

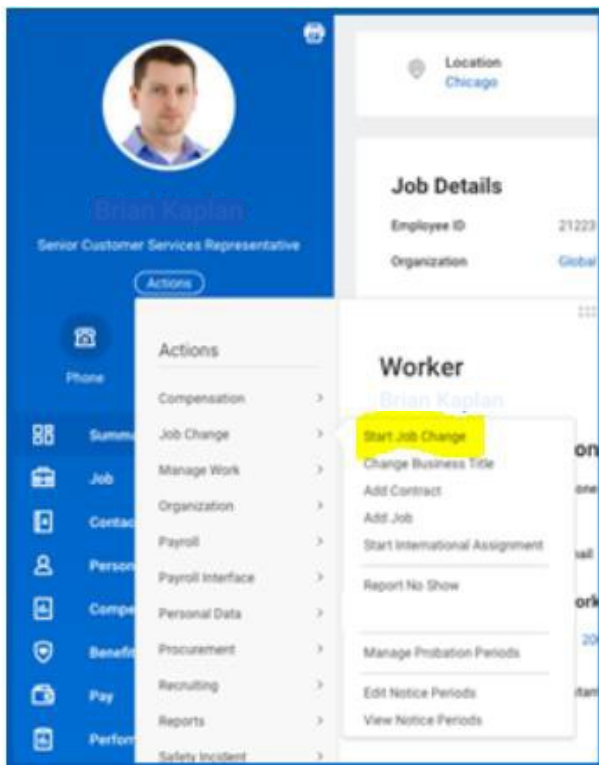
This job aid provides managers step-by-step instructions on how to use Workday for worker and contingent worker job changes, including: transfer, promote, change job, terminate, and convert contingent workers to employees.

START JOB CHANGE

If a promotion or other job change is within the same department, it is a one-person task. If the change involves a transfer between departments, it is a two-person process. The manager in the current supervisory organization initiates the transfer of the worker to the receiving manager. The manager in the incoming supervisory organization performs another set of actions to receive the worker.

From the targeted worker's profile:

1. Select the Actions **Actions** button.



2. Select **Start Job Change** to display the prompts required to start the job change.
3. Select the **What do you want to do?** drop down to select the option most relevant to your needs. If more than one option applies, you can select the **Combination of changes** option to combine options in the next step.
4. Click **OK** then **Start** to edit details in the Job Change process.
5. Once all edits are made, click **Submit**.
6. Click the **Details and Process** arrow and navigate to the **Process** tab to view next steps in the Change Job business process. The Status field indicates whether there are any required actions or steps to complete.



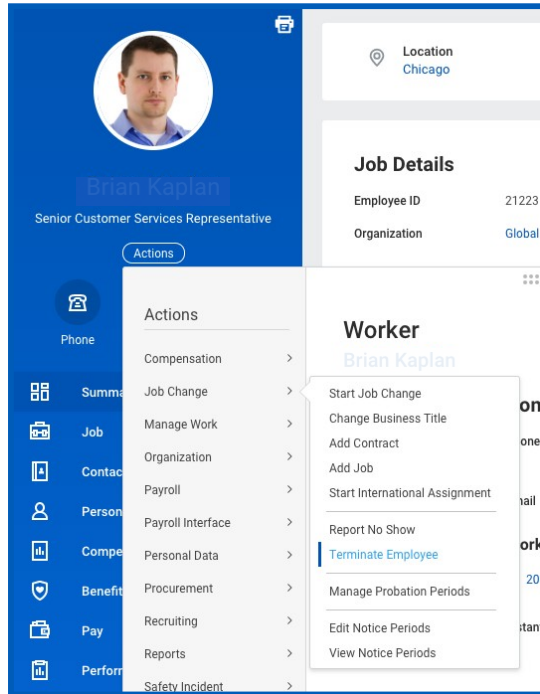
Note: You can also manage job changes by navigating to the My Team Management application. From the Actions section, you can select Start Job Change to initiate a location change, transfer a worker to another manager, promote a worker, or combine several changes related to the Job Change task.

TERMINATE AN EMPLOYEE

As a manager, you may have to terminate an employee after they have been asked to leave or have resigned.

From an employee's profile:

1. Select the **Actions** Actions button.
2. Select **Job Change > Terminate Employee** to display the Terminate Employee page.



3. Complete the required termination information. Here, you will enter a termination date and reason. The employee is still considered active until midnight on the termination date.

4. Indicate whether the position will be closed or available for overlap after this termination. Position overlap allows a replacement worker to be hired into the same position before the current worker leaves.
5. Click **Submit**.



