

Other Job Changes

In this example we will walk through how to update an workers job details when multiple details need to be changed such as manager, location, cost center, FTE decrease (increases are not allowed through this process and will be denied) and compensation.

If your timekeeper assignment needs to change for the employee please contact hrworkday@maryfreebed.com

If the employee needs to change job profiles, increase FTE, move from hourly/salary, receive a promotion/demotion, this must be submitted through recruiting as PCC approval may be needed and new position may need to created in workday. Contact recruiting@maryfreebed.com for further instruction.

52 Steps [View most recent version](#) 

Created by
Alex Drabik

Creation Date
Dec 04, 2024

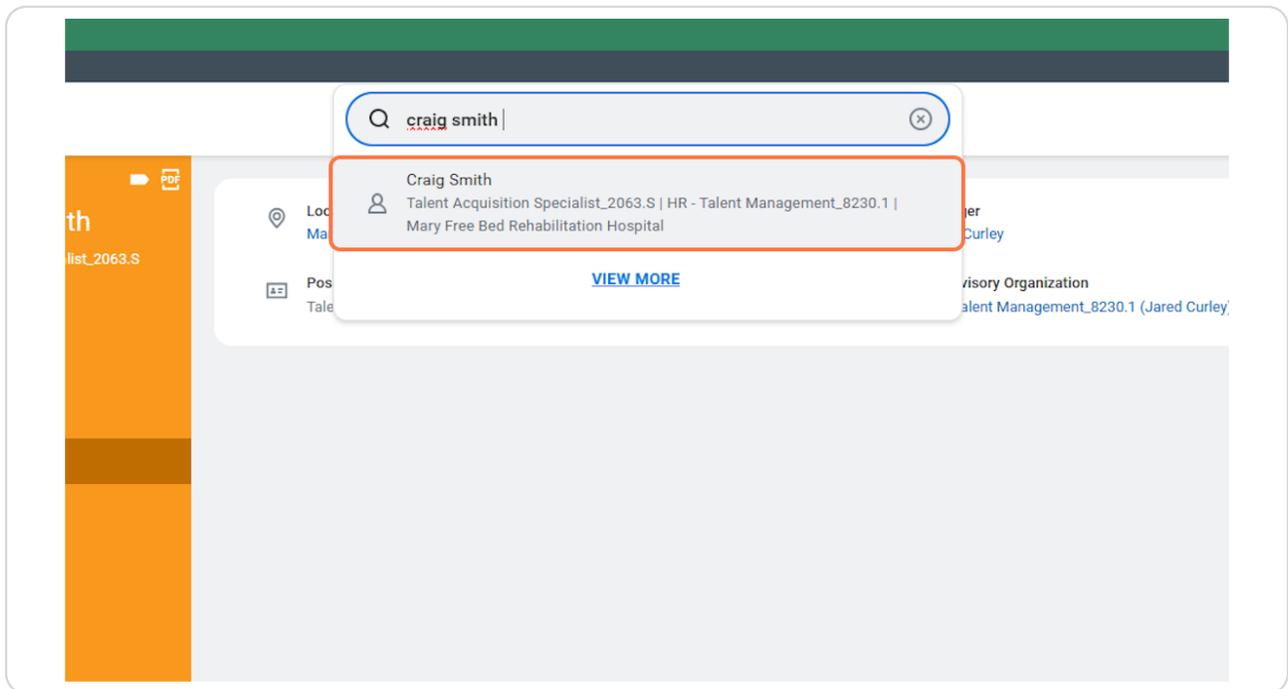
Last Updated
Dec 04, 2024

Submitting the Job Change Request

32 Steps

STEP 1

Search for the Worker and click on the worker object.



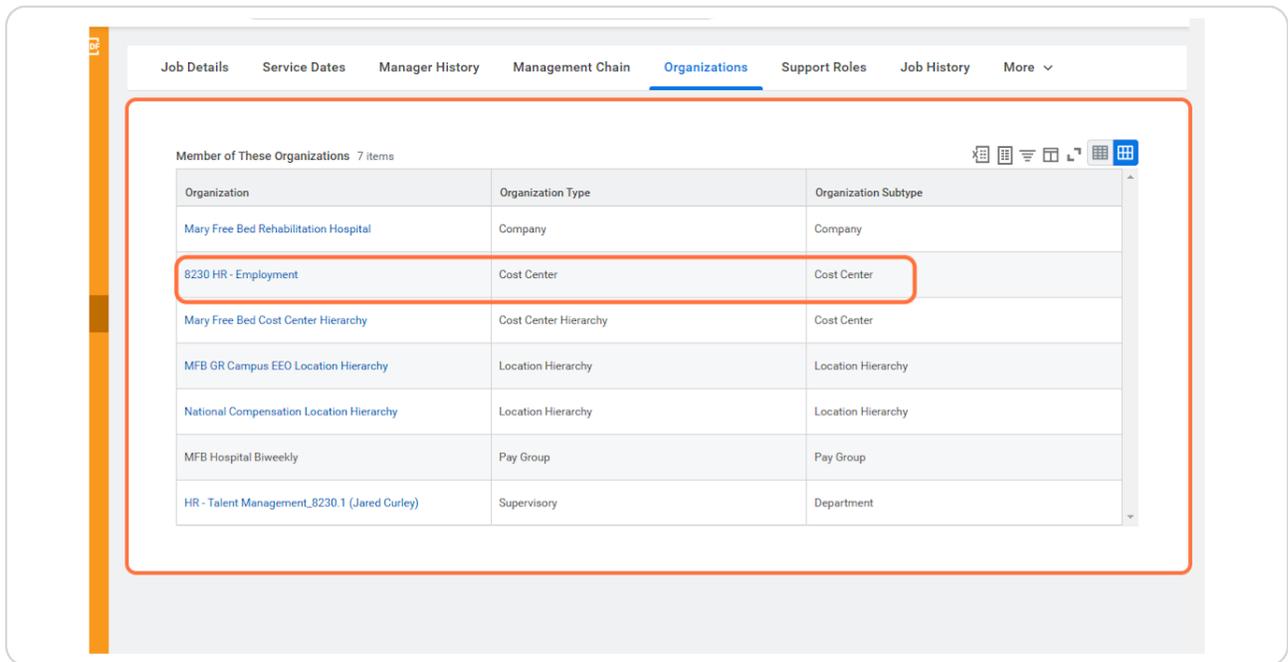
STEP 2

Click on the Job tab to review job details, this will give us a review of what the worker's current fte, management level, location, eeid, and time type, and supervisory organization.

Job Details		Contact Information - Public	
Employee ID	100053	Work Address	
Supervisory Organization	Mary Free Bed (Kent Riddle) >> HR - Talent Management_8230.1 (Jared Curley)	235 Wealthy Street SE Grand Rapids, MI 49503 United States of America	
Position	Talent Acquisition Specialist_2063.S		
Business Title	Talent Acquisition Specialist_2063.S		
Job Profile	Talent Acquisition Specialist_2063.S		
Job Family	Administration Group > Human Resources		
Employee Type	Regular		
Management Level	Individual Contributor		
Time Type	Full time		
FTE	100.00%		
Location	Mary Free Bed Rehabilitation Hospital		
Hire Date	11/14/2024		
Original Hire Date	11/14/2024		
Continuous Service Date	11/14/2024		
Length of Service	0 year(s), 0 month(s), 20 day(s)		

