Positions without Job Requisitions: These positions have not been requested to be announced or posted through Talent Acquisition.

Positions with Job Requisitions: If you have created a requisition for this position, you may choose this option.

Job Profile, Location and Cost Center: You are unable to change the Job Profile, because that is how the position was created and approved. Ensure that the Cost Center is correct.

Compensation: Adjust to salary or hourly as needed.

The date of change will default to the start of the next payroll period.

8. Once all edits are made, click **Submit**.

NOTE: Additional approvals are required. You can click on **Details and Process** and/or search the Archive in your Inbox to see the approval status.

Approval by Manager's Manager

Due Date 06/13/2018

> **Details and Process**

Job Changes

TALENT ACQUISITION-INITIATED JOB CHANGES (LOCATION CHANGE/COMPETITIVE CHANGE)

The Talent Acquisition team initiates associate transfers/changes of location/promotions through the Workday system if a requisition was approved. The managers and HRBPs will approve the change.

1. Go to your Inbox.



2. Review the change.
3. Approve by clicking **Submit**.

You can view the status of approvals in your Inbox Archive.

NOTES: If an associate is moving to or from a company where there is a Union Membership, the HRBP will receive an inbox notification to add or remove the Union Membership.

Job Changes

JOB CHANGE REASON	DEFINITION
DEMOTION	
Demotion - Competitive	A demotion means the associate will have fewer responsibilities and will earn a lower salary. Competitive means the associate applied to be demoted and there is a requisition for the position.
Demotion - Reclassification	HR OPs use only
Demotion - Voluntary	For HR OPs / Manager use only
LATERAL	
Lateral - Competitive	The associate applied for a lateral move and there is a requisition for the position (i.e., MA to Account Executive in the same OpCo)
Lateral - Non-Competitive	HR OPs use only (i.e., President positions)
PROMOTION	
Promotion - Competitive Promotion	A promotion means the associate will have more responsibilities and will earn a higher salary. Competitive means the associate applied to be promoted and there is a requisition for the position.
Promotion - Non-Competitive Promotion	HR OPs use only
Promotion - Normal Career Progression	Manager use only (i.e., Sales Trainee to MA)
TRANSFER	
Change Company	A company change that is neither a promotion nor a demotion. It must have a requisition and the associate must apply for this position.
Minimaster - Transfer	DO NOT USE
Move to Another Manager	Manager use only (i.e., MA moves to another DSM)
Re-Organization	HR OPs Only