

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 ①** in the search bar. Then click on the **Name ②**. This will open the Employee's profile screen as seen in **Figure 2** below.

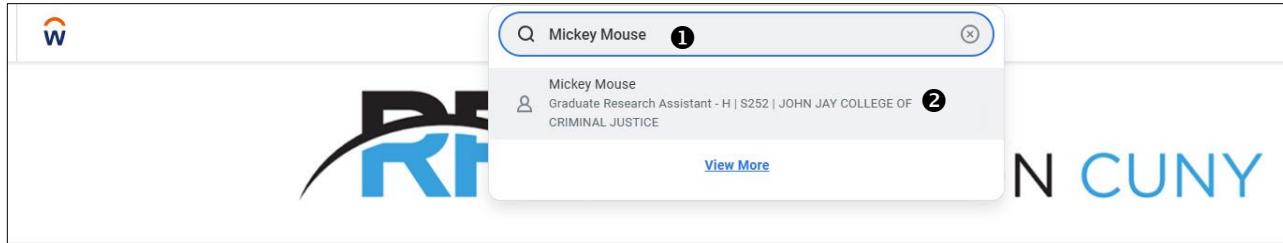


Figure 1

3. Click on the **Action** button **③**, scroll down and hover over **Job Change ④**, scroll to **Start Job Change ⑤** and click on it. This will open a **Start Job Change** pop-up window as seen in **Figure 3 on Page 2**.

