

How a PI or Manager Changes an Employment End Date or Actual Compensation End Date

1. Log in to Workday using your **ID** and **Password**.
2. In the Workday landing page, type **Employee's Name ❶** in the search bar. Then click on the **Name ❷**. This will open the Employee's profile screen as seen in **Figure 2** below.

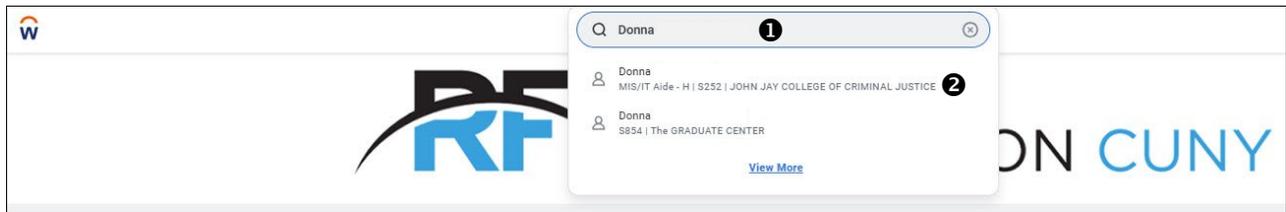


Figure 1

3. Click on the **Action** button ❸, scroll down and hover over **Job Change ❹**, scroll to **Start Job Change ❺** and click on it. This will open a **Start Job Change** pop-up window as seen in **Figure 3** on **Page 2**.

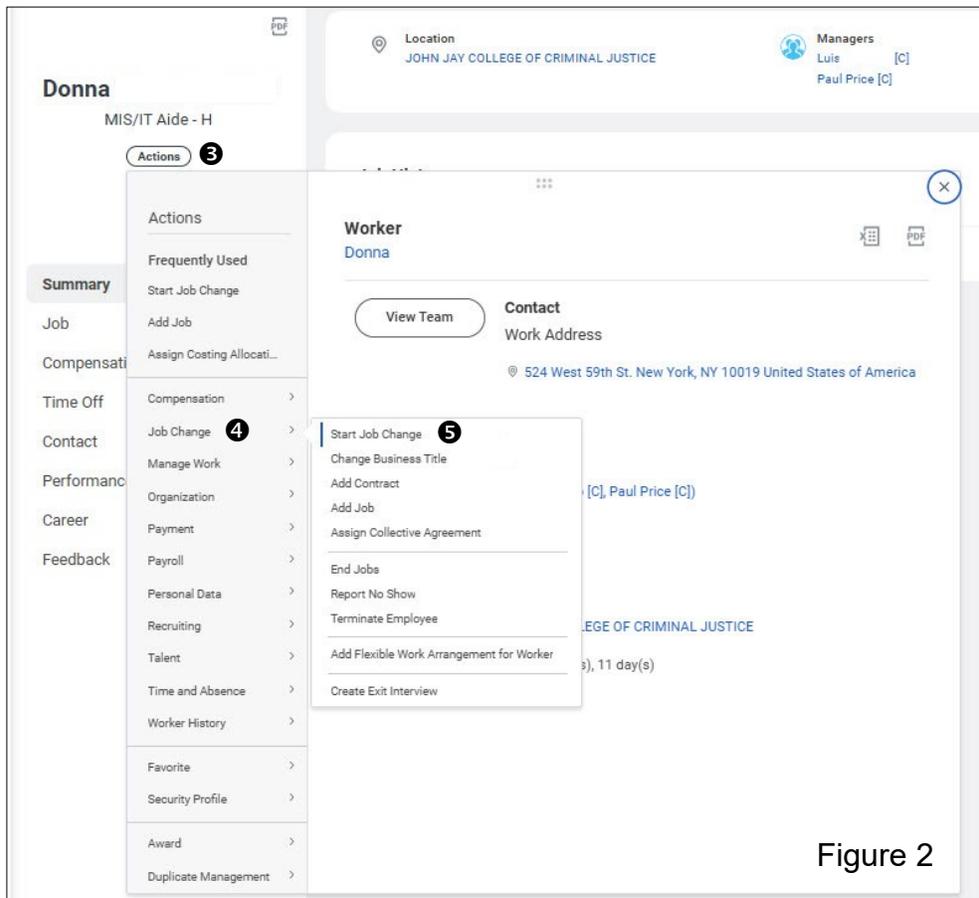


Figure 2

- The **Worker ①** name will auto-populate. Choose **What do you want to do** by clicking on the **menu bars ②**. Then click the **circle ③**, **Change Employment End Date or Actual Compensation End Date**.

This will open the **Change Employment End Date or Actual Compensation End Date** window where changes can be made as seen in **Figure 4** on **Page 3**.