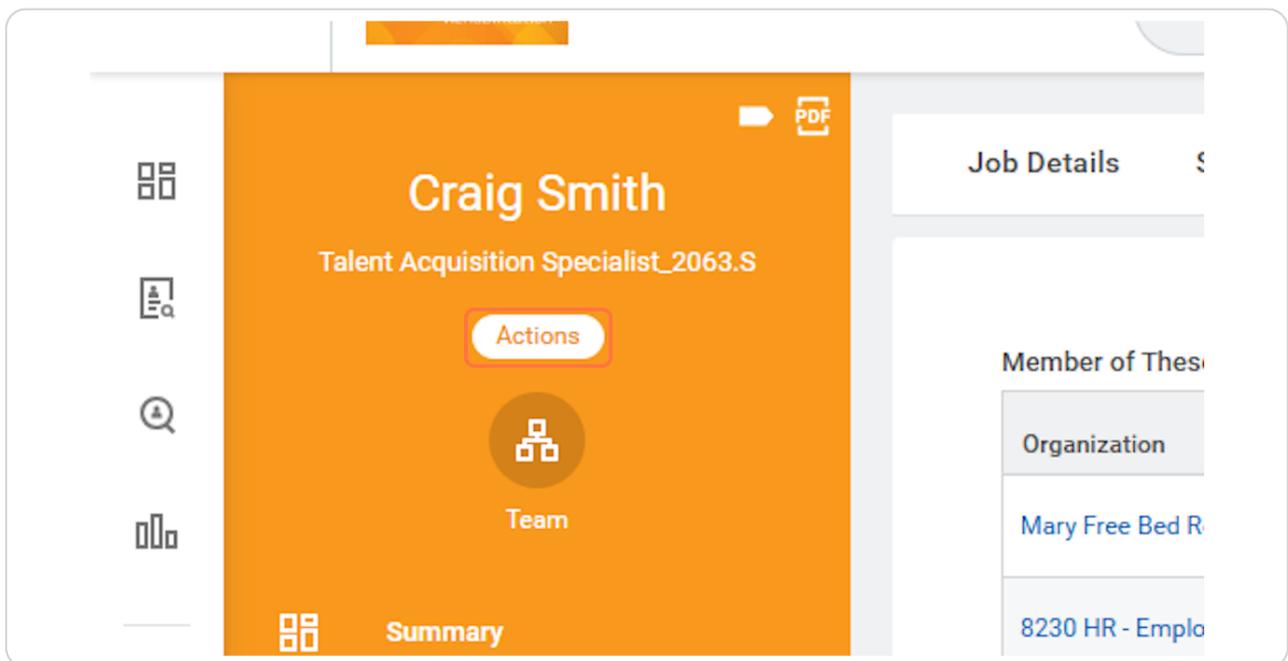
STEP 3

To view cost center click on the organizations tab.



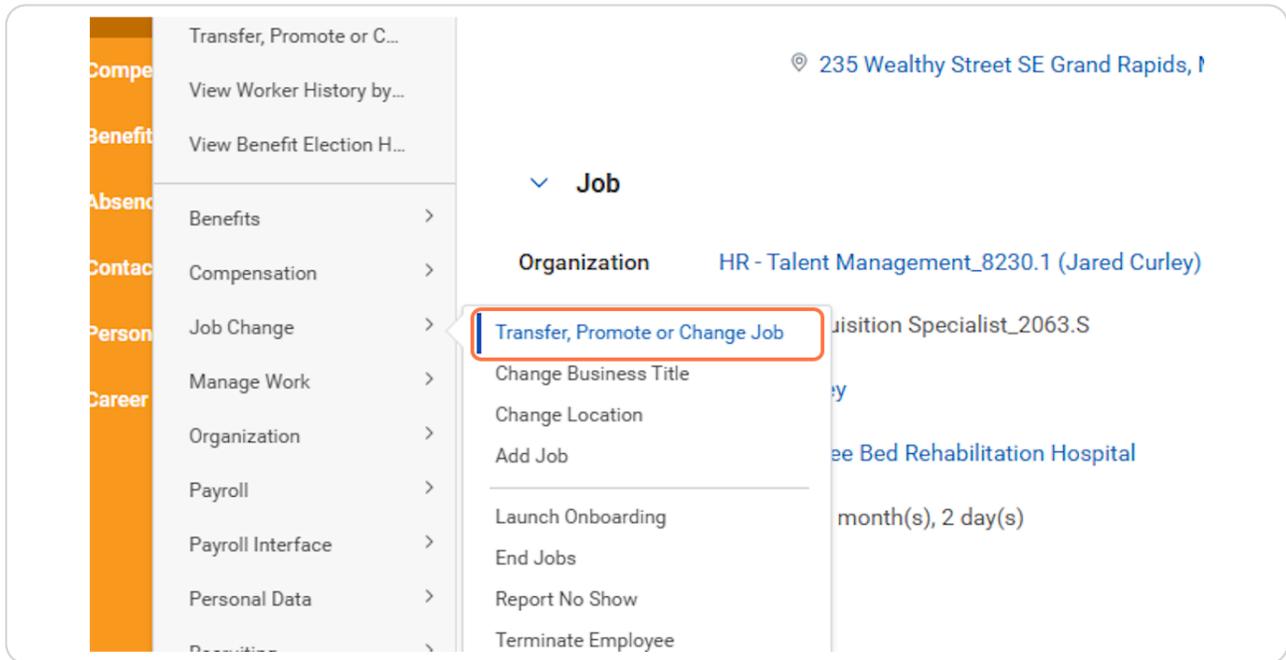
STEP 4

Click on Actions to open the 'Related Actions' menu.



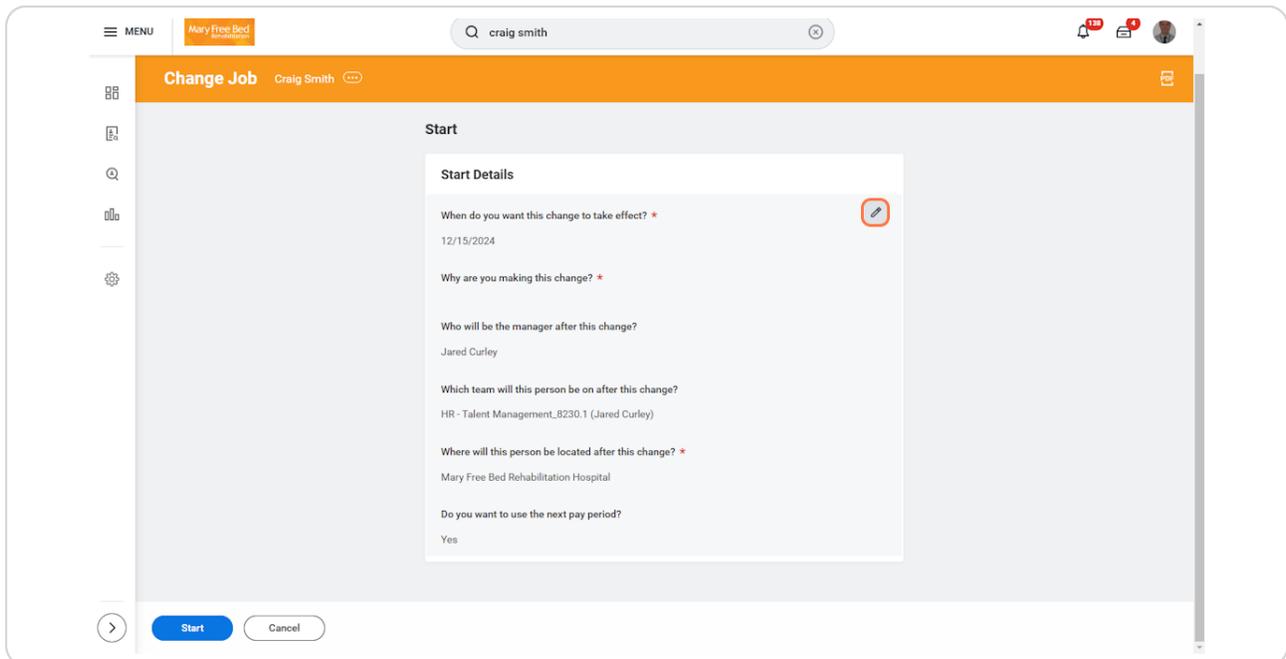
STEP 5

Hover over 'Job Change' and select 'Transfer, Promote or Change Job'



STEP 6

Click on Edit pencil or any of the start details to begin editing.



STEP 7

Enter the appropriate effective date for the job details being changed.

Start

Start Details

When do you want this change to take effect? *

12/15/2024 

Why are you making this change? *

Do you want to use the next pay period?

STEP 8

Under "Why are you making this change?," select Data Changes > Change Job Details

Change Job Details is the 'catch all' for when a worker has multiple changes happening in one event. For just a manager changes use 'Transfer', for just a location change, use 'change location', for just an FTE decrease use 'FTE Decrease', for just a change to resource status, use 'PRN (resource) Status Change.' You can find SOPs on all of these specific job change processes.

When do you want this change to take effect? *

12/15/2024

Why are you making this change? *

Search

← Data Changes

- Change Job Details
- Change Location
- FTE Decrease
- PRN (Resource) Status Change

Which team will this person be on after this change?

× HR - Talent Management_8230.1 (Jared Curley)

STEP 9

If Manager is changing, search and select the appropriate receiving manager.

The screenshot shows a web interface for 'Change Job Details'. At the top, there is a header with a close button and a menu icon. Below this, a question asks 'Do you want to use the next pay period?' with a checked checkbox. The next question is 'Who will be the manager after this change?'. A dropdown menu is open, showing 'Jared Curley' as the current selection. Below the current selection, a search bar contains the text 'dawn boomers', which is highlighted with an orange border. The dropdown menu lists several options: 'Search for Manager', 'All Managers', 'Managers by Supervisory Organization', 'Managers by Supervisory Organization Hierarchy', and 'Managers by Location Hierarchy'. To the right of the dropdown, the text 'change?' is visible, and below it, 'change? *' is visible.