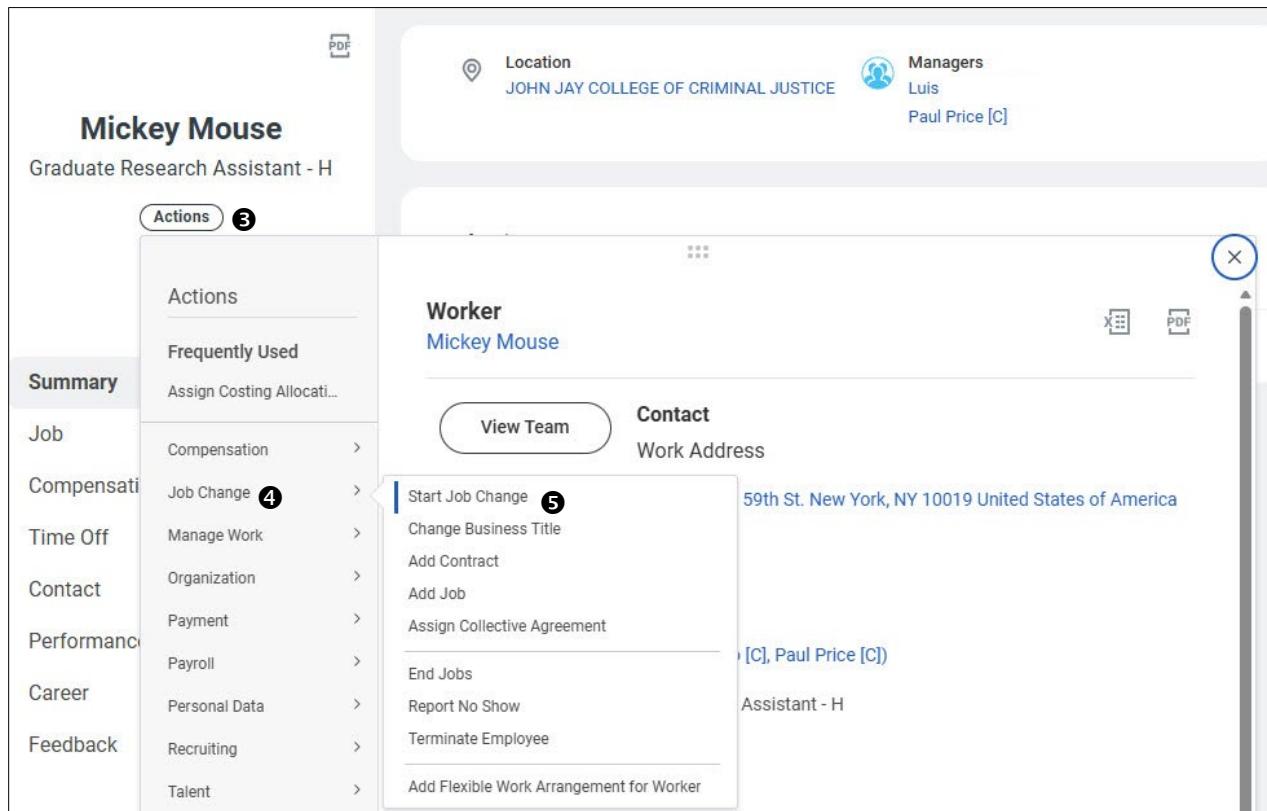


Figure 2

4. The **Worker** ① name will auto-populate. Choose **What do you want to do** by clicking on the **menu bars** ②. Then click the **circle** ③, in our example, we are choosing **Change Job Details**. Click **OK** ④.

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

Start Job Change

Worker *

Mickey Mouse ①

What do you want to do? *

② Search ③

③ Change Job Details
Scheduled Weekly Hours Update
Change Location (with Compensation)

④

Cancel OK

Figure 3

5. Click on the **Pencil Icon ①**. 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 ②** to save the changes then click **Start ③**. 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**.

Start Job Change Micky Mouse ...

Start

Start Details

When do you want this change to take effect? *

11/17/2025

①  ② 

Why are you making this change? *

Change Job Details

Who will be the manager after this change?

Luis Paul Price

Which team will this person be on after this change?

S252 (Luis [C], Paul Price [C])

Where will this person be located after this change? *

BOROUGH OF MANHATTAN C. C.

Do you want to use the next pay period?

