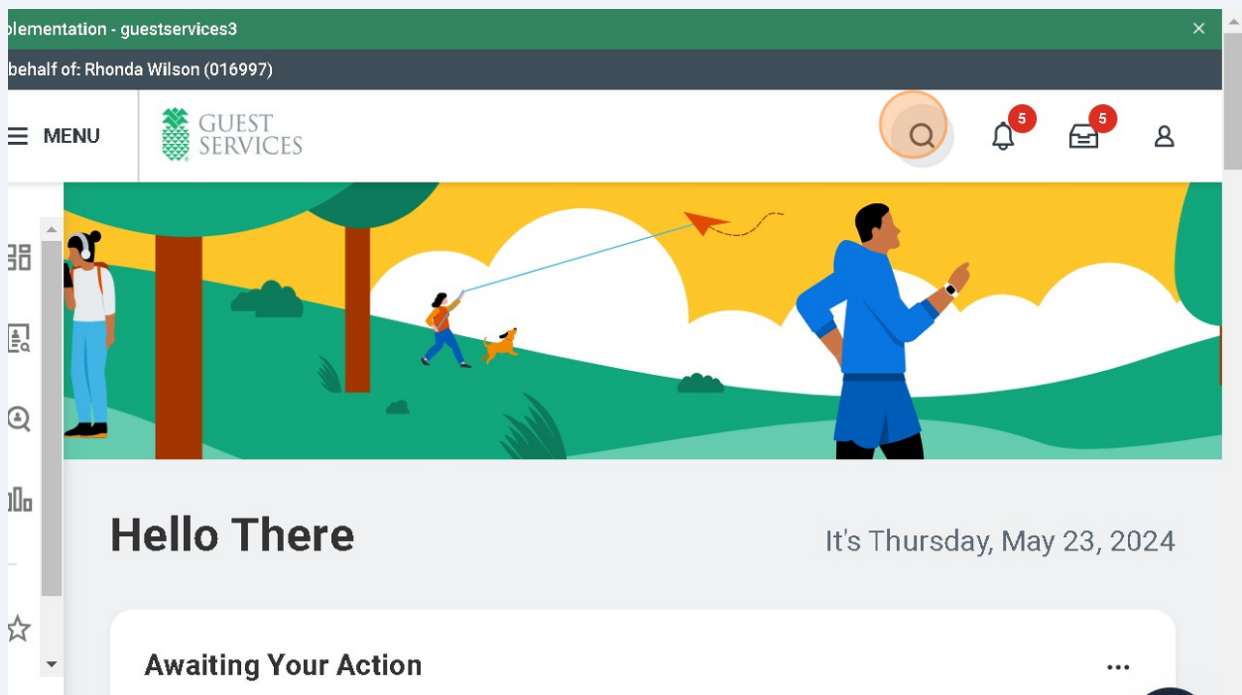


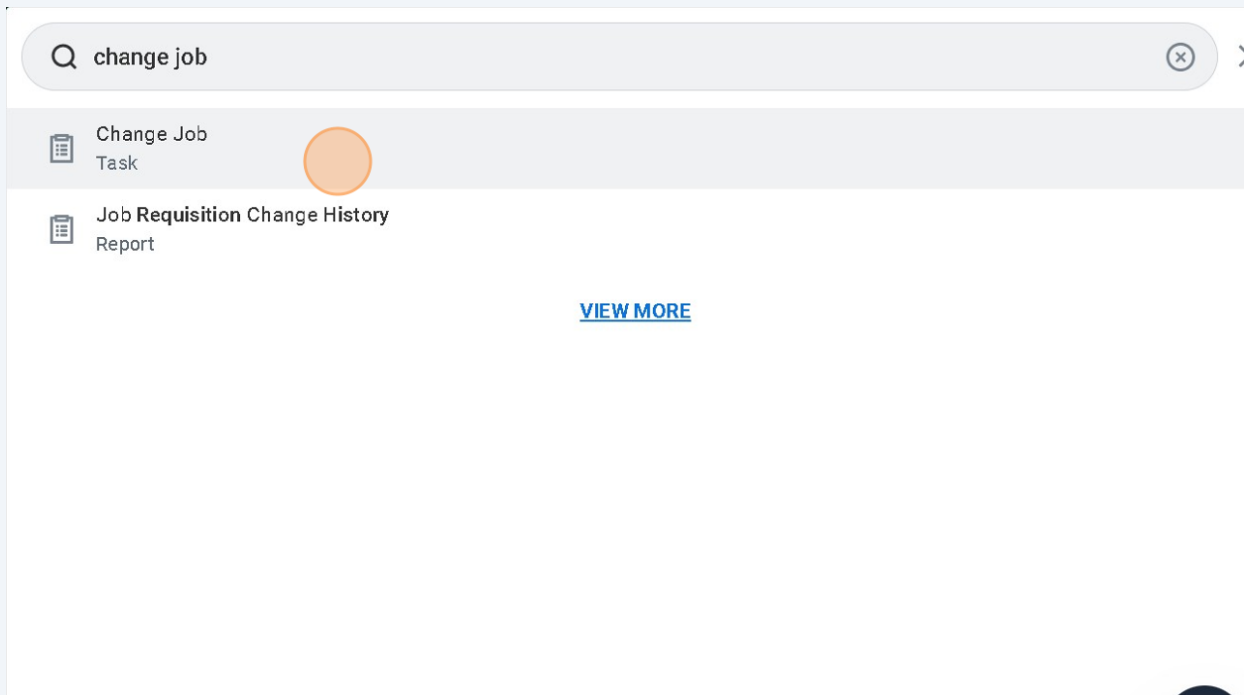
Change Job

1 Sign-In to Workday

2 Click this icon and start typing "change job".

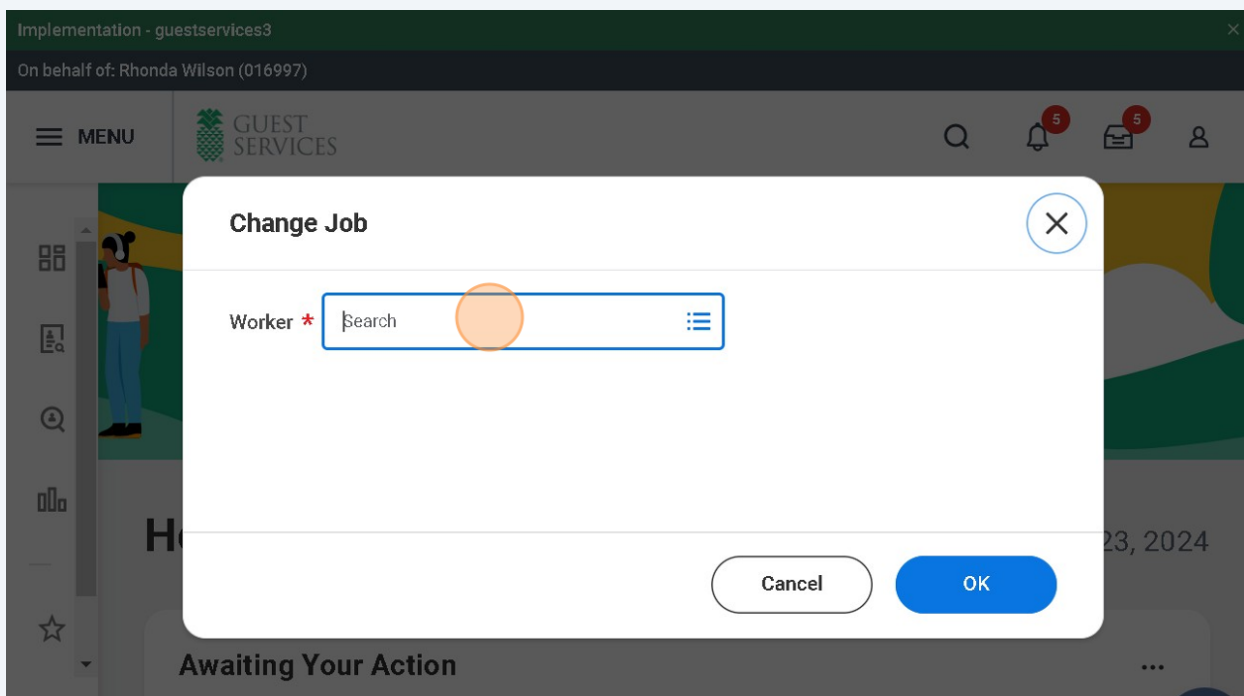


3 Click the "Change Job" Task



A screenshot of a search results page. At the top, there is a search bar with the text "change job" and a clear button (X). Below the search bar, there are two search results listed. The first result is "Change Job Task" with a calendar icon to its left. An orange circle highlights this result. The second result is "Job Requisition Change History Report" with a calendar icon to its left. Below the list of results, there is a blue link that says "VIEW MORE".

