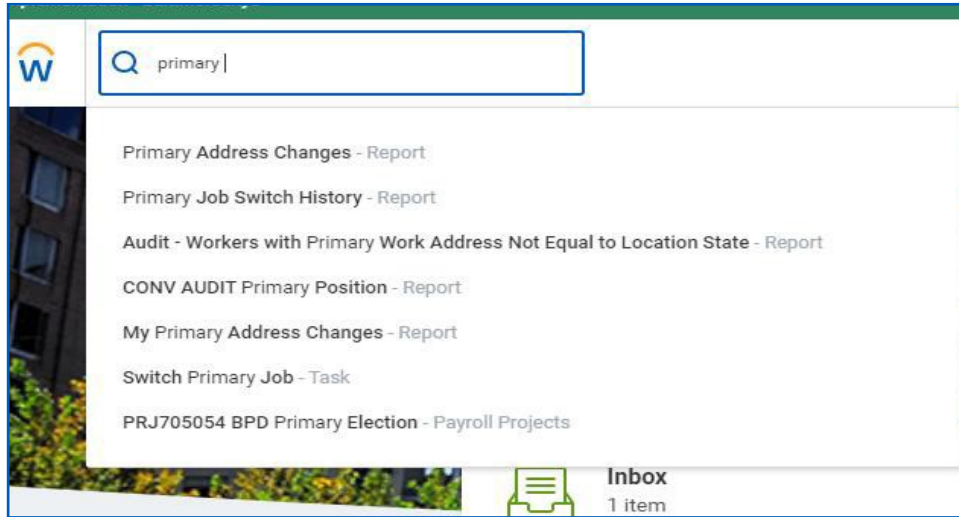
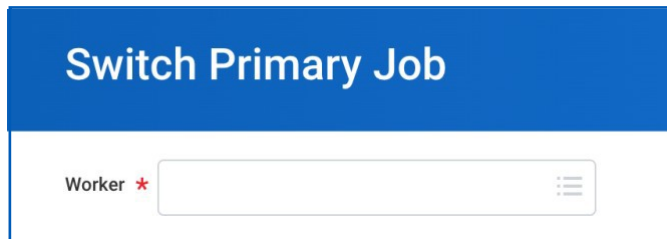


SWITCH WORKER'S PRIMARY JOB

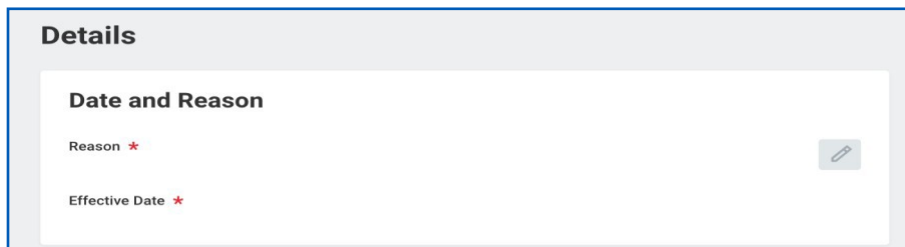
- 1. Type primary in the search window



- 2. Choose Switch Primary Job from the drop-down menu.



- 3. Enter the Worker's Name. Under the **Details** section, select the **Reason** and **Effective Date** for the Change





Note: The effective date must be later than any previously completed primary job switches. After you enter the date, Workday displays the worker's **Primary Job** as of this date.

1. If the worker has more than one additional job, specify which job to designate as the **Proposed Primary Job**.

### Proposed Primary Job

<b>Primary Job</b>	
007841101920 Recreation Activities Asst	
<b>Proposed Primary Job *</b>	
20748 82190 - Crossing Guard	



Note: The **All Jobs** section displays details about the worker's current primary job and additional jobs. Details include the supervisory organization, manager, location, job profile, pay group, company, employee type, scheduled hours, and full-time equivalent (FTE) percent.

If you change the effective date after the **All Jobs** section is populated, the job details don't refresh.

2. Click **Submit** and **Done**.

## 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](http://Workday.Baltimorecity.gov).