STEP 10

Note by changing manager, you will see that the worker's team (supervisory organization) has updated to the new manager's supervisory organization (sup org)

The screenshot shows a form with the following sections:

- Why are you making this change? ***
A dropdown menu with the selected option: "Change Job Details".
- Do you want to use the next pay period?**
A checked checkbox.
- Who will be the manager after this change?**
A dropdown menu with the selected option: "Dawn Boomers".
- Which team will this person be on after this change?**
A dropdown menu with the selected option: "HR - Total Rewards_8215.1 (Dawn Boomers)". This section is highlighted with a red border.
- Where will this person be located after this change? ***
A dropdown menu with the selected option: "Mary Free Bed Rehabilitation Hospital".

A "Cancel" button is located at the bottom left of the form.

STEP 11

If location is changing, search and select the appropriate new location, then click start.

The screenshot shows a mobile application interface for changing a job. The top navigation bar is orange and contains the text "Change Job" and "Craig Smith". Below the navigation bar is a sidebar with icons for home, search, and settings. The main content area is titled "Start" and contains a "Start Details" form. The form has the following fields:

- When do you want this change to take effect? *
12/15/2024
- Why are you making this change? *
Change Job Details
- Who will be the manager after this change?
Dawn Boomers
- Which team will this person be on after this change?
HR - Total Rewards_8215.1 (Dawn Boomers)
- Where will this person be located after this change? *
Mary Free Bed Rehabilitation Hospital
- Do you want to use the next pay period?
Yes

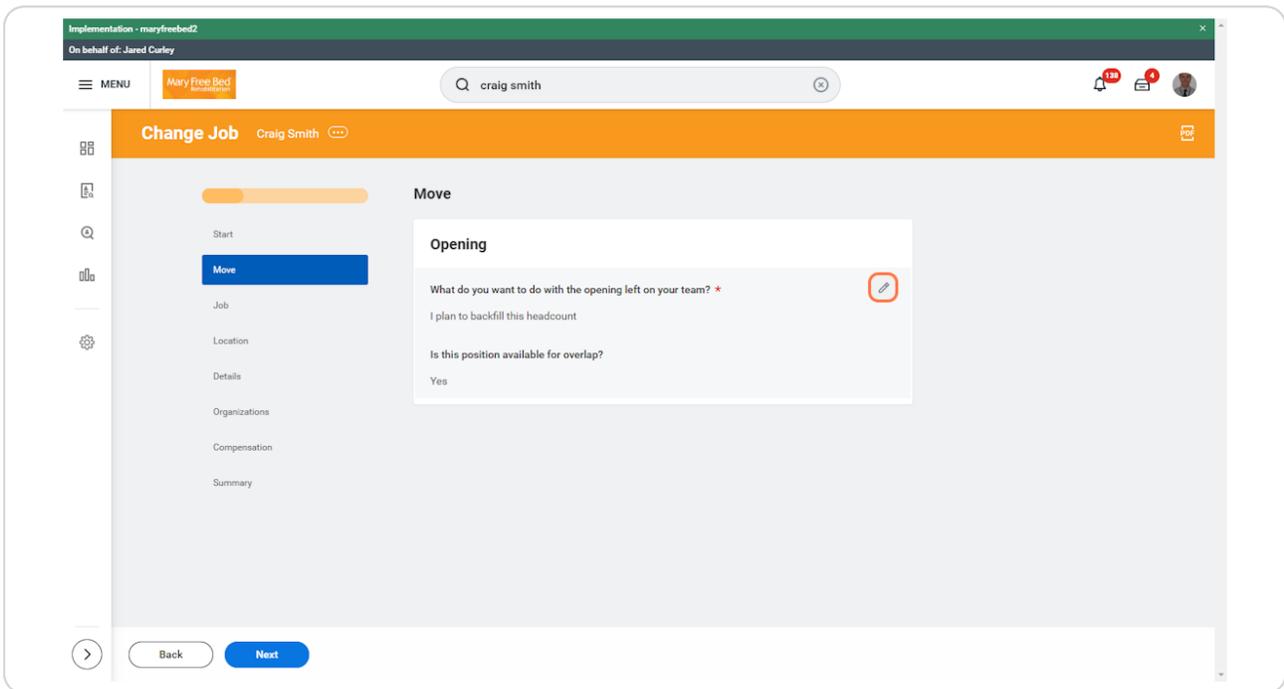
At the bottom of the form, there are two buttons: "Start" (highlighted with a red border) and "Cancel".

STEP 12

If you have changed managers, workday needs to know if the position is moving or if you will be backfilling this head count. If you will be backfilling STOP this process, and contact recruitment@maryfreebed.com for next steps.

If you are transferring to another manager but plan to create another role under your cost center/sup org, you will need to have recruiting build a new position.

You may continue this process by following the next steps and selecting 'move this head-count...', and if needed follow up with recruiting later and they will build a new requisition and position under your sup org.



The screenshot displays the Workday 'Change Job' interface for user Craig Smith. The page title is 'Change Job' and the user's name 'Craig Smith' is visible. A navigation menu on the left includes 'Start', 'Move', 'Job', 'Location', 'Details', 'Organizations', 'Compensation', and 'Summary'. The 'Move' step is currently selected and highlighted in blue. The main content area is titled 'Move' and contains a form with the following text:

Opening

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

I plan to backfill this headcount

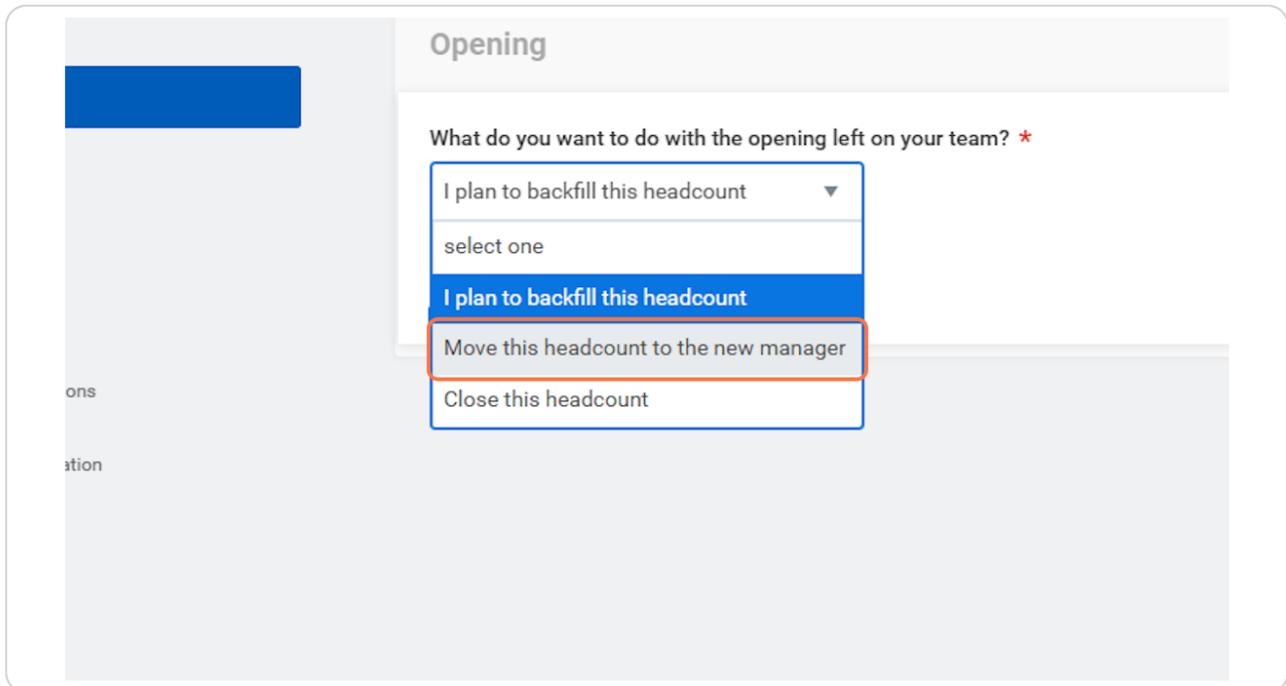
Is this position available for overlap?

Yes

At the bottom of the form, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted in blue.

STEP 13

Select Move this headcount to the new manager and click Next



The screenshot shows a web form titled "Opening". The form contains a question: "What do you want to do with the opening left on your team? *". Below the question is a dropdown menu with four options: "I plan to backfill this headcount", "select one", "I plan to backfill this headcount", and "Move this headcount to the new manager". The option "Move this headcount to the new manager" is highlighted with an orange border. The option "I plan to backfill this headcount" is highlighted with a blue background. The option "select one" is the currently selected option. The option "Close this headcount" is the last option in the list. The form is set against a light gray background with a blue header bar.