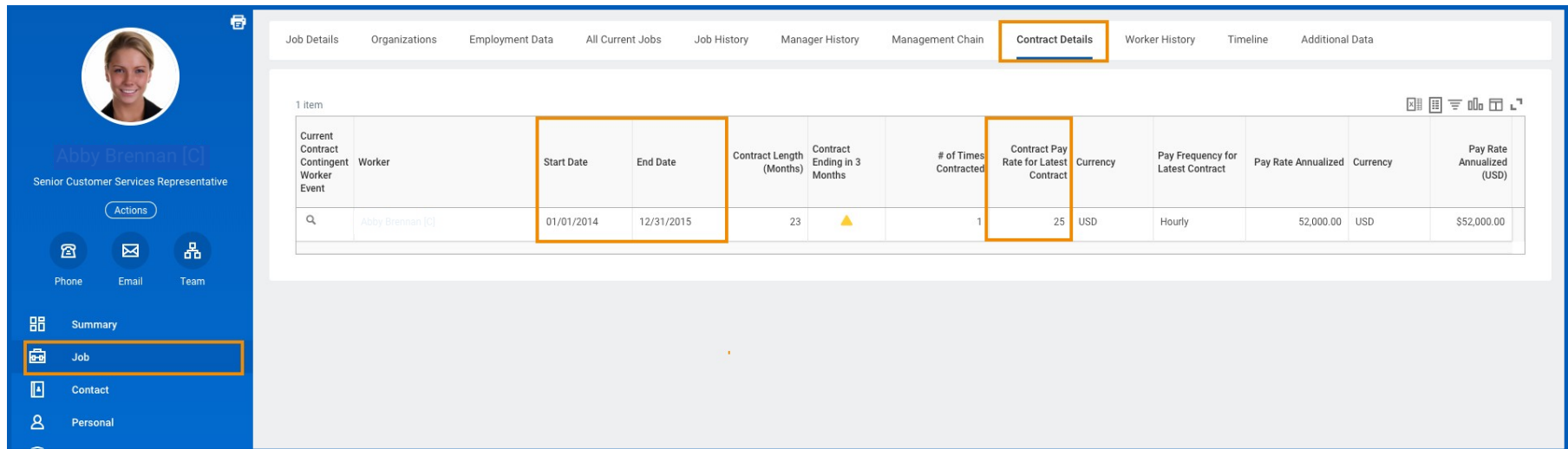
Note: This option is only available if the City uses the Position Management staffing model. You can also terminate an employee by navigating to the My Team Management or Worker Changes application and selecting the Terminate action.


CHANGE CONTINGENT WORKER DETAILS

You can change a contingent worker’s details, such as hourly rate. You can also change a worker’s contract length if you want to extend their contract.

From the My Team application on the Home page:

1. Select the contingent worker’s **profile**.
2. Click the **Job** tab, then the **Contract Details** subtab. Here, you can view details, such as Contract Length and Pay Rate.




3. Click the worker’s **Actions** **Actions** button.
4. Select **Job Change** > **Start Job Change**.
5. Select **Change contingent worker’s contract details** from the **What do you want to do** prompt.
6. Click the **Edit**  icon.
7. Enter the Effective Date.

8. Click **Start**.
9. Edit and select a new Contract End Date and Pay Rate, as needed.
10. Click **Submit**, then **Done**.

Start

Start Details

When do you want this change to take effect? *

02 / 19 / 2020 

←
✓

Why are you making this change? *

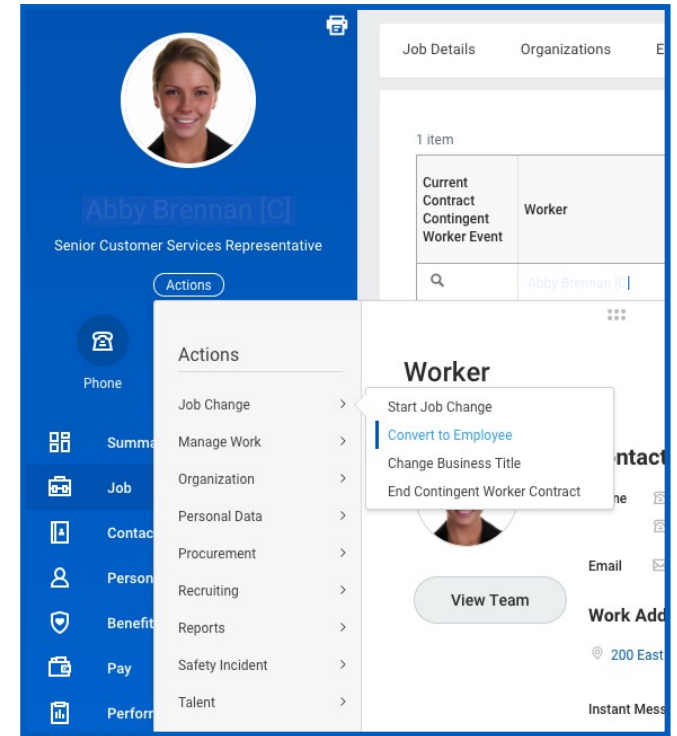
Change Contractor Details

CONVERT CONTINGENT WORKER TO EMPLOYEE

You can also change a worker from contingent to full-time, if you choose.

From the contingent worker's profile:

1. Select the **Actions** Actions button.
2. Select **Job Change > Convert to Employee**.
3. Select the supervisory organization to which you want the employee to belong.
4. Click **OK**.
5. Enter a Hire Date that occurs after the contract end date.
6. Enter any Job Details that didn't auto populate.
7. Select the reason for hiring the employee.
8. Enter job details such as Position, Employee Type, Job Profile, Time Type, Location, and Pay Rate Type.
9. From the End Contract Details section, enter the Contract End Date. This field may have auto populated.
10. Select the reason for ending the contract, and lastly, enter the Last Day of Work. This field may have auto populated as well.
11. Click **Submit**.



Note: Additional steps in the business process for converting a contingent worker to an employee may be required after the manager submits the request.

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner or view the website at Workday.Baltimorecity.gov.