

# System Guide: Change Work Space

Audience: employee, supervisor, HR generalist, department initiator, student transaction initiator

## Introduction

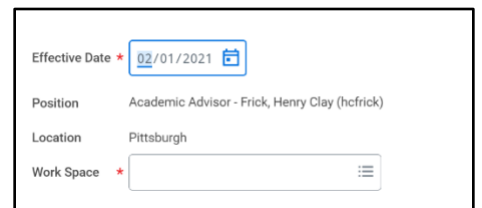
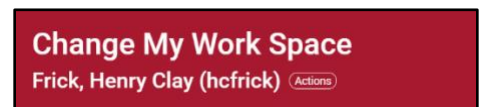
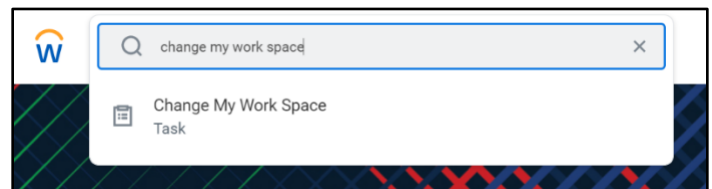
Work Space is a field in Workday used to store the employee/student worker's physical work location on campus. The university uses this information to locate an individual in case of emergency, so it is important that every employee and student worker's workspace is up to date and accurate.

The employee/student worker is able to add/update their own workspace on their Workday profile using the Change My Work Space business process, while employees with Workday roles can add/update a workspace for others using the Change Work Space task.

- **Note** that a workspace cannot be added for a remote worker (i.e., the Location field is "Remote Work Location") or to a primary job management position. TES employees and student workers can add or edit a workspace by selecting a position other than 9999 or 9800.

## Change Work Space

1. Log in to [Workday](#).
2. The **Workday homepage** displays. In the search bar, enter "Change My Work Space," and then select the Change My Work Space task.
  - a. If you have a Workday role and are initiating the workspace change for someone other than yourself, search "Change Work Space" to access the Change Work Space business process.
  - b. The **Change My Work Space** page displays.
    - i. The Effective Date field defaults to an effective date of today. Do not update.
    - ii. Click on the **Menu icon** in the Work Space field to select the workspace. Consider the following tips:
      1. You must select one of the available workspace options, which are populated according to your location.
      2. Click on the Menu icon on the right side of the Work Space field. A Search bar and three filter options display: Work Space by Building, Work Space by Floor, and Work Space by Room.
      3. If your Location is Pittsburgh, please use the Search bar instead of the "by Room" filter. (If you filter "by room," you will receive an error because there are too many results.) Enter the room number in the Search field, and then select from the list that displays.
      4. If you cannot locate the correct building, please contact [HR Employee Services](#).
    - iii. Click **Submit**. If you received a to-do in your Workday inbox, remember to submit the to-do as well to remove it from your inbox.



- c. Please consider some additional notes about the process:
  - i. If you hold multiple positions at CMU, be sure to select the appropriate position prior to submitting the Change Work Space transaction.
  - ii. For Student Workers and TES employees, the Position field defaults to your primary position, to which you cannot add a workspace. To add or edit a workspace, you must change the value in the Position field to a position other than 9999/9800.
  - iii. A workspace cannot be added for a remote worker (i.e., the Location field is "Remote Work Location")
- 3. The "You have submitted" pop-up displays. Clicking **Done** returns you to the previous screen.
- 4. **Approvals:**
  - a. Workspace changes initiated by the employee/student worker route for approval prior to implementation.
    - i. Faculty and staff workspace changes route to the supervisor for approval.
    - ii. Student worker workspace changes route to the student transaction approver for approval.
  - b. If the workspace change is initiated by the supervisor, HR generalist, department initiator, or student transaction initiator, the transaction does not route for approval.