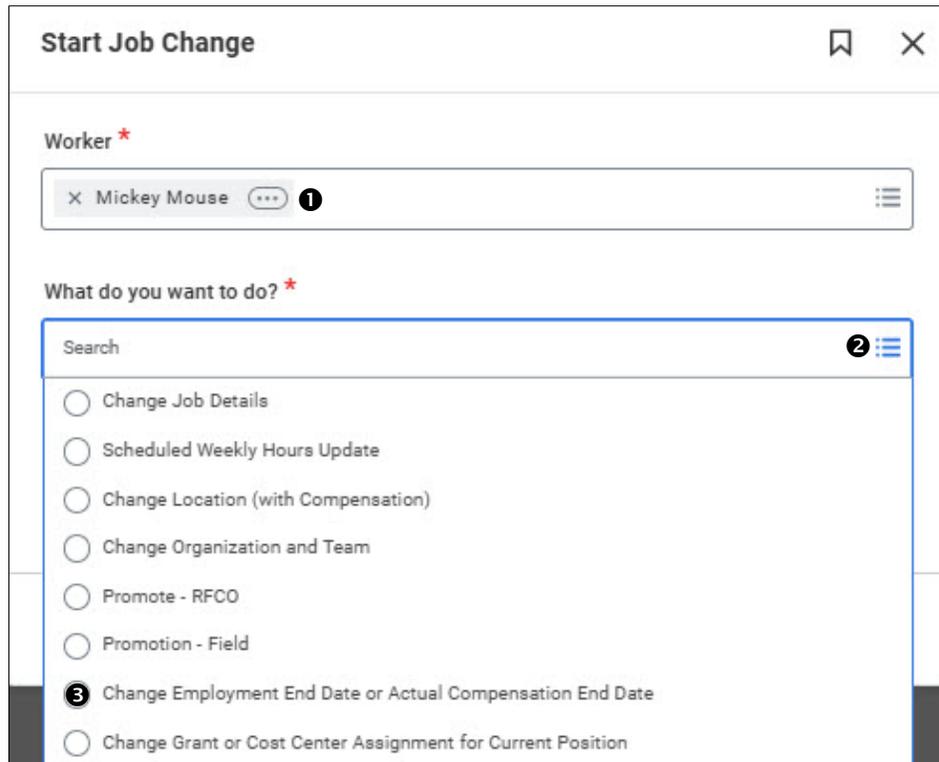


Figure 3

5. Click on **Select Date ①**. Then choose a date from the **Calendar Icon ②**. Change **Employee Type** and **Employee End Date ③** if required by clicking on the Menu bar or the calendar icon.

Click **Submit ④**, this will open the **Change Organizational Information** seen in **Figure 5 on Page 4**.

Change Employment End Date or Actual Compensation End Date

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When do you want this change to take effect? *

Next Pay Period (12/01/2025)

① Select Date **②**

Administrative Details

③ Employee Type *
x Regular (Fixed Term)

Employee End Date *
12/31/2025

enter your comment

Attachments
Drop files here

④ **Submit** Save for Later Cancel

Figure 4

6. To change any information in the **Change Organizational Information** section ❶, click on the **menu bars** ❷ in each question.

Then click **Next** ❸ to move to the Compensation section seen in **Figure 6** on **Page 5**.

The screenshot displays the 'Change Organization Assignments' screen in the One RF system. The left-hand menu shows the current step, 'Change Organization Assignments', highlighted with a blue bar and a circled '1'. The main content area is divided into two columns. The left column, titled 'Organization Information', contains several sections: 'Select Company' (RFCUNY Research Foundation of the City University of New York), 'Select Cost Center*' (JJ JOHN JAY COLLEGE OF CRIMINAL JUSTICE), 'Costing' (Select Grant: GR-10000009 Payroll HR Test John Jay - Copy), 'Other' (Select Fringe Benefit, Select Purpose Code: Instruction, Select Salary Expense Code: 5728 Tutor, Select Department: 10051 Chemistry, Select Area of Discipline), and a 'Next' button at the bottom. The right column, titled 'Current Information', shows the user's profile (Donn MIS/IT Aide - H) and a summary of the current organization information, including Company, Cost Center, Grant, Fringe Benefit, Purpose Code, Salary Expense Code, Department, and Area of Discipline. A circled '2' points to the dropdown menu bars in the 'Other' section. A circled '3' points to the 'Next' button at the bottom of the 'Organization Information' section.

Figure 5

7. In the **Compensation** section ❶, review the information for accuracy. If any changes are required, click on the **three dots** ❷ to open section for changes, then save.

Click **Next** ❸ to move into the Review and Submit section seen on the next page.