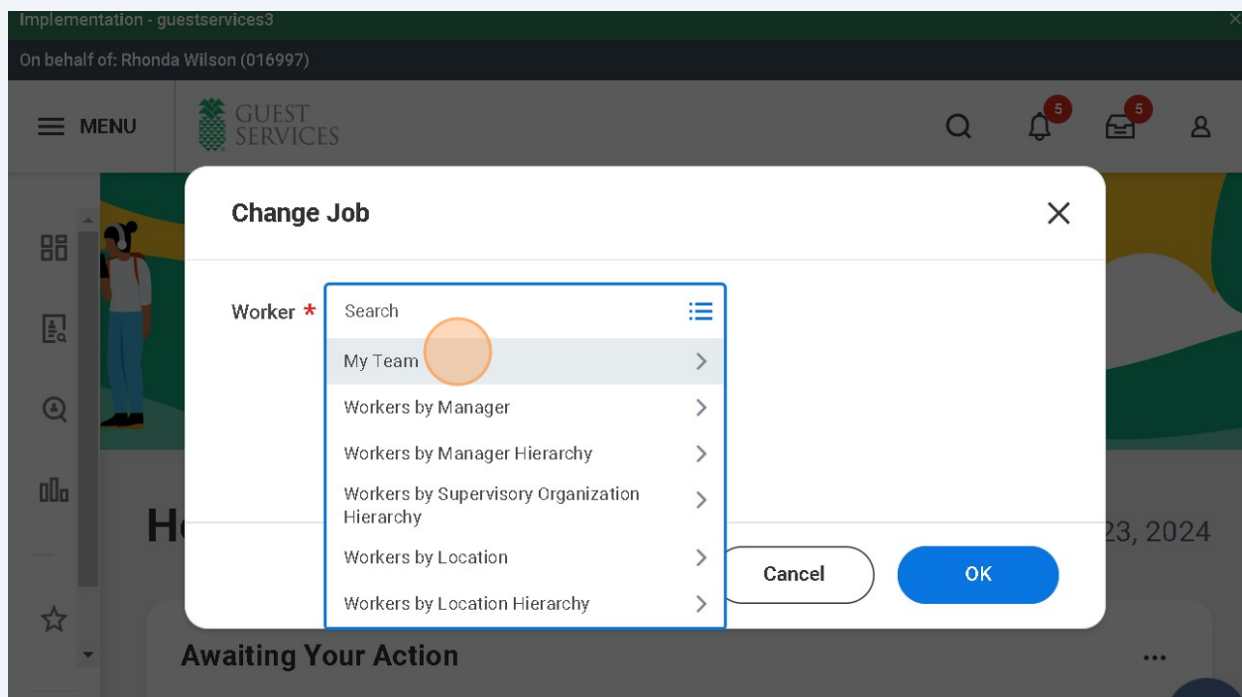
4 Click the "Worker" field.



A screenshot of a web application interface. At the top, there is a header bar with the text "Implementation - guestservices3" and "On behalf of: Rhonda Wilson (016997)". Below the header, there is a navigation bar with a "MENU" button and the "GUEST SERVICES" logo. To the right of the logo, there are search, notification, and user icons. A modal window titled "Change Job" is open in the center. It has a close button (X) in the top right corner. Inside the modal, there is a "Worker" field with a red asterisk, a search input field with the placeholder text "Search", and a dropdown menu icon. An orange circle highlights the search input field. At the bottom of the modal, there are "Cancel" and "OK" buttons. The background of the application shows a sidebar with various icons and a main content area with the text "Awaiting Your Action".

