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 * 01/19/2021

**Proposed**

Business Title *

![enter your comment]

**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.