

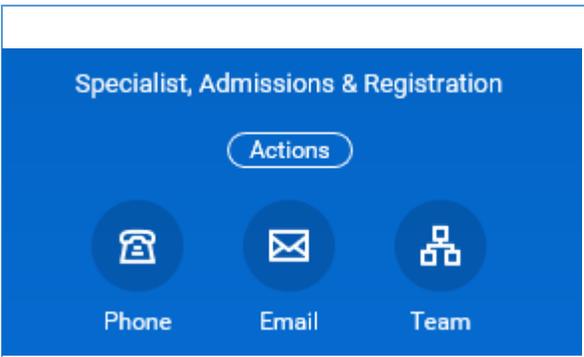
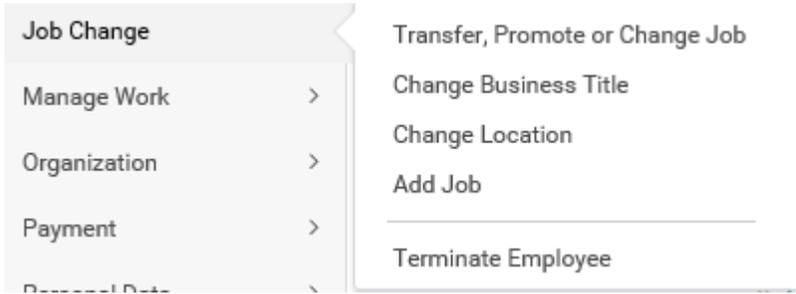
Change Location in Workday

PURPOSE

The **Job Change – Change of Location** process in Workday is used when an employee changes location.

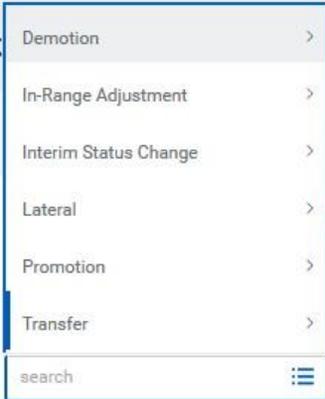
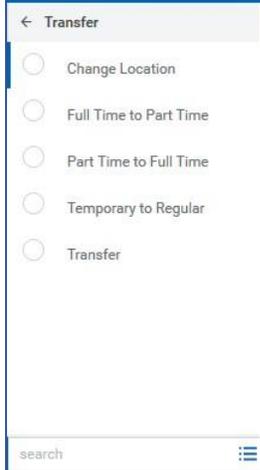
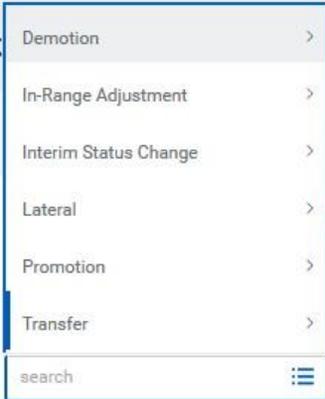
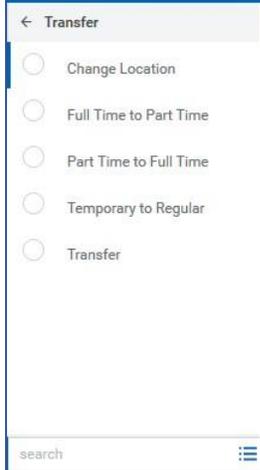
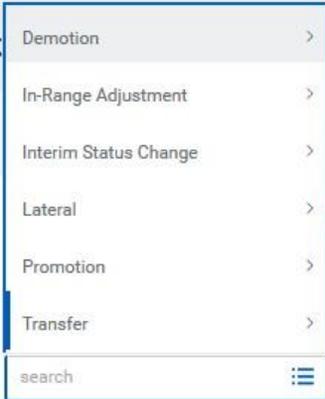
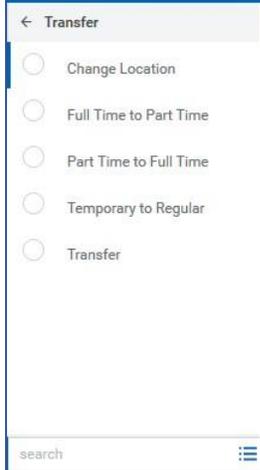
Note: The employee will not be able to complete this request for themselves. This process is initiated by the manager of the supervisory organization in which the employee currently has his/her primary position. Please [contact](#) HR-Records if you have any questions.

