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.
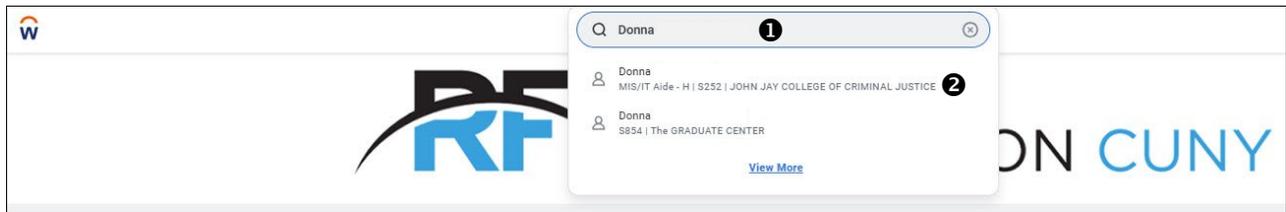

Figure 1

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**.
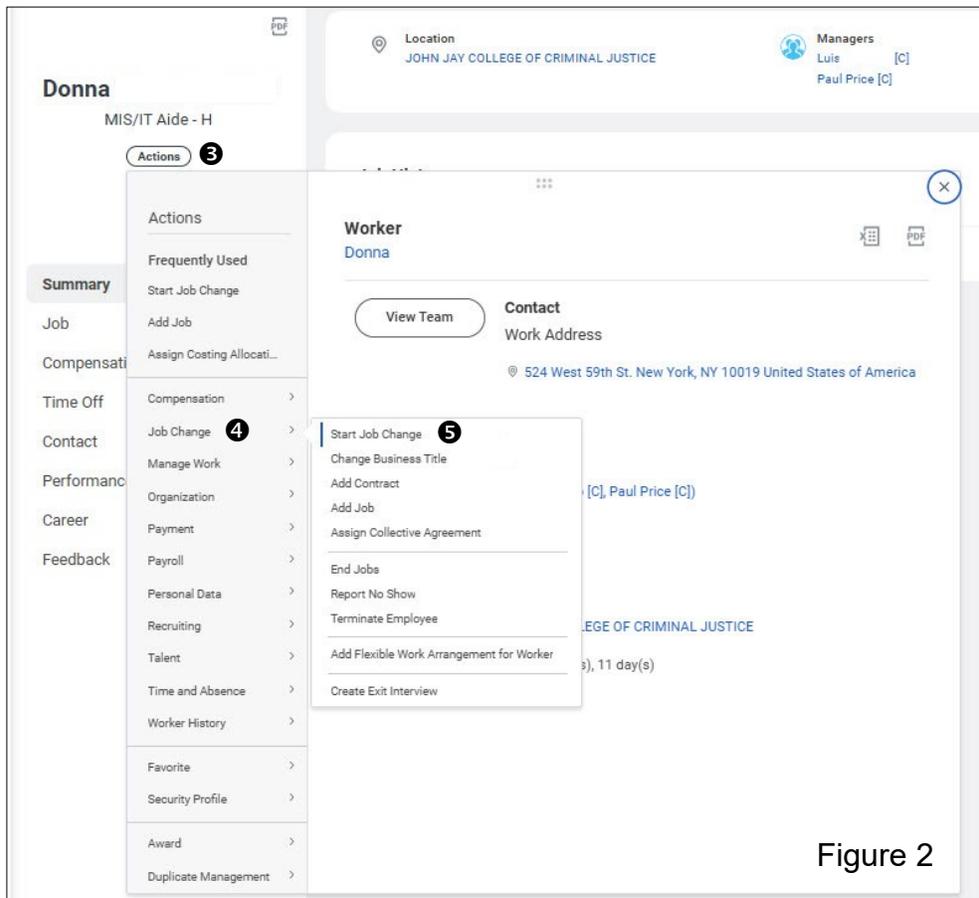

Figure 2

4. The **Worker ❶** name will auto-populate. Choose **What do you want to do** by clicking on the **menu bars ❷**. Then click the **circle ❸**, **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**.
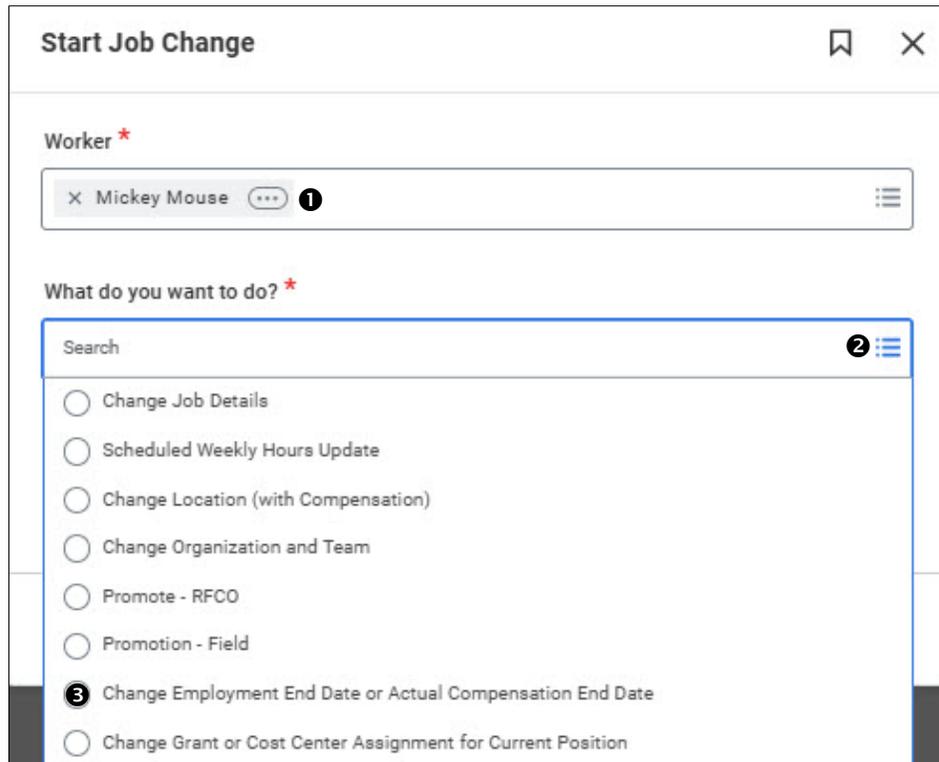