Opening

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

I plan to backfill this headcount ▼

select one

I plan to backfill this headcount

Move this headcount to the new manager

Close this headcount

STEP 14

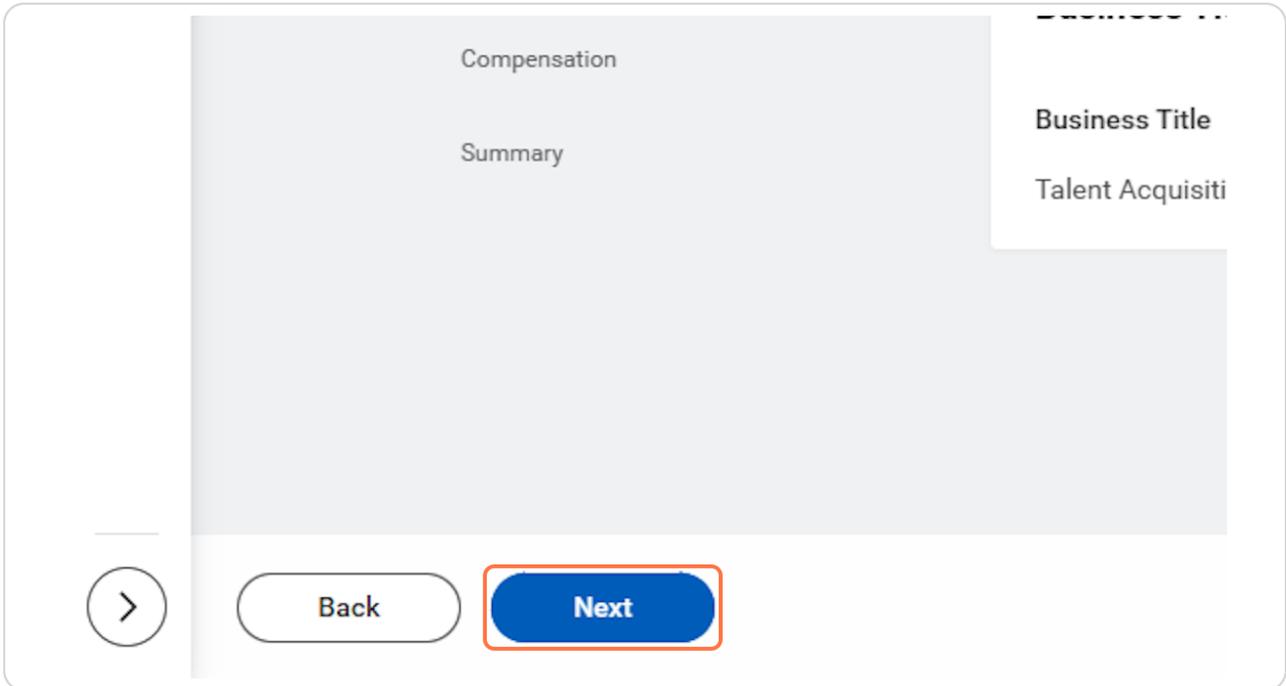
Review Job Profile details, note you are not allowed to change profile in this process.

If a job profile change needs to be made you must request this through recruitment@maryfreebed.com, this includes changes from hourly to salary or vice versa.

The screenshot shows a web interface for 'Change Job' for user 'Craig Smith'. The interface is divided into a left sidebar and a main content area. The sidebar contains a vertical list of options: Start, Move, Job (highlighted in blue), Location, Details, Organizations, Compensation, and Summary. The main content area is titled 'Job' and contains two sections: 'Job Profile' and 'Business Title'. Both sections show the value 'Talent Acquisition Specialist_2063.S' and have an edit icon to the right. The 'Job Profile' section has a red asterisk next to the label 'Job Profile *'. At the bottom of the interface, there are two buttons: 'Back' and 'Next'.

STEP 15

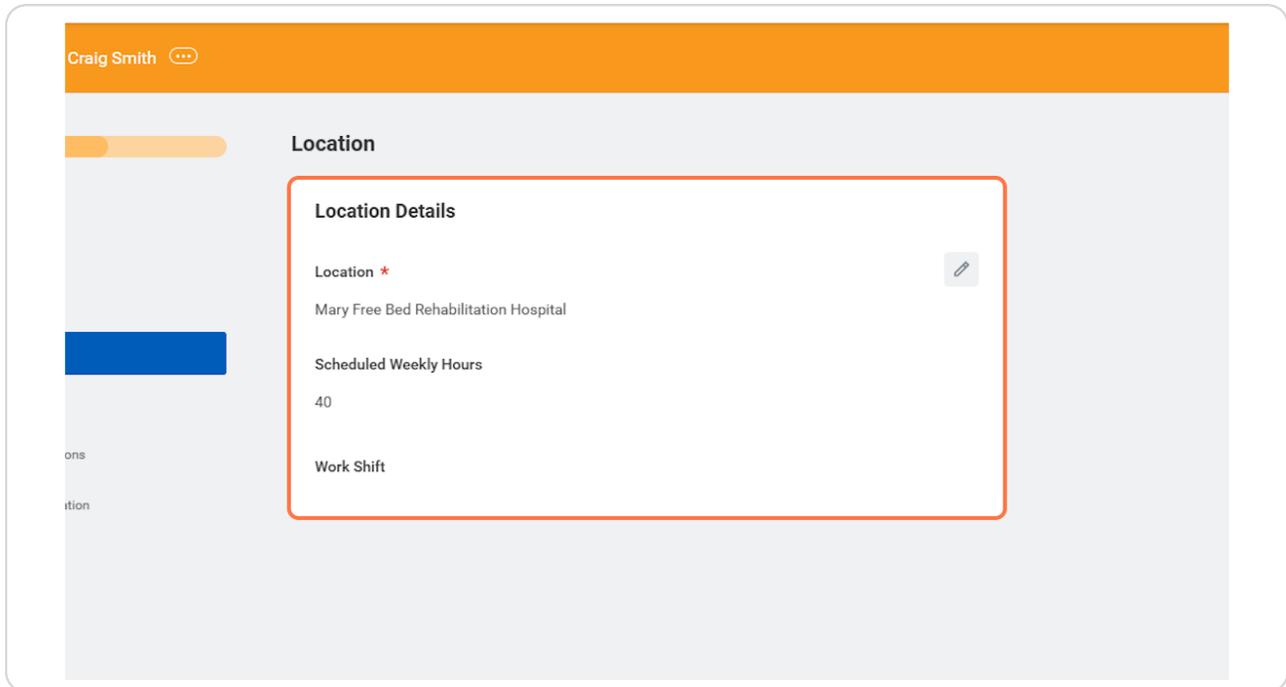
Click on Next



STEP 16

Review/Update current location and scheduled weekly hours

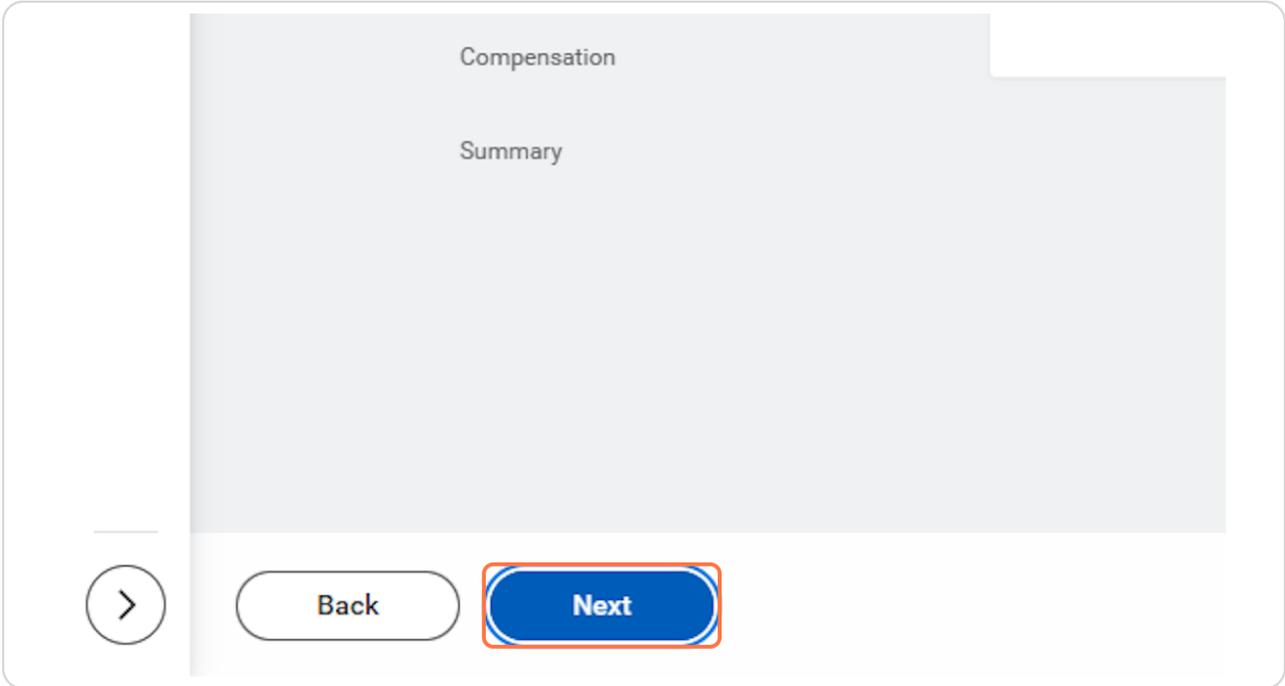
You may decrease FTE in this process by decreasing the amount of scheduled weekly hours. However all FTE and schedule weekly hours increases must be submitted through recruitment@maryfreebed.com and are subject to PCC approval.