Change Employment End |<-
Date or Actual
Compensa...
Donna
MIS/IT Aide - H

Start Job Change
Change Organization Assignments
Compensation ❶
Review and Submit

Employee Visibility Date
Employee Visibility Date (empty) ❷ ⋮

Future Dated Events

Effective Date	Reason	Employee Compensation Event
01/01/2026	(empty)	Automatic Compensation Change

Overall Status
Successfully Completed

Total Base Pay

Total Base Pay	Position in Range
20.00 USD Hourly	2.17%

Guidelines

Total Base Pay Range	Compensation Package	⋮
16.00 - 108.00 - 200.00 USD Hourly	General Compensation Package Compensation Grade FIH Compensation Grade Profile Field Office generic job grade	

Hourly

Plan Name	Assignment Details	Effective Date	⋮
Hourly Plan	20.00 USD Hourly	09/08/2025	

❸
Back Next Close

Figure 6

8. In the **Review and Submit** section ❶, review the information for accuracy. Then click **Submit** ❷. A **Success! Event submitted** ❸ banner will appear informing you the HR Partner will receive for approval.

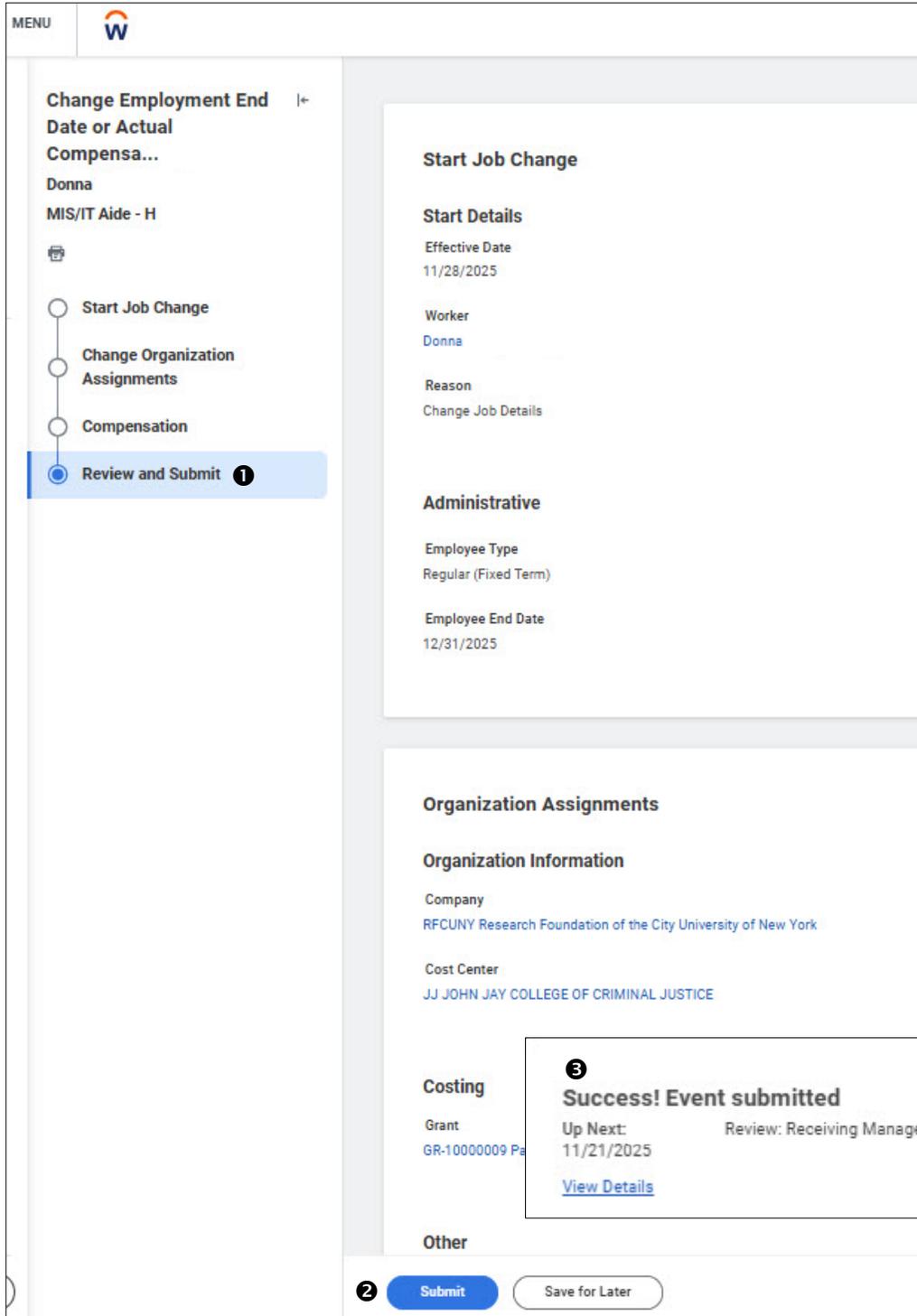


Figure 8

Figure 7