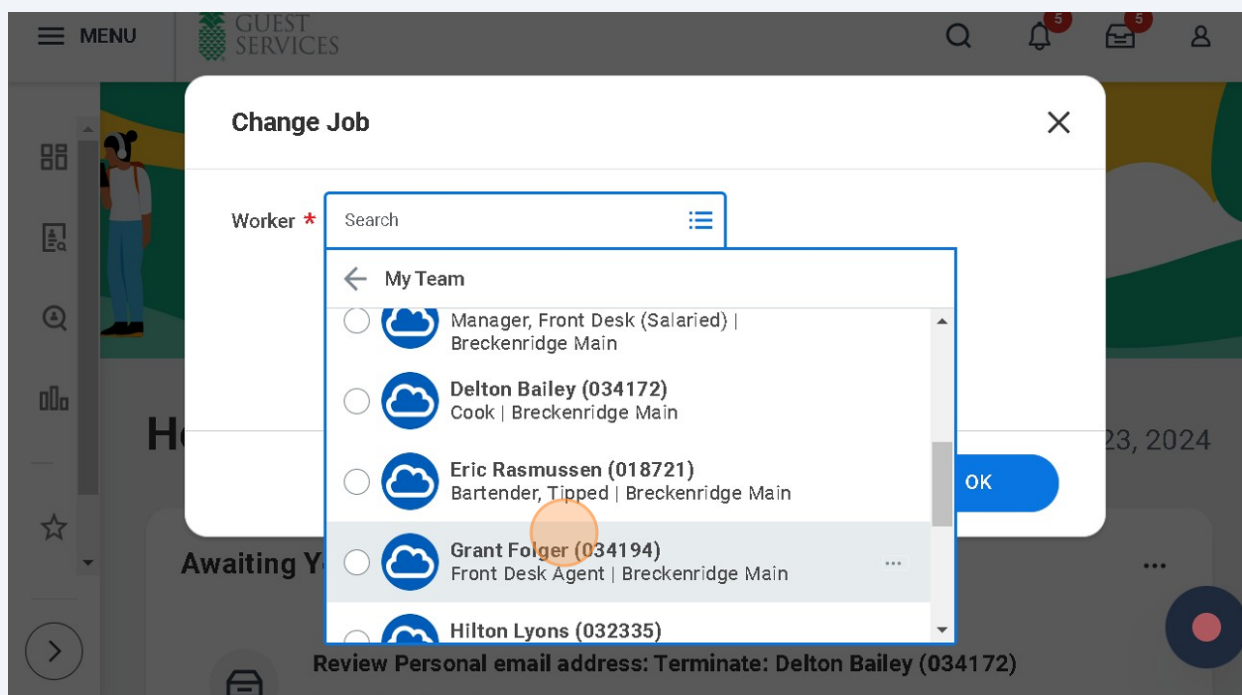
5

There are multiple ways to search for a worker. Type their name, or as in this example, click "My Team".



6

Click the radio button for the appropriate employee.



7 Click "OK"

Change Job

Worker *

Cancel OK

Awaiting Your Action

Review Personal email address: Terminate: Delton Bailey (034172)

8 Click the "Start Details" section.

Start

Start Details

When do you want this change to take effect? *
06/01/2024

Why are you making this change? *
[Orange circle highlights text area]

Who will be the manager after this change?
Rhonda Wilson (016997)

Which team will this person be on after this change?
Breckenridge Main

Start Cancel

9

Click the "When do you want this change to take effect?" field if you need to modify the effective date of the change.

Start

Start Details

When do you want this change to take effect? *

06/01/2024

Why are you making this change? *

Do you want to use the next pay period?

☒

Who will be the manager after this change?

x Rhonda Wilson (016997) ...

10

Click the "Why are you making this change?" field.

Start

Start Details

When do you want this change to take effect? *

06/03/2024

Why are you making this change? *

Search

Do you want to use the next pay period?

☐

Who will be the manager after this change?

x Rhonda Wilson (016997) ...

Start Cancel

11

Select the appropriate job change reason. For the sake of this example, we will complete an employee transfer request by clicking "transfer" as the job change reason.

Start

Start Details

- Data Changes >
- Lateral Move >
- Promotion >
- Transfer >**
- Search ≡

Do you want to use the next pay period? ☐

Who will be the manager after this change?

× Rhonda Wilson (016997) ... ≡

Start **Cancel**

12

Click "Move to Another Manager"

Start

Start Details

When do you want this change to take effect? *

- ← **Transfer**
- ☐ **Move to Another Manager**
- Search ≡

Do you want to use the next pay period? ☐

Who will be the manager after this change?

× Rhonda Wilson (016997) ... ≡

Start **Cancel**

13

If you want to have the change effective at the beginning of the next pay period, make sure to check this box.