The screenshot displays a user interface for managing location details. At the top, there is an orange header bar with the name 'Craig Smith' and a three-dot menu icon. Below the header, the page is titled 'Location'. A central white box with an orange border contains the 'Location Details' section. This section includes a 'Location *' field with a pencil icon, containing the text 'Mary Free Bed Rehabilitation Hospital'. Below this is the 'Scheduled Weekly Hours' field, which contains the number '40'. At the bottom of the details box is the 'Work Shift' label. To the left of the main content area, there is a vertical sidebar with a blue bar and some partially visible text: 'ons' and 'ition'.

STEP 17

Click on Next



STEP 18

If an FTE decrease has taken place, you may need to update the time type to 'Part Time' or 'Resource', you should see FTE has automatically updated based on the number of scheduled weekly hours you submitted in the previous step.

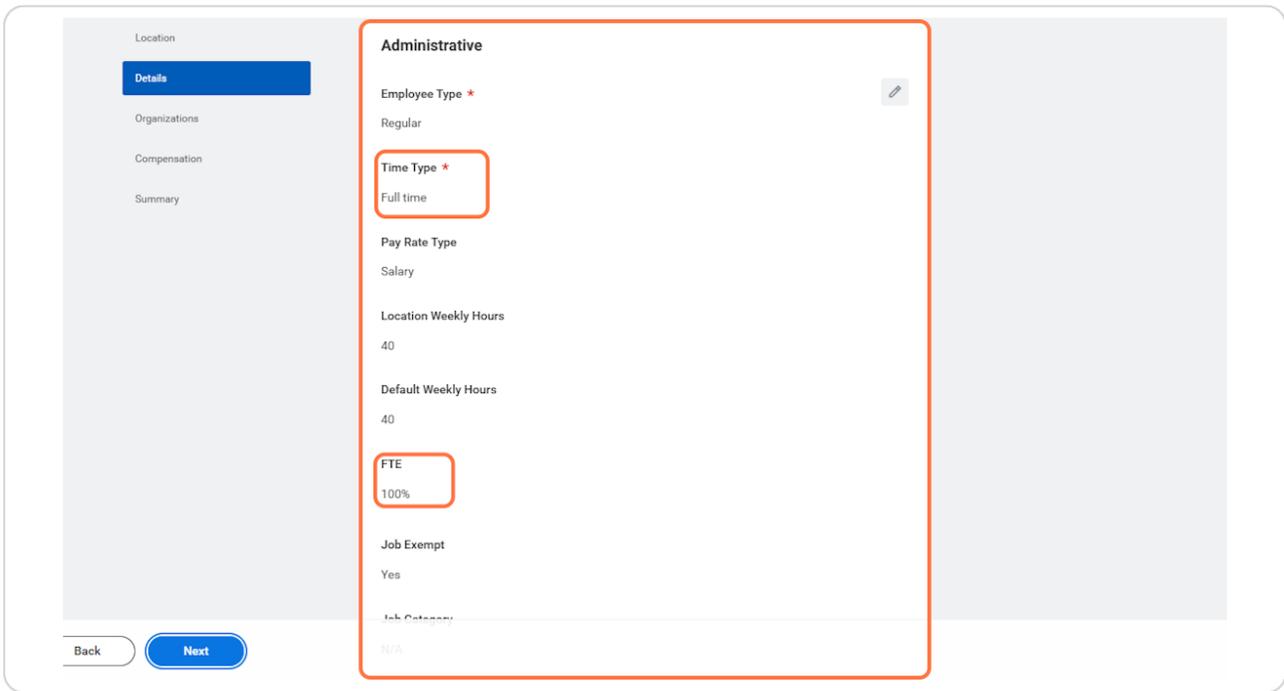
Time Type:

Full time = .75 FTE and up (30 weekly scheduled hours or more)

Part time = .1 FTE - .749 (4 - 29 weekly scheduled hours)

Resource = 0 FTE (0 weekly scheduled hours)

Again, if an employee is moving from salary to hourly (exempt to nonexempt) this change must be submitted through the recruiting process by contacting recruitment@maryfreebed.com.



The screenshot displays a web-based form titled "Administrative" for editing employee details. The form is enclosed in an orange border. On the left, a sidebar menu includes "Location", "Details" (highlighted in blue), "Organizations", "Compensation", and "Summary". The main form area contains the following fields:

- Employee Type ***: Regular
- Time Type ***: Full time (highlighted with an orange box)
- Pay Rate Type**: Salary
- Location Weekly Hours**: 40
- Default Weekly Hours**: 40
- FTE**: 100% (highlighted with an orange box)
- Job Exempt**: Yes
- Job Category**: N/A

At the bottom left, there are "Back" and "Next" buttons.

STEP 19

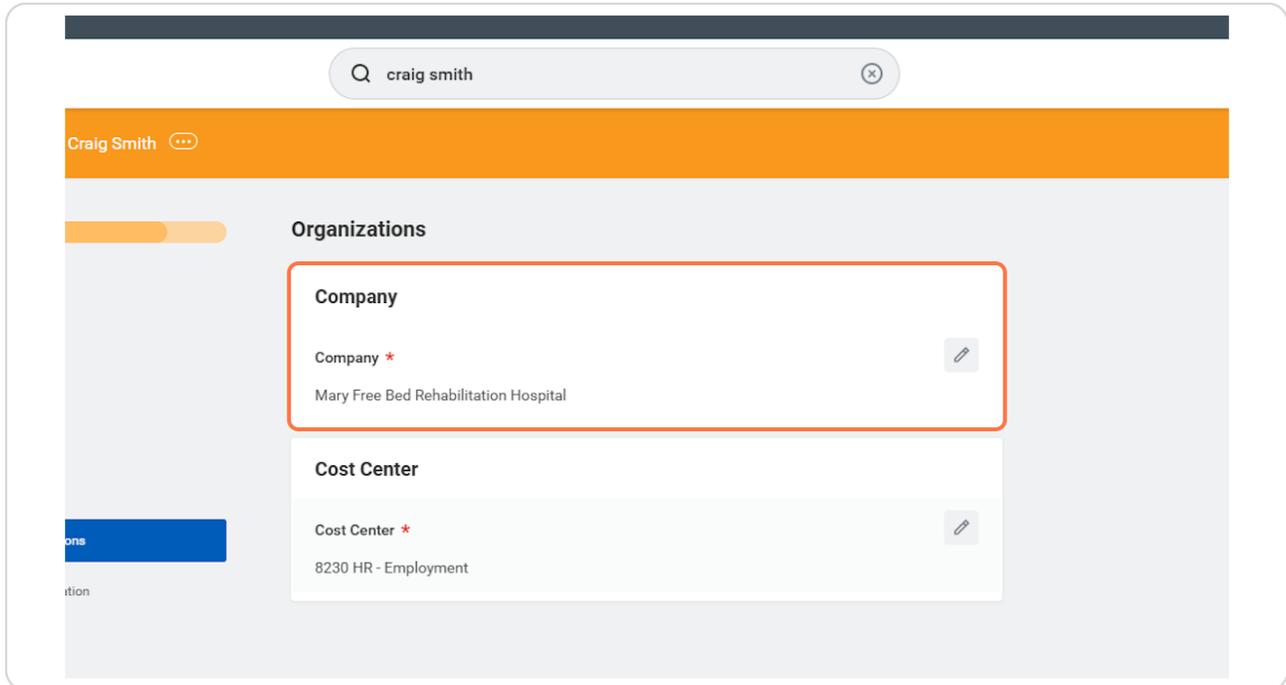
Click on Next

A screenshot of a web form interface. The form is divided into two main sections. The top section is a large, light gray rectangular area, likely for a photo or document upload. To the right of this area, there are several text labels: "100%", "Job Exempt", "Yes", "Job Category", "N/A", and "Job Classificati". The bottom section contains a navigation bar with three elements: a circular button with a right-pointing chevron, a white button with a black border labeled "Back", and a blue button with a white border and a red outline labeled "Next".

