














Quick Navigation tips for Managers. For more detailed instructions, visit [Workday Resources](#).

DESCRIPTION	NAVIGATION	HELPFUL HINTS
 <p>Give employee a One-time Payment (e.g., Spot Award)</p>	<p><i>Employee Profile > Actions > Compensation > Request One Time Payment</i></p>	<p>Consult with Field HR for questions related to employee awards or one-time payments. Employee Referral Awards will be submitted via the Workday Recruiting process by Recruiters so there is no need to process an individual transaction.</p>
 <p>Change employee Work Location</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Location Change. Applies to a work location change within the same role only. No job changes. May include change in compensation. Confirm Work Location change in Workday is consistent with CREST. Tip: Change Job</p>
 <p>Do a Lateral Move of an employee into a new role with no change in compensation or grade</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Lateral Move. May include change in job code. Selecting a Job Profile will pre-populate Job Title and Job Grade. Tip: Change Job</p>
 <p>Change employee Work Hours</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Work Hours Change. May or may not include a change in job code or in compensation. Tip: Change Job</p>
 <p>Promote employee within existing role (expanded responsibilities) OR to a new role (at same or higher grade)</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Promote Employee. May include a change in job code and/or compensation. Tip: Change Job</p>
 <p>Increase employee Comp in the same role (due to Skills, Capabilities, Performance or Geography)</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Pay Progression. Must include change in compensation. No change in job code. Tip: Change Job</p>

To view the statuses and approvals of your transaction, search the employee name or EID. From their Worker Profile, click Job > Worker History.

DESCRIPTION	NAVIGATION	HELPFUL HINTS
 <p>Change employee Comp following Certification/Exam completion</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Other Event. May include change in job code. Tip: Change Job</p>
 <p>Move employee to another Manager (with OR without their team)</p>	<p><i>My Team Management > Transfer, Promote or Change Job</i></p>	<p>In the “Why are you making this change?” field, select Reorganization. Applies to a Manager change only, with no other changes to job or compensation. Tip: Change Job . To move an employee with their entire team, you may also use Move Workers . Tip: Move Workers</p>
 <p>Change employee Business Title</p>	<p><i>Employee Profile > Actions > Job Change > Change Business Title</i></p>	<p>Business Title is displayed on AIG’s Organizational Charts. Business Title automatically defaults to the Job Mapping title when the Job Code is changed.</p>
 <p>Change employee Cost Center/CBD only (no manager or location change)</p>	<p><i>Employee Profile > Actions > Organization > Change Organization Assignments</i></p>	<p>Align cost center to manager hierarchy when possible. Effective date of change should be the beginning of a pay period. Effective dates of change can NOT be retroactive. Tip: How to Change an Employee’s Cost Center</p>
 <p>Voluntarily Terminate an employee</p>	<p><i>Employee Profile > Actions > Job Change > Terminate Employee</i></p>	<p>Begin the process of termination ASAP to avoid overpayments. Employee should process the Employee Resignation transaction before the manager begins the Voluntary Termination transaction. Contact your Field HR Representative to process an involuntary termination. Tip: How to Initiate a Voluntary Termination</p>
 <p>Delegate tasks to an employee</p>	<p><i>Your Profile > Actions > Business Process > My Delegations</i></p>	<p>Tasks can be delegated to peers, superiors or direct reports. You can designate specific transactions, or your Workday Inbox action items. Tip: Assign and Act as a Delegate</p>
 <p>Create a Supervisory Organization (make employee a manager in the system)</p>	<p>Contact HR Shared Services (HRSS)</p>	<p>Complete the Global Create or Change Supervisory and Matrix Organization Form and submit to HRSS. Contact HRSS to obtain the form.</p>

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