Workday Training for Managers

Changing a Job
Requesting a Compensation Change
Reminder…

• Please put your phone on mute.
• Please do not put your phone on hold.
• Phone lines will be muted, use the “raised hand” feature if you have a question AND unmute your phone line (#6)
• Also submit questions and comments at any time via the CHAT function.
Reflection

Worry is like a rocking chair: It gives you something to do, but doesn’t get you anywhere.

*Casting the whole of your care—all your anxieties all your worries, all your concerns, once and for all on Him; for He cares for you affectionately, and cares about you watchfully.*

1 Peter 5:7 AMP
<table>
<thead>
<tr>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ How to Change a Job—Moving a Colleague from One Job/Position to Another</td>
</tr>
<tr>
<td>❑ Requesting a Compensation Change (for a Colleague)</td>
</tr>
<tr>
<td>❑ Q &amp; A</td>
</tr>
</tbody>
</table>
Purpose & Objectives

Purpose/Goal of this session:
• Prepare you to be able to use the Workday system

Objectives: At the end of this session, you will be able to:
• Identify the steps to complete the process of changing a colleague’s job
• Identify the steps to complete a compensation change for a colleague

Note: For this session you will not have access to Workday
The Change Job Business Process
Changing a Job for an Employee

As a manager, you may initiate the Change Job process for your team members only. After you initiate, the process will be completed through the HR function.

**When to Use**

Use this process to make any of the following changes:

- Demotions (decrease in responsibility)
- Promotions
- Hours Change
- Change Location
- Interim Assignments
- Job Reclassification
- Move to Another Manager/Position
Business Process – Change Job

**Process begins when:**
- Manager or HR initiates a job change (transfer, promotion or data change) for an employee

**Process ends when:**
- Employee’s job change is successfully completed in Workday

### Scenarios

- **Transfer Employee to a new Manager**
- **Promote or Demote Employee within the same team**
- **Change an Employee’s Location**
- **Change in Job details (e.g., Position, Title, Job Profile, etc.)**

A view of the Workday screens
Business Process – Change Job

Change Job Scenario – Employee Moves without Chair

Transfers and Promotions
• Involves an employee either moving from one Supervisory Organization to another or from one position to another position within the same Supervisory Organization (e.g. promotion, location change, move to another manager, move to another position on my team)

Scenario

Before Transfer
- Filled Position Analyst
- Vacant Position Senior Analyst

After Transfer
- Vacant Position Analyst
- Employee transfers to vacant Position, Senior Analyst

NOTE: Job requisition must be created first
Business Process – Change Job

Change Job Scenario – Employee Moves with Chair

Job Changes

- Shift Change
- Change Job Details
- Assignment Change
- Career Ladder

Scenario

NOTE: A job requisition will not be created
# Business Process – Change Job

<table>
<thead>
<tr>
<th></th>
<th>Initiate</th>
<th>First Level Approve</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Supervisor</strong></td>
<td>Yes</td>
<td>HR Partner, HR Representative, Recruiter</td>
<td>HR Representative License &amp; Certification Partner Security Partner</td>
</tr>
<tr>
<td><strong>Proposed Supervisor</strong></td>
<td>Yes</td>
<td>HR Partner, HR Representative, Recruiter</td>
<td>HR Representative License &amp; Certification Partner Security Partner</td>
</tr>
<tr>
<td><strong>HR Partner, HR Representative, Recruiter</strong></td>
<td>Yes</td>
<td>Manager</td>
<td>HR Representative License &amp; Certification Partner Security Partner</td>
</tr>
<tr>
<td><strong>Employee</strong></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Employee is notified upon completion*
A Glimpse at the Change Job Process

Manager

HR Partner

Various Roles

Initiate

Review

Change Activities

Note: Refer to the Change Job job aid on the Workday help website at [http://workday.trinity-health.org](http://workday.trinity-health.org)
Change Job Demonstration
Change Job Tips

- Change Job vs. Edit Position business processes:
  - If a person goes from full time to part time, initiate the **Edit Position** process (for changes to the individual person and not the role)
  - If the person is changing managers and going to part time, initiate the **Change Job** process
  - If there is a job reclassification, initiate the **Edit Position** process (to change the hours for the position—not just the person)
Q & A

Use Chat to write your questions
Requesting a Compensation Change
Requesting a Compensation Change

As a manager, you may initiate the Request Compensation Change process for your team members only. After you initiate, the process will be completed through the HR function.

When to Use

Use this process to change compensation for a colleague outside of the annual merit increase, including:

- Across-the-Board
- Adjustment
- Adjustment to Grade Minimum
- Certification
- Completed Intro Period
- Contract
- Conversion

NOTE: This process is for ad hoc compensation changes only. Annual merit increases are completed through a separate process.
To Start the Change Compensation Process…

**Process Steps**

1. Log in to Workday
2. Type *request comp* in the search box and press *Enter*

**NOTE:** If the base pay change is greater than 5%, the HR Leader will need to approve.
Process Steps (continued)

3. Click **Request Compensation Change** from the search results

4. Complete the Request Compensation Change for a specific colleague (indicates required information)

Note: To see the complete process, refer to the Request Compensation Change Job aid on the Workday help website at [http://workday.trinity-health.org](http://workday.trinity-health.org)
Requesting a Compensation Demo
Q & A

Use Chat to write your questions