How PI or Manager Changes Job Details

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.
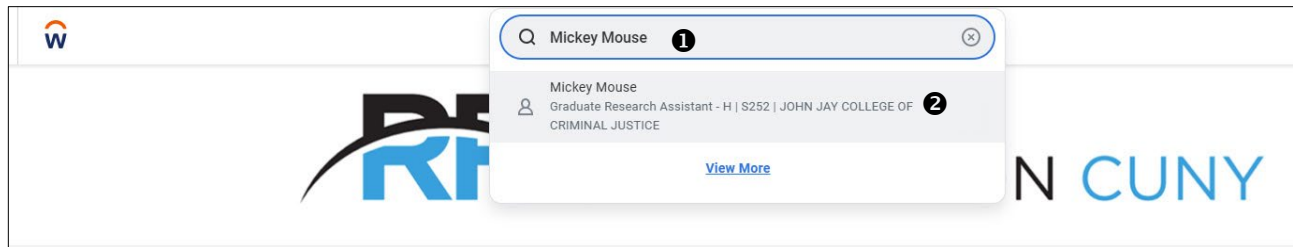

<div align="right">Figure 1</div>

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**.
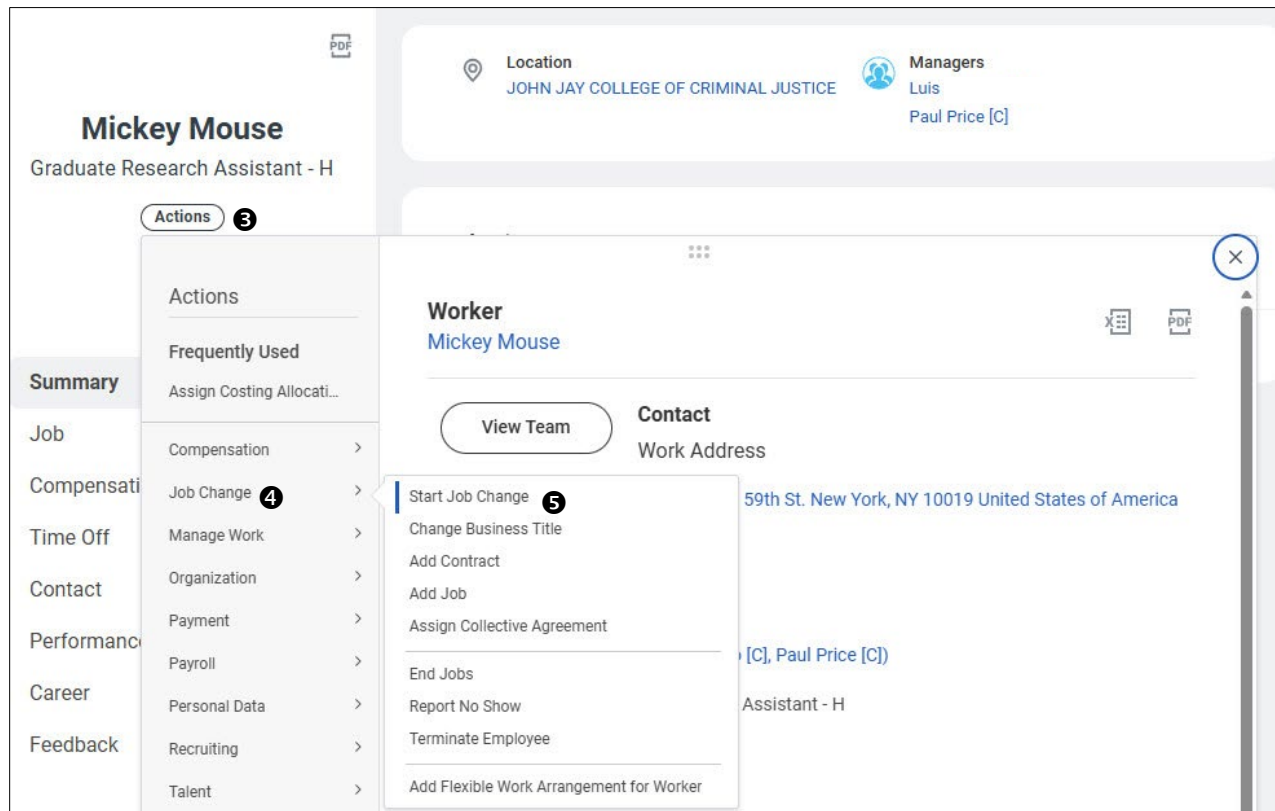

<div align="right">Figure 2</div>

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**, in our example, we are choosing **Change Job Details**. Click **OK ❹**.

This will open the **Change Job Details** window where changes can be made as seen in **Figure 4** on **Page 3**.

Figure 3

5. Click on the **Pencil Icon** ❶. This will open the section for edits to be made as seen in **Figure 5** below. Once the edits are completed, click on the **Check Mark** ❷ to save the changes then click **Start** ❸. This will allow you to proceed with the other sections to make edits if needed.

   Use the same procedure for all the following sections seen on **Page 3.**

Figure 4

Figure 5

6. After completing all the edits, scroll to the bottom of the page to **Submit** as seen in **Figure** 8 on **Page 5**.

Figure 6

Figure 7

7. The final step is to click on **Submit** ❶.

The transaction is routed to the HR Partner for review then to the Grant Manager and Assistant Grant Manager (currently known as PA and APA).

Please Note: If the job changes the employee's status from PT-B to PT-A or FT, then the final step is routed to the employee for completion. An example would be Ariana Grande went from a PT-B employee working 19hrs weekly (38 biweekly) to PT-A working 25hrs weekly (50 biweekly) this now has made the employee eligible for benefits she was not eligible for before.

Hourly

Assignment Details
20.00 USD Hourly

Plan Name
Hourly Plan

Effective Date
11/05/2025

Actual End Date
12/31/2025

(Add)

Allowance

enter your comment

☁ [   ]

Attachments

Drop files here
or
(Select files)

❶

(Submit)   (Save for Later)   (Cancel)

5   Figure 8