The screenshot shows a form with a left sidebar containing icons for a menu, search, and settings. The form has five sections, each with a dropdown menu:

- Why are you making this change? ***: A dropdown menu with the selected option "Move to Another Manager".
- Do you want to use the next pay period?**: A checkbox that is currently unchecked. This checkbox is highlighted with an orange circle.
- Who will be the manager after this change?**: A dropdown menu with the selected option "Rhonda Wilson (016997)".
- Which team will this person be on after this change?**: A dropdown menu with the selected option "Breckenridge Main".
- Where will this person be located after this change? ***: A dropdown menu with the selected option "Breckenridge".

14

Click the "Who will be the manager after this change?" field.

This screenshot shows the same form as the previous one, but with the following changes:

- The checkbox for "Do you want to use the next pay period?" is now checked, indicated by a blue checkmark.
- The dropdown menu for "Who will be the manager after this change?" is highlighted with an orange circle.

15

There are multiple ways to search for a manager. Type their name in the search field, or as in this example, click "All Managers" to view all managers' names.

The screenshot shows a mobile application interface. On the left is a vertical sidebar with icons for a list, search, bar chart, star, and settings. The main content area has a white background. At the top, it asks "Do you want to use the next pay period?" with a checked checkbox. Below that, it asks "Who will be the manager after this change?". A dropdown menu is open, showing a search bar and several options: "Search for Manager" (highlighted in blue), "All Managers" (circled in orange), "Managers by Supervisory Organization", "Managers by Supervisory Organization Hierarchy", and "Managers by Location Hierarchy". At the bottom of the screen are "Start" and "Cancel" buttons.

16

Check the box for the appropriate manager.

The screenshot shows the same mobile application interface. The dropdown menu is now closed, and a list of managers is displayed. The list is titled "All Managers" with a back arrow. It contains three entries, each with a checkbox, a cloud icon, a name with ID, and a title/location: "Alyssa Whigham (032509) Crew Leader, Retail | Wakulla Springs Retail", "Andrea Castro (029578) Manager, Housekeeping (Salaried) | Breckenridge Main" (which is highlighted in blue and has its checkbox checked), and "Andrea Noer (013190) Assistant Manager, Recreation (Salaried) | Horse Center".

17 Click "Start"

Who will be the manager after this change?

Andrea Castro (029578)

Which team will this person be on after this change?

Breckenridge Housekeeping

Where will this person be located after this change? *

Breckenridge

Do you want to use the next pay period?

Yes

> Start Cancel

18 Click "Next"

Move ▾

< >

Opening

What do you want to do with the opening left on your team? *

I plan to backfill this headcount

Is this position available for overlap?

Yes

< >

Back Next

19 Click "Next"

The screenshot shows a mobile application interface. On the left is a vertical sidebar with icons: a document with a magnifying glass, a person with a magnifying glass, a bar chart, a star, and a gear. The main content area has two sections. The first section is titled 'Job Profile' with a red asterisk, containing the text 'Front Desk Agent' and 'Job Title' followed by 'Front Desk Agent'. The second section is titled 'Business Title' and contains 'Business Title' followed by 'Front Desk Agent'. At the bottom, there is a navigation bar with a back arrow, a 'Back' button, a 'Next' button (highlighted with an orange circle), and a dark circular button with a red dot on the right.

20 Once you select the appropriate manager, you will see that the fields "Which team will this person be on after this change?" and "Where will this person be located after this change?" will be auto-populated by a default setting. Update these fields if necessary.

The screenshot shows a mobile application interface. On the left is a vertical sidebar with icons: a document with a magnifying glass, a person with a magnifying glass, a bar chart, a star, and a gear. The main content area has five sections. The first is 'Who will be the manager after this change?' with the value 'Andrea Castro (029578)'. The second is 'Which team will this person be on after this change?' with the value 'Breckenridge Housekeeping'. The third is 'Where will this person be located after this change?' with a red asterisk and the value 'Breckenridge'. The fourth is 'Do you want to use the next pay period?' with the value 'Yes'. At the bottom, there is a navigation bar with a back arrow, a 'Start' button (highlighted with an orange circle), a 'Cancel' button, and a dark circular button with a red dot on the right.

21

If "Location Details" information needs to be updated, click within this section to update appropriately.

The screenshot shows a web application interface. On the left is a vertical sidebar with icons for a list, search, a bar chart, a star, and a gear. The main content area is titled 'Location Details' and contains the following fields: 'Location *' with the value 'Breckenridge', 'Work Space', 'Scheduled Weekly Hours' with the value '40' (this field is highlighted with an orange circle), and 'Work Shift'. At the bottom of the form are two buttons: 'Back' and 'Next'. A dark circular button with a red dot is located in the bottom right corner of the interface.