STEP 20

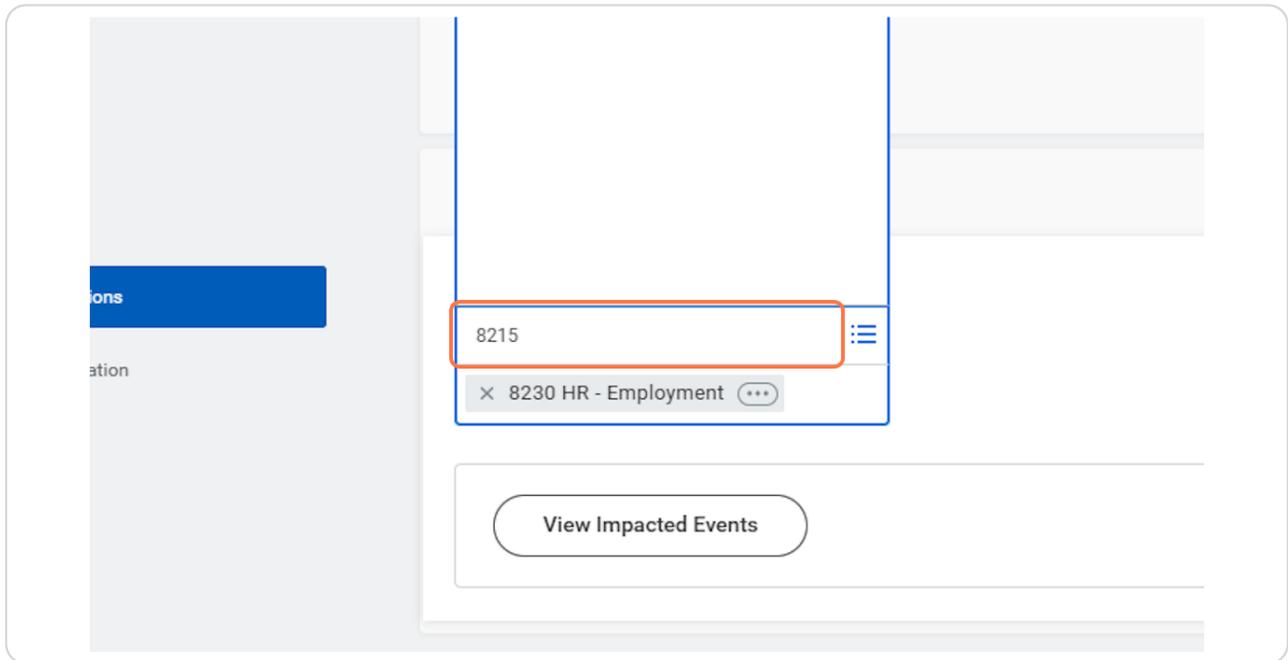
If the employee is changing from Mary Free Bed Hospital to Mary Free Bed Orthotics and Prosthetics or vice versa, you need to update company and select the appropriate company.

This is an imperative step for accurate payroll processing.



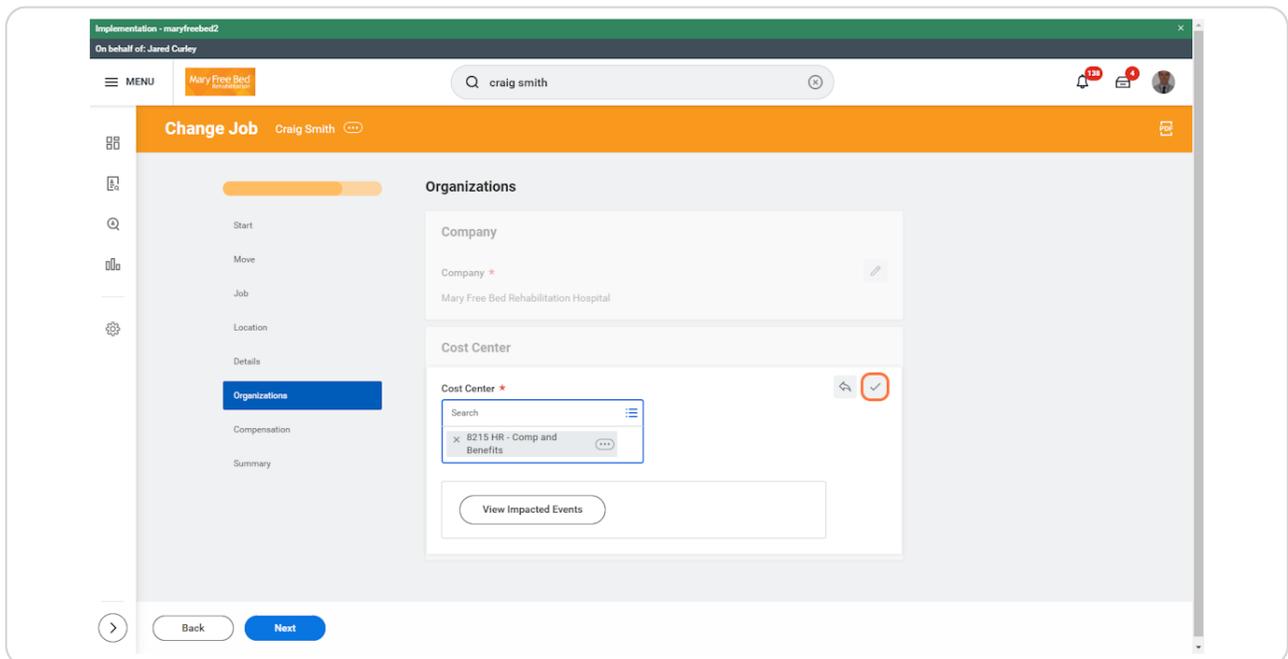
STEP 21

To change cost center, search and select the appropriate new cost center.



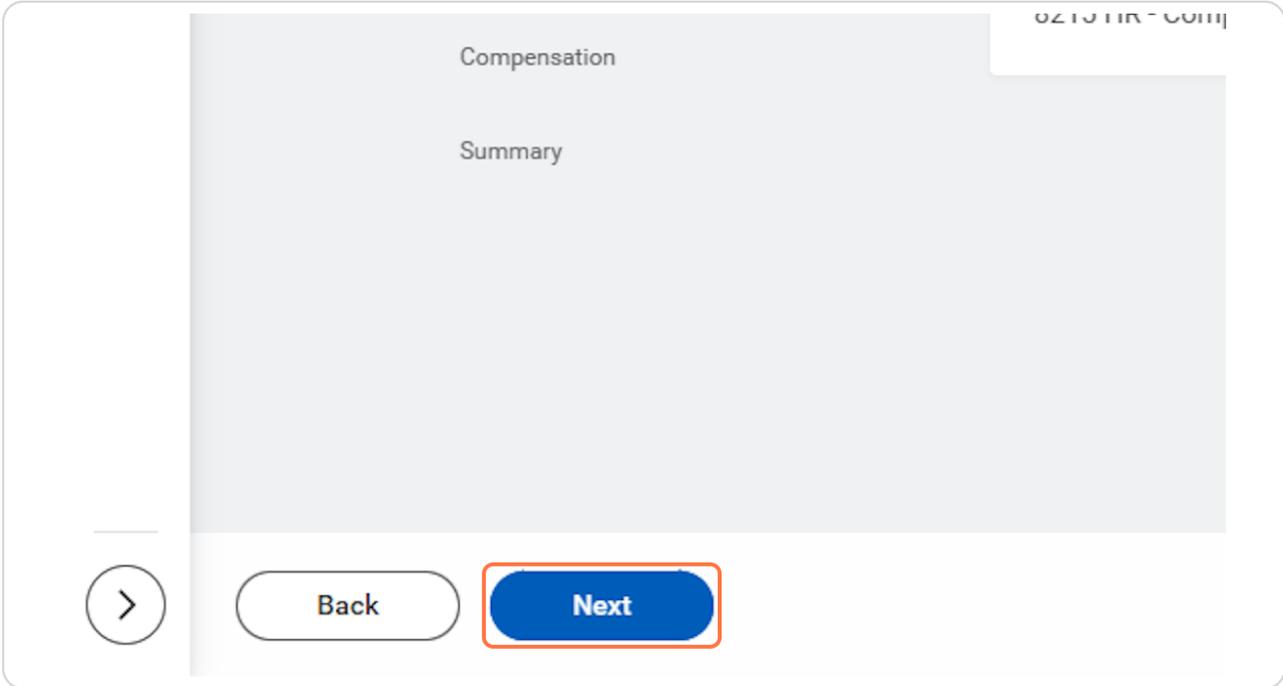
STEP 22

Review your changes and click on the check mark to Save



STEP 23

Click on Next



STEP 24

If your employee is decreasing their FTE they may have a compensation change, especially if they are salaried or moving to PRN they may receive a PRN rate. Always check with Total Rewards on any compensation questions.

