

## CHANGE YOUR BUSINESS TITLE

- The business title refers to the department title.

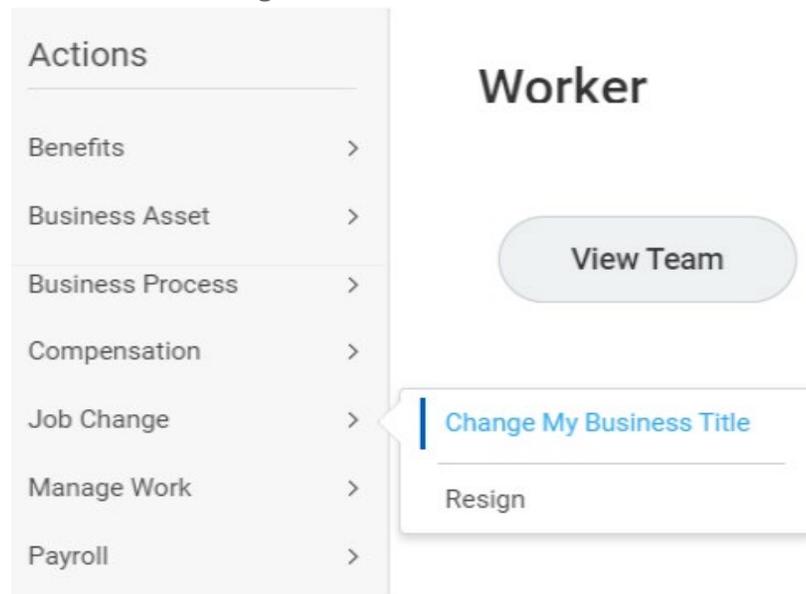
### INFORMATION NEEDED

- 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**



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

Job \*

Effective Date \*  

### Proposed

Business Title \*

### Current

Business Title



### Attachments

Drop files here

or

- 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.