Yes

③  

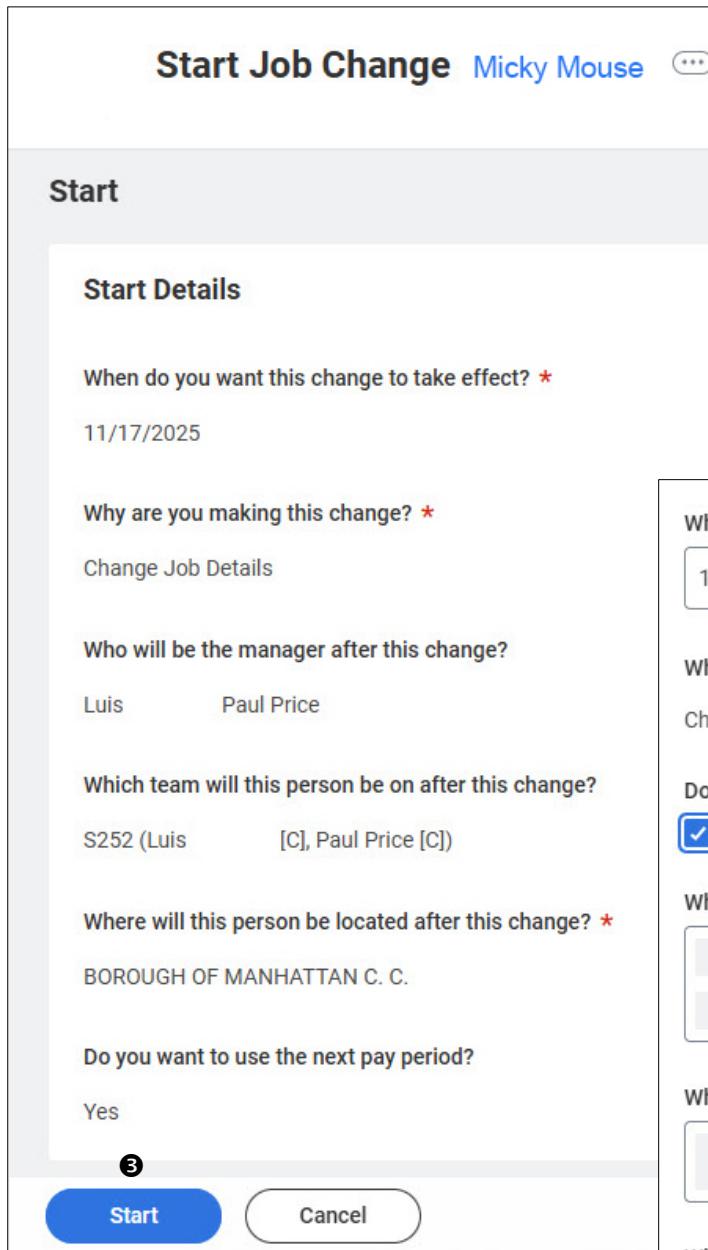


Figure 4

When do you want this change to take effect? *

11/17/2025 

Why are you making this change? *

Change Job Details

Do you want to use the next pay period?

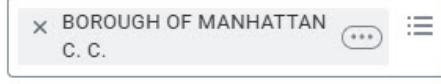
Who will be the manager after this change?

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Paul Price 

Which team will this person be on after this change?

 S252 (Luis [C], Paul Price [C]) 

Where will this person be located after this change? *

 BOROUGH OF MANHATTAN C. C. 

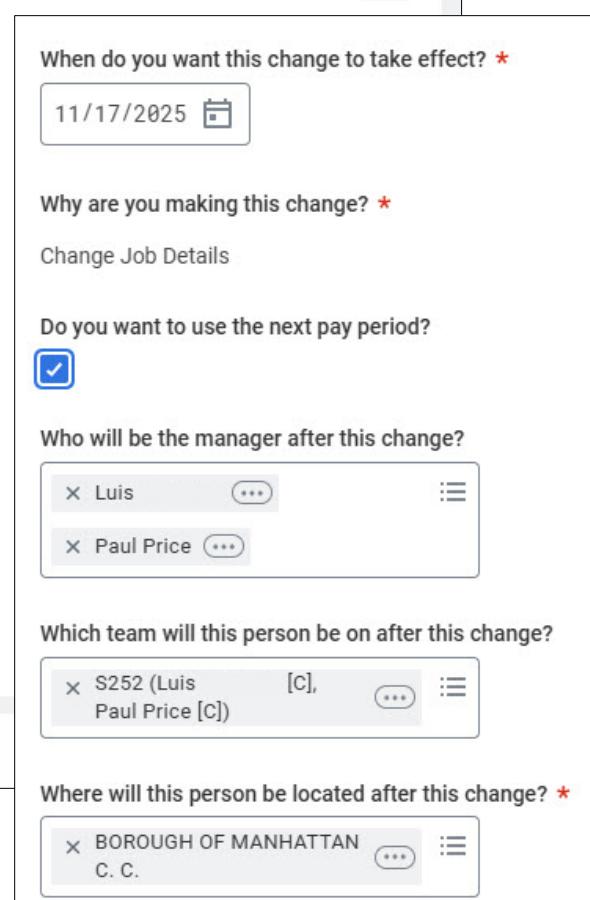


Figure 5

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

Job

Job Profile

Job Profile *

Job Title

Location

Location Details

Location *

Scheduled Weekly Hours

Work Shift

Compensation

Employee Visibility Date

Employee Visibility Date

Future Dated Events

Effective Date

Overall Status

Reason

Employee Compensation Event

Figure 6

Total Base Pay

Total Base Pay

Position In Range

Guidelines

Total Base Pay Range

Compensation Package

Compensation Grade

Compensation Grade Profile

Hourly

Assignment Details

Plan Name

Effective Date

Actual End Date

Allowance

Figure 7

7. The final step is to click on **Submit 1**.

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

1

Submit

Save for Later

Cancel