A 1.0 employee's salary is calculated by taking their hourly rate and multiplying by 2080. To calculate a change if this employee was moving to a .5 from a .75 we would do the following equation:

Current FTE and salary to hourly rate: .75, \$80,000 | $80,000 / (2080 * .75) > 80000 / 1560 = \51.28

New FTE and Salary from hourly calc: .5 FTE | $\$51.28 * 2080 * .5 = \$53,331.2$

NOTE: always reach to Total Rewards team with questions on compensation changes.

The screenshot displays a user interface for managing compensation. At the top, it shows 'Grade 7S' and 'Grade Profile National_7S'. Below this is a 'Salary' section, which is highlighted with an orange border. This section includes 'Assignment Details' (60,000.00 USD Annual), 'Plan Name' (Salary Plan), and 'Effective Date' (12/02/2024). There are 'x' and 'edit' icons next to the assignment details. Below the salary section is an 'Hourly' section with an 'Add' button. A blue 'Next' button is located at the bottom left of the interface.

STEP 25

Click on Next

The screenshot shows a software interface with a large grey rectangular area on the left. On the right side, there are two sections. The top section is titled "Plan Name" and contains the text "Salary Plan". Below it, the "Effective Date" is listed as "12/02/2024". Underneath the date is a button labeled "Add". The bottom section is titled "Hourly" and also contains a button labeled "Add". At the bottom of the interface, there are three navigation elements: a circular arrow icon on the left, a "Back" button in the middle, and a "Next" button on the right. The "Next" button is highlighted with a red rectangular border.

STEP 26

On the summary page review all changes made and make an edits as necessary.

Start

Start Details

When do you want this change to take effect? *
12/15/2024

Why are you making this change? *
Change Job Details

Who will be the manager after this change?
Dawn Boomers

Which team will this person be on after this change?
HR - Total Rewards_8215.1 (Dawn Boomers)

Where will this person be located after this change?
Mary Free Bed Rehabilitation Hospital

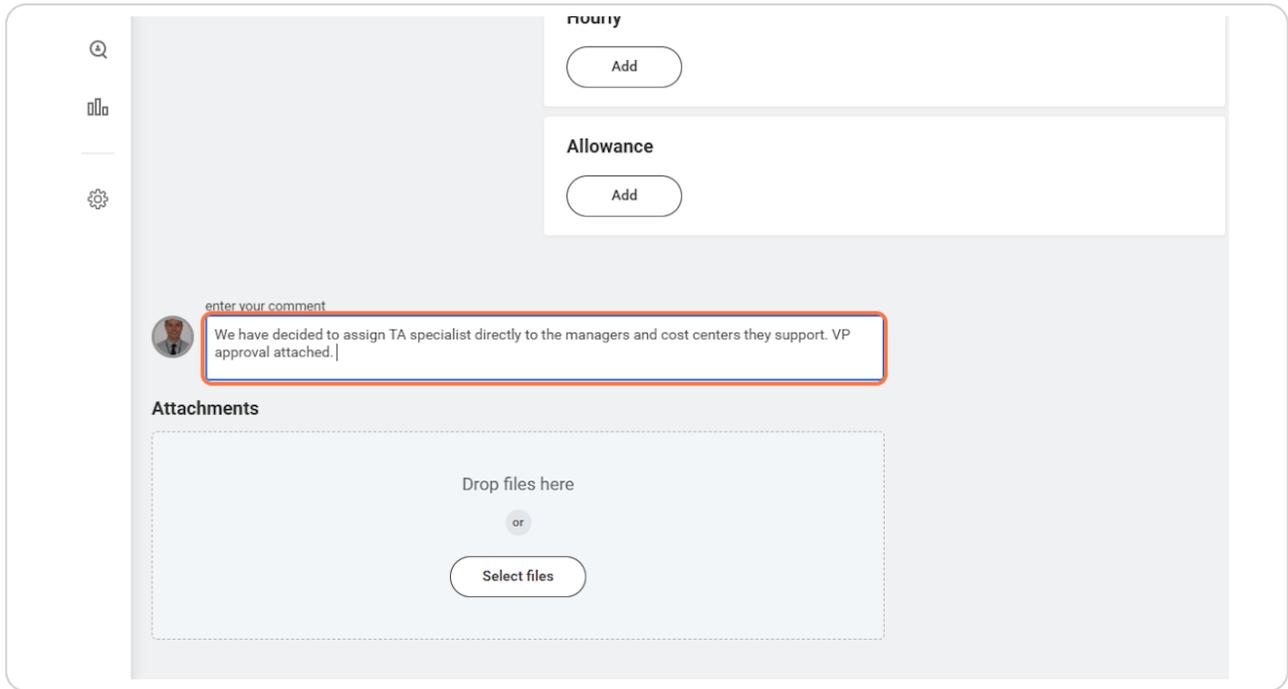
Do you want to use the next pay period?
Yes

Move [Guide Me](#)

[Submit](#) [Save for Later](#) [Cancel](#) [Opening](#)

STEP 27

Please enter a comment to provide the HR team context as to the changes being made.

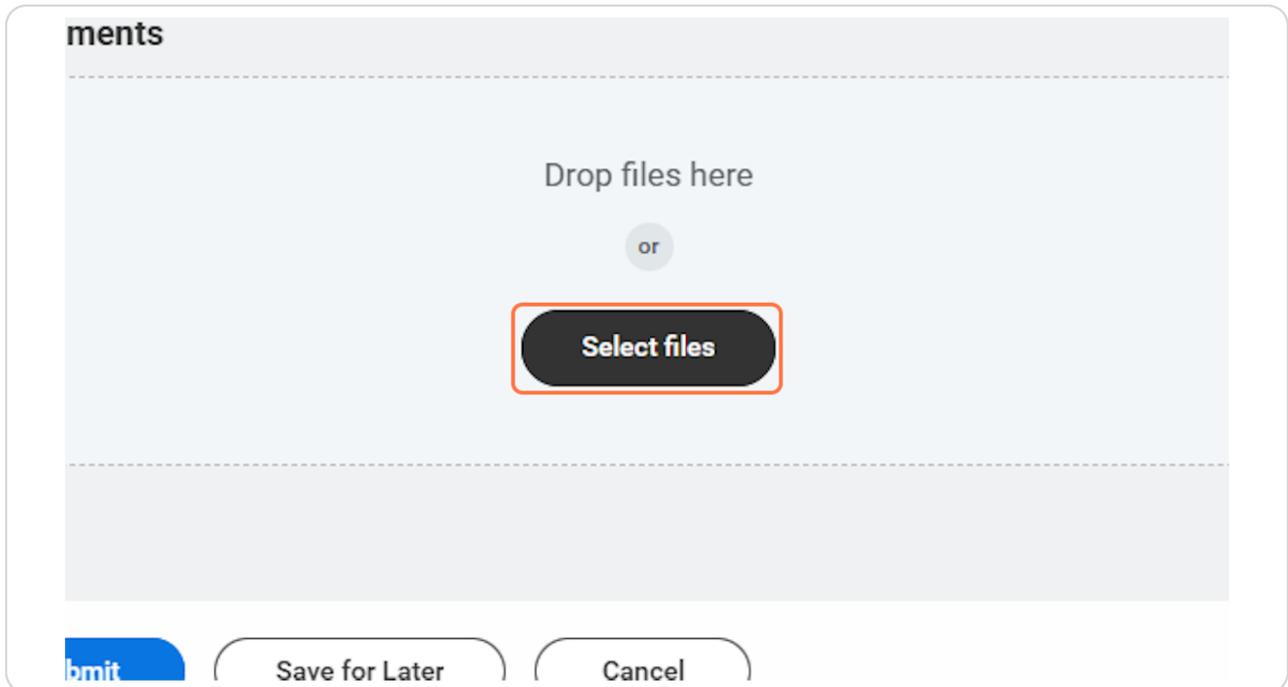


The screenshot displays a user interface with a sidebar on the left containing icons for search, a list, and settings. The main content area is divided into sections. At the top right, there is a section labeled "County" with an "Add" button. Below it is a section labeled "Allowance" with another "Add" button. The central part of the interface features a comment input field with a placeholder "enter your comment" and a profile picture icon. The text "We have decided to assign TA specialist directly to the managers and cost centers they support. VP approval attached." is entered into the field and is highlighted with a red rectangular border. Below the comment field is an "Attachments" section, which includes a dashed border box containing the text "Drop files here", a small "or" button, and a "Select files" button.