22

Click "Next"

This screenshot is identical to the one above, showing the 'Location Details' form. However, in this step, the 'Next' button at the bottom of the form is highlighted with an orange circle, indicating the action to be taken.

23

If "Job Classifications" information needs to be updated/added, click within this section to update appropriately. Then click "Next".

The screenshot shows the 'Change Job' interface for Grant Folger (034194). The page has a sidebar on the left with icons for menu, search, and settings. The main content area is titled 'Details' and features a progress bar at the top. Below the progress bar, the 'Job Classifications' section is highlighted with a white background. It contains the text 'Additional Job Classifications'. At the bottom of the screen, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in orange, indicating it should be clicked after updating the job classifications.

24

If any documents need to be added, click within this section to add relevant documentation.

The screenshot shows the 'Change Job' interface for Grant Folger (034194). The page has a sidebar on the left with icons for menu, search, and settings. The main content area is titled 'Attachments' and features a progress bar at the top. Below the progress bar, the 'Documents' section is highlighted with a white background. It contains a dark button labeled 'Add', which is circled in orange, indicating it should be clicked to add relevant documentation. At the bottom of the screen, there are two buttons: 'Back' and 'Next'.

25 Click "Next"

Change Job Grant Folger (034194)

Attachments ▾

Documents

Add

Back Next

26 In the "Company" and "Cost Center" sections, **leave the default settings as is.** Click "Next"

Company

Company *

Guest Services Inc

Cost Center

Cost Center *

CC07500 Breckenridge Lodging

Back Next

27

If you know the new pay rate and the pay rate information needs to be updated, click within the "Hourly" section. If you do not know the new pay rate, you can leave this section as is for the new/receiving manager to update.

The screenshot shows a mobile application interface with a sidebar on the left containing icons for a menu, a list, a search, a bar chart, a star, and a gear. The main content area is divided into two sections: 'Salary' and 'Hourly'. The 'Salary' section has a white background and an 'Add' button. The 'Hourly' section has a light gray background and contains the following information: 'Assignment Details' (20.00 USD Hourly), 'Plan Name' (Hourly Plan), and 'Effective Date' (07/15/2023). There is an 'Add' button at the bottom of the 'Hourly' section. An orange circle highlights the 'Hourly' section header.

28

If applicable, click the "Amount" field and update the rate.

The screenshot shows the same mobile application interface as the previous one, but with the 'Hourly' section expanded. The 'Hourly' section has a light gray background and contains the following information: 'Compensation Plan' (Hourly Plan), 'Total Base Pay Range' (10.63 - 17.82 - 25.00 USD Hourly), and 'Amount' (20.00). The 'Amount' field is highlighted with an orange circle. Below the 'Amount' field is the 'Amount Change' section, which is currently empty. At the bottom of the screen, there is a navigation bar with a back arrow, a 'Back' button, a 'Next' button, and a red circular button.

29 Click "Next"

Allowance

Add

Commission

Add

Other

Back Next

30 Optional: If you would like to include a comment for this task, click the "enter your comment" field and populate with your comment(s).

Commission

Add

Other

enter your comment

Submit Save for Later Cancel

31 Click "Submit"

The screenshot shows a mobile application interface. On the left is a vertical sidebar with icons for a list, search, charts, a star, and settings. The main content area has a header 'Commission' with an 'Add' button. Below it is an 'Other' section. A text input field is labeled 'enter your comment'. At the bottom, there are three buttons: 'Submit' (highlighted with an orange circle), 'Save for Later', and 'Cancel'. A dark circular profile picture is in the bottom right corner.

32 At this point, the transfer has been submitted by the originating manager and is pending review and approval by the new/receiving manager. You can click "View Details" to view additional information about the submitted task.

The screenshot shows a web dashboard for 'GUEST SERVICES'. The top header includes a 'MENU' button, the logo, and search, notification, and mail icons. A dark bar at the top left says 'On behalf of: Rhonda Wilson (016997)'. A large confirmation modal is open, titled 'You have submitted', with the text 'Up Next: Andrea Castro (029578) | Review: Receiving Manager | Due Date 05/25/2024'. A 'View Details' link is highlighted with an orange circle. Below the modal, the dashboard has a header 'Here's What's Happening' and the date 'It's Thursday, May 23, 2024'. A card titled 'Awaiting Your Action' is visible at the bottom.