Figure 3

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

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

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**.

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.

Figure 6

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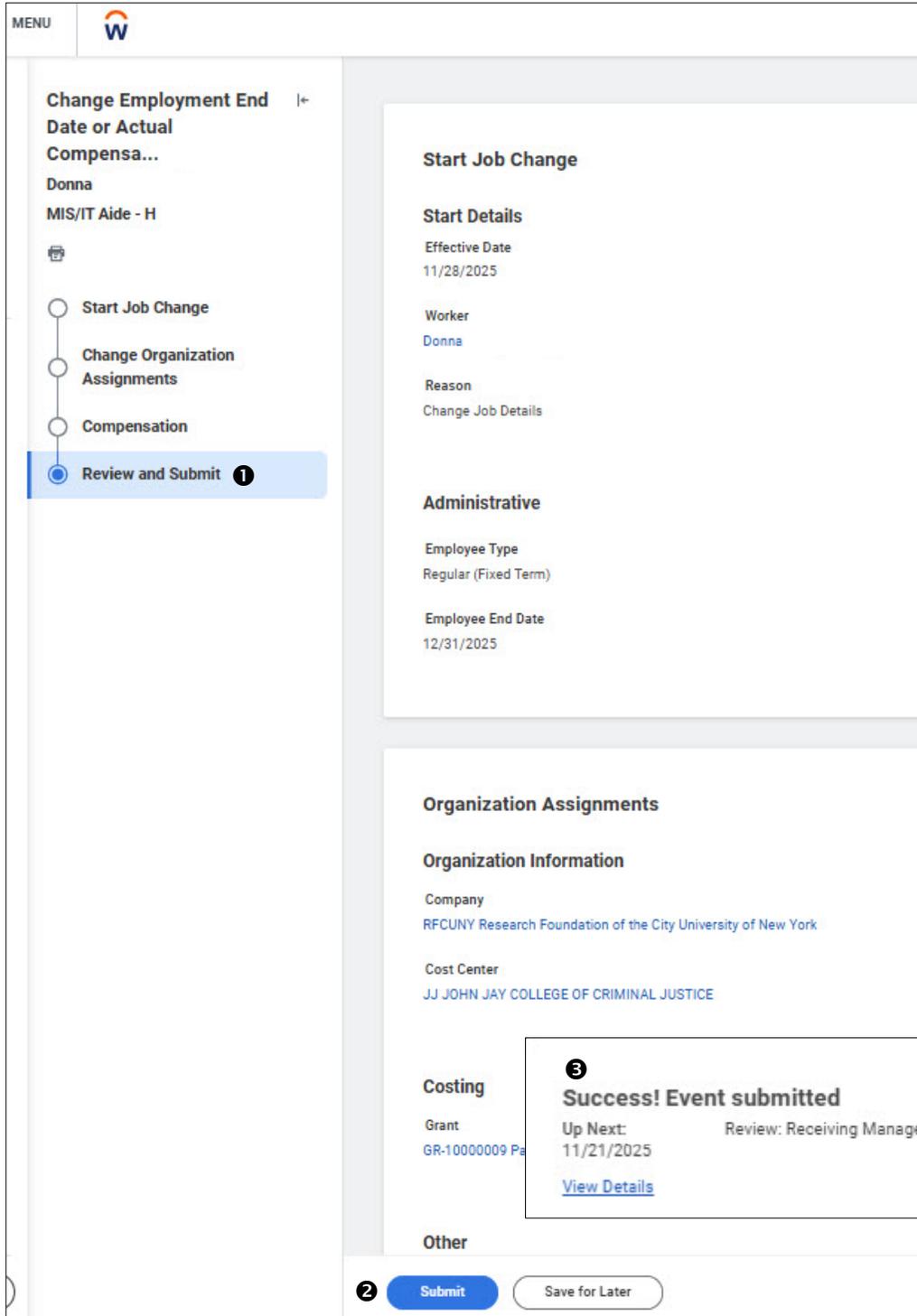

Figure 8

Figure 7