STEP 28

REQUIRED: all Job Changes in workday require an attachment, sometimes this is a VP approval, other times it can just be an email or other document outlining the change request.

Click Select Files to upload the appropriate documentation needed. All Compensation changes require leader approval.



STEP 29

Enter a description of the documentation you provided.



We have decided to assign TA specialist directly to the managers and cost centers they support. VP approval attached.

Attachments

 Document (1).pdf
✓ Successfully Uploaded!

Description

Category *



STEP 30

Select the appropriate document category.

Offers or Other documents will typically be what you select.

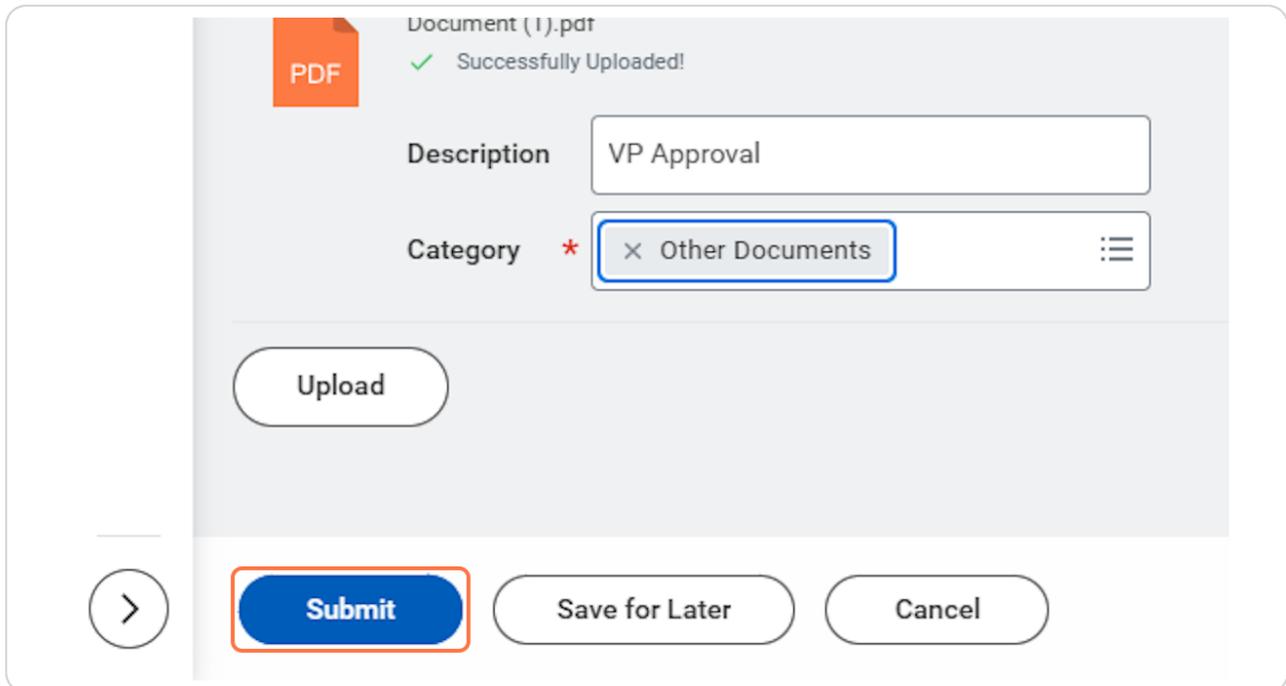
The screenshot shows a document upload interface. On the left, there is a profile picture and a message: "We have decided to... approval attached." Below this is an "Attachments" section with a PDF icon and the text "Document (1).pdf" and "Successfully uploaded". A "Description" field is visible. On the right, a dropdown menu is open, listing various document categories. The "Other Documents" option is highlighted with an orange border. The categories listed are:

- Multi-Media (Audio) (Student)
- Multi-Media (Video) (Student)
- Named Professorships
- Notice Period
- Offers
- Other (Student)
- Other Documents
- Passports and Visas
- Period Activity Pay
- Personal Information
- Portfolio (Student)
- Position

Below the dropdown, there is a "Category" field with a plus sign and a "Search" field. The background shows a form with a "Save" button and some text: "nce", "dd", "s and cost centers they support. VF".

STEP 31

Click on Submit



Document (1).pdf
✓ Successfully Uploaded!

PDF

Description

Category *

Upload

> **Submit** Save for Later Cancel

The screenshot shows a document upload interface. At the top, a PDF icon is next to the text 'Document (1).pdf' and a green checkmark with the message 'Successfully Uploaded!'. Below this, there are two input fields: 'Description' with the value 'VP Approval' and 'Category' with a red asterisk and the value '× Other Documents'. A 'Upload' button is positioned below the inputs. At the bottom, there are four buttons: a circular arrow button, a blue 'Submit' button (highlighted with a red border), a 'Save for Later' button, and a 'Cancel' button.

STEP 32

Next up in this process is the receiving manager, the next section will go through those instructions. However the next steps review how you as the current manager can view the status of the worker's job change business process (BP).

If the job change did not require a change in manager, this process will automatically route to the HR team for approval. Skip to step 43.

Q craig smith

You have submitted
Up Next: Dawn Boomers | Review: Receiving Manager | Due Date 12/06/2024
[View Details](#)

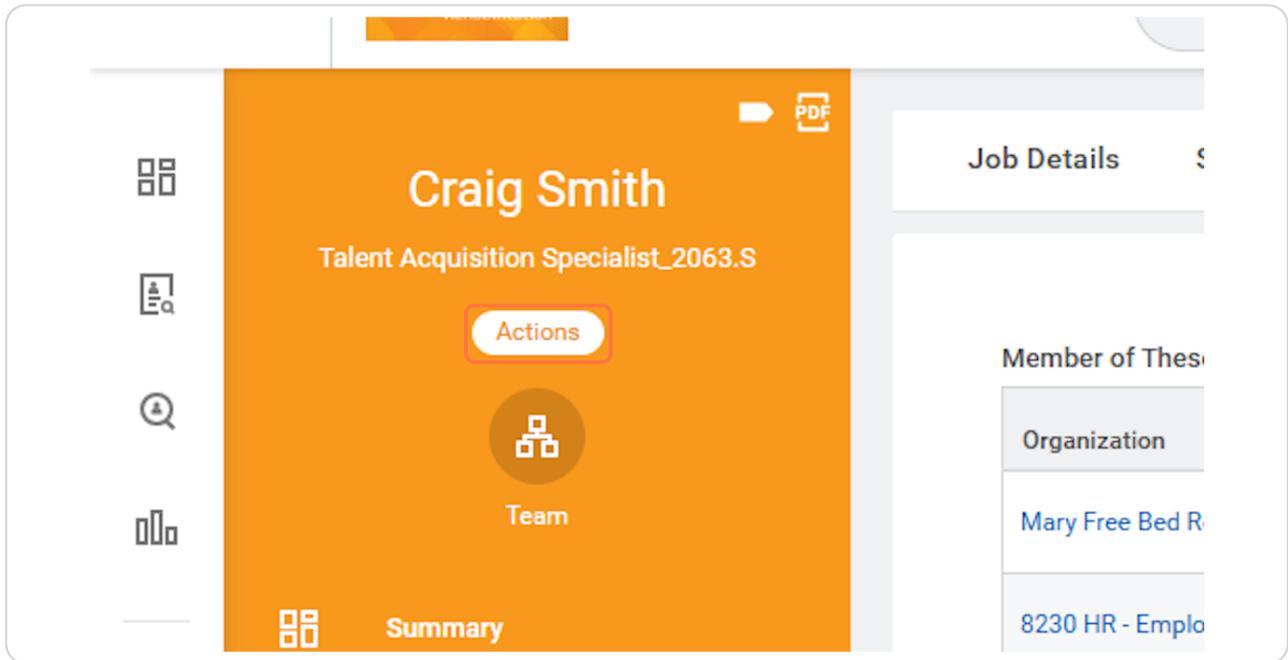
Organization	Organization Type	Organization Subtype
Mary Free Bed Rehabilitation Hospital	Company	Company
8230 HR - Employment	Cost Center	Cost Center
Mary Free Bed Cost Center Hierarchy	Cost Center Hierarchy	Cost Center
MFB GR Campus EEO Location Hierarchy	Location Hierarchy	Location Hierarchy
National Compensation Location Hierarchy	Location Hierarchy	Location Hierarchy

Viewing status of Job Change Business Process

6 Steps