33 Click "Done"

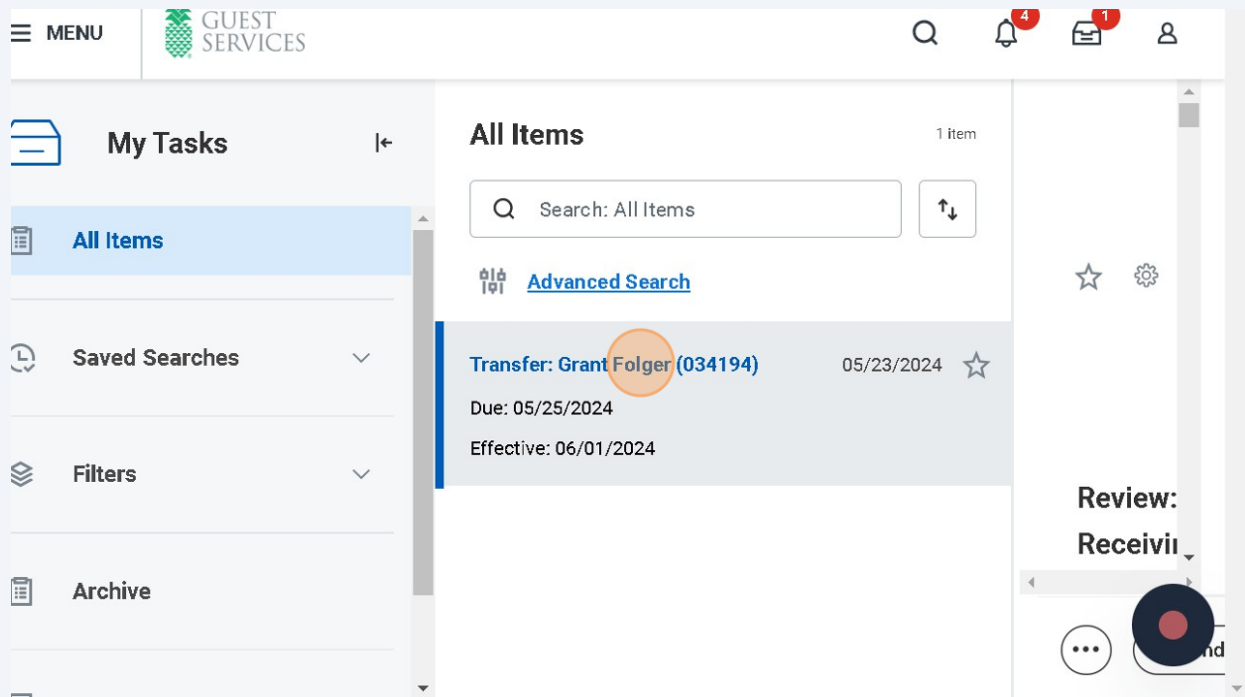
The screenshot shows the 'GUEST SERVICES' interface. At the top, there is a 'MENU' button, the 'GUEST SERVICES' logo, a search icon, and notification icons for a bell and an envelope, both with a red '5' badge. The main content area has a header 'You have submitted' followed by 'Transfer: Grant Folger (034194)' and a three-dot menu icon. Below this, there are two columns: 'Up Next' and 'Do Another'. The 'Up Next' column shows a task for 'Andrea Castro (029578)' with a 'Review: Receiving Manager' and a 'Due Date 05/25/2024'. The 'Do Another' column lists four options: 'Change Contingent Worker Details', 'Change Job', 'Change Location', and 'Request Transfer'. A 'Details and Process' link is also visible. At the bottom, there is a blue 'Done' button with a red circle highlighting it, and a circular navigation button on the right.

34 The new/receiving manager will now have a pending task in their Workday inbox. Click the inbox icon to review.

The screenshot shows the 'Workday' inbox interface. At the top, there is a header bar with 'Implementation - guestservices3' and a close button. Below this, there is a sub-header 'behalf of: Andrea Castro (029578)' and a 'My Tasks' button. The main content area features a large illustration of a person in a blue shirt standing in a park, looking at a red arrow pointing towards a tree. Below the illustration, there is a section titled 'Here's What's Happening' with the date 'It's Thursday, May 23, 2024'. At the bottom, there is a white box with the text 'Awaiting Your Action' and a three-dot menu icon.

