

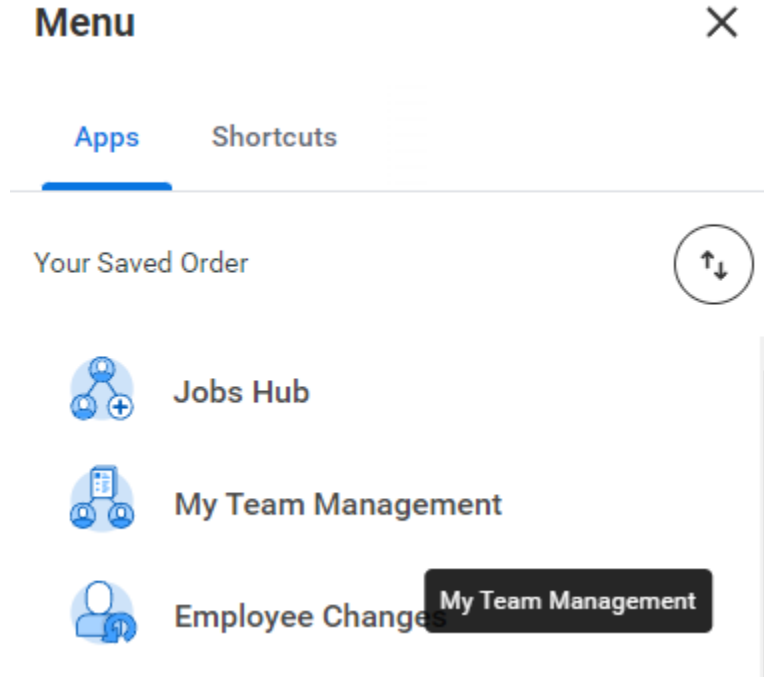
Functional Area: Job Change

MSS

VIEW YOUR WORKDAY PROFILE

The purpose of Job Change is to initiate a job change for a direct report as a manager, such as changing a location.

1. From the Home page, select **View All Apps** and then the **My Team Management**.



action.

Actions

- Change Location >
- Business Title Change >
- Add Job >
- Terminate >

3. From the Worker prompt, search for and select the desired employee. Select **OK**.

2. Under the Actions menu, choose Change Location or desired

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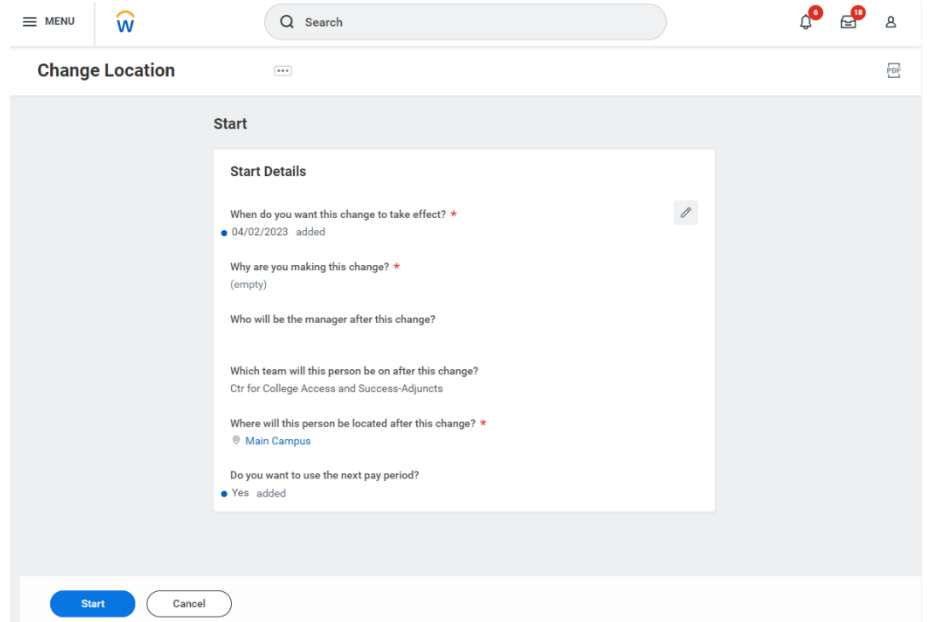
Change Job



Worker *

OK

Cancel

4. As required, click  to update the applicable information.



5. Once updated, click  to save changes or click  to undo the change.

6. Click **Start**

7. Confirm everything is complete and accurate. Click  to update

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the applicable information.

Change Job

Location

Location Details


Location *
Main Campus

Scheduled Weekly Hours
20

Back Next

8. Click **Next**

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9. Confirm everything is complete and accurate. Click  to update the applicable information.

Change Job


Details

Job Classifications

Additional Job Classifications
(empty)

Back Next

10. Click **Next**


11. Confirm everything is complete and accurate. Click  to update the applicable information.


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12. Scroll-down through all available sections to confirm everything is complete and accurate.



When returning to the Start screen, a  displays to the left of the changed fields, and if new information is entered, added displays to the right of the field. If modifying the current information, the previous information displays to the right of the field.

13. As required, click  in the applicable section to edit existing information, or click **Add** in the applicable section to add new information to the Change Job record.

14. As required, review, update, and/or complete the required fields.
15. Click  to save changes.
16. Click **Submit** to complete the process of changing jobs.
17. Review the *Up Next* section to identify who is next in the workflow to process your Personal Information change.