PROCEDURE

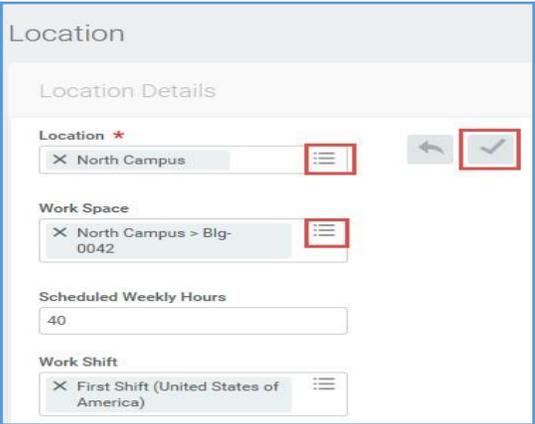
Step 1	Login to Workday
Step 2	Type the name of the employee in the search field at the top of the screen and click enter 
Step 3	Click on the Actions button under the employee's position title 
Step 4	Select Job Change > Change Location 

Step 5	<p>If employee has more than one position, you will prompted to select the Job for worker. If so, select employee’s position with the location change by clicking on the prompt  icon (Note: The employee’s primary position number does not have a (+) at the end of the position)</p> <div data-bbox="730 256 1161 323" style="border: 1px solid #ccc; padding: 5px; text-align: center;"><p>Job * <input style="width: 150px;" type="text"/> </p></div>
Step 6	Click OK
Step 7	<p>Review the information listed on the <i>Start</i> screen Click on the pencil icon  to enter or modify information</p> <p>A red asterisk (*) denotes a required field</p>



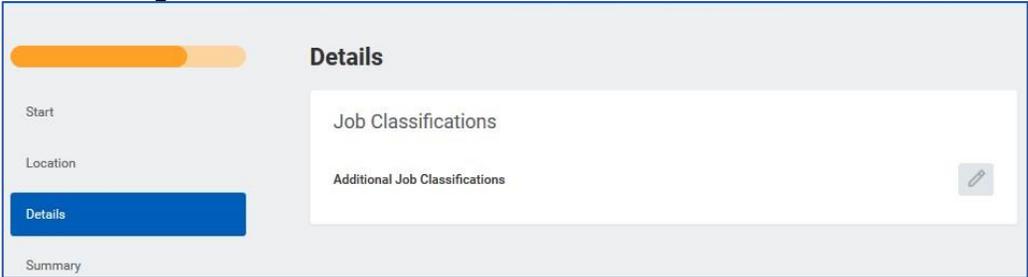
<p>Step 8</p>	<p>Complete required fields:</p> <table border="1"> <thead> <tr> <th data-bbox="407 134 797 176">Field</th> <th data-bbox="797 134 1511 176">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 176 797 365">When do you want this change to take effect</td> <td data-bbox="797 176 1511 365">The beginning of the next pay period defaults automatically. If a different effective date is desired, click on the  icon to edit</td> </tr> <tr> <td data-bbox="407 365 797 1052">Why are you making this change</td> <td data-bbox="797 365 1511 1052"> Click on the  and select Transfer > Change Location   </td> </tr> <tr> <td data-bbox="407 1052 797 1192">Who will be the manager after this change</td> <td data-bbox="797 1052 1511 1331" rowspan="2"> If there is a different manager and/or team, please cancel this action and initiate a Job Change – Transfer, Promote or Change Job </td> </tr> <tr> <td data-bbox="407 1192 797 1331">Which team will this person be on after this change</td> </tr> <tr> <td data-bbox="407 1331 797 1472">Where will this person be located after this change</td> <td data-bbox="797 1331 1511 1472">Use the  icon to edit and to select employee’s new location</td> </tr> </tbody> </table>	Field	Description	When do you want this change to take effect	The beginning of the next pay period defaults automatically. If a different effective date is desired, click on the  icon to edit	Why are you making this change	Click on the  and select Transfer > Change Location  	Who will be the manager after this change	If there is a different manager and/or team, please cancel this action and initiate a Job Change – Transfer, Promote or Change Job	Which team will this person be on after this change	Where will this person be located after this change	Use the  icon to edit and to select employee’s new location
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<p>Step 9</p>	<p>Click Start</p>											
<p>Step 10</p>	<p>Under Location Details on <i>Location</i> screen, ensure the Location is what you selected from the previous screen. Click the icon  to make changes. In Work Space field and select the employee’s new Work Space by clicking on the prompt  icon. Click on the save  icon to save your changes.</p>											





Step 11 Click **Next**

Step 12 Please review the information on the *Details* screen and click **Next**. If anything appears incorrect, contact the [Compensation](#) department rather than making modifications on this screen.



Step 13 Review and verify all the information entered

Step 14 Enter **Comments** (required)

Step 15 Click **Submit**

Up Next Pending approval with **Compensation Partner**

Approval Path & Remaining Process Click on > icon to expand **Details and Process**. Click on **Process** tab to view the progress of the approval path and the remaining process.