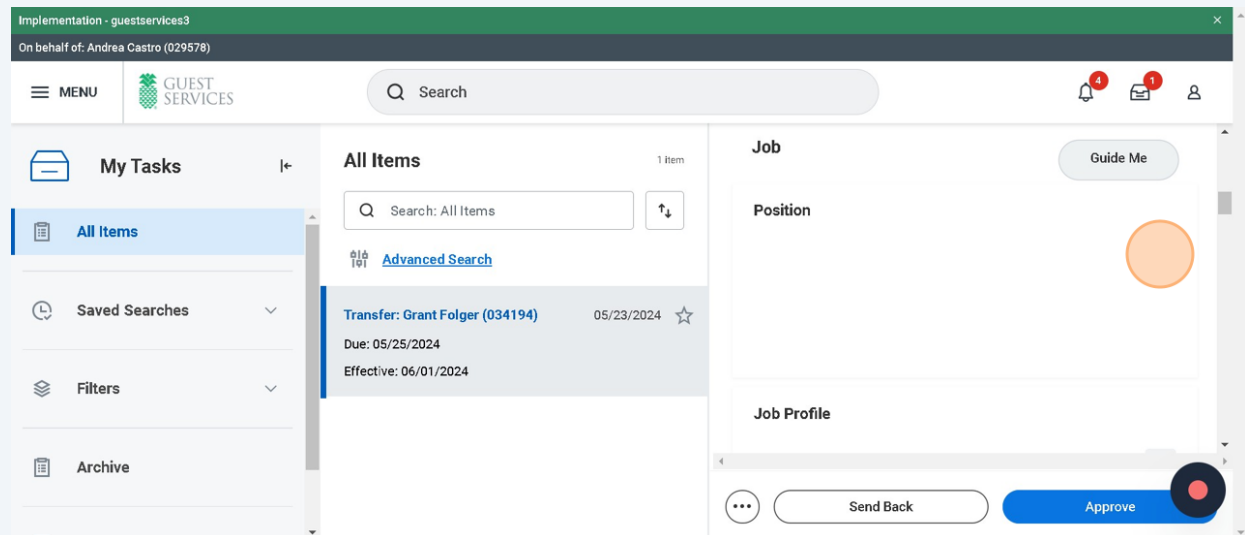
35

Click on the pending task. In this example, the new/receiving manager is reviewing the transfer request.



36

If the "Position" is changing, click within this field to update the position information.



37

If the "Job Profile" is changing, click within this field to update the job profile information.

The screenshot shows the 'Implementation - guestservices3' interface. The top bar includes a 'MENU' button, the 'GUEST SERVICES' logo, a search bar, and notification icons. The left sidebar has 'My Tasks' with options: 'All Items' (selected), 'Saved Searches', 'Filters', and 'Archive'. The main area is titled 'All Items' and shows a list of items. The first item is 'Transfer: Grant Folger (034194)' with a due date of '05/23/2024' and an effective date of '06/01/2024'. To the right, the 'Job Profile' field is highlighted with an orange circle. Below it is the 'Business Title' field. At the bottom right, there are 'Send Back' and 'Approve' buttons, with the 'Approve' button also highlighted by an orange circle.

38

Click "Approve"

The screenshot shows the 'Implementation - guestservices3' interface. The top bar includes a 'Search' bar, notification icons, and a user profile icon. The left sidebar has 'My Tasks' with options: 'All Items' (selected), 'Saved Searches', 'Filters', and 'Archive'. The main area is titled 'All Items' and shows a list of items. The first item is 'Transfer: Grant Folger (034194)' with a due date of '05/23/2024' and an effective date of '06/01/2024'. To the right, the 'Job Profile' field is highlighted with an orange circle. Below it is the 'Business Title' field. At the bottom right, there are 'Send Back' and 'Approve' buttons, with the 'Approve' button also highlighted by an orange circle.

39

The transfer request has now been approved by the new/receiving manager. You can click "View Details" to see additional information about the approved task.

The job change request has now been submitted to Human Resources.

ipresentation-guestservices

behalf of: Andrea Castro (029578)

MENU GUEST SERVICES Search

My Tasks

All Items

Saved Searches

Filters

Archive

Success! Event approved

Up Next: HR Partner | Review Change Job | Due Date 05/25/2024

[View Details](#)

You have no actions at this time.