# **Getting Started**

### CHANGE YOUR BUSINESS TITLE

• The business title refers to the department title.

#### **INFORMATION NEEDED**

- New business title
- Effective date of the change of business title.

### PROCEDURE TO CHANGE YOUR BUSINESS TITLE:

From the home page:

- 1. Click on the **Cloud Icon** in the upper right-hand corner of the home page.
- 2. Click on View Profile under your name.
- 3. Click on Actions Tab under your name
- 4. Click on Job Change

Actions		Worker
Benefits	>	
Business Asset	>	
Business Process	>	View Team
Compensation	>	
Job Change	> <	Change My Business Title
Manage Work	>	Resign
Payroll	>	





# **Getting Started**

- 5. Enter Effective Date
- 6. Enter Proposed Business Title.

Job	
Effective Date * 01/19/2021	
Proposed	Current
Business Title *	Business Title
enter vour comment	
Attachments	
Drop files here	
or	
Submit Save for Later Cancel	

- 7. Add your comments and attach files if necessary.
- 8. Click submit and then click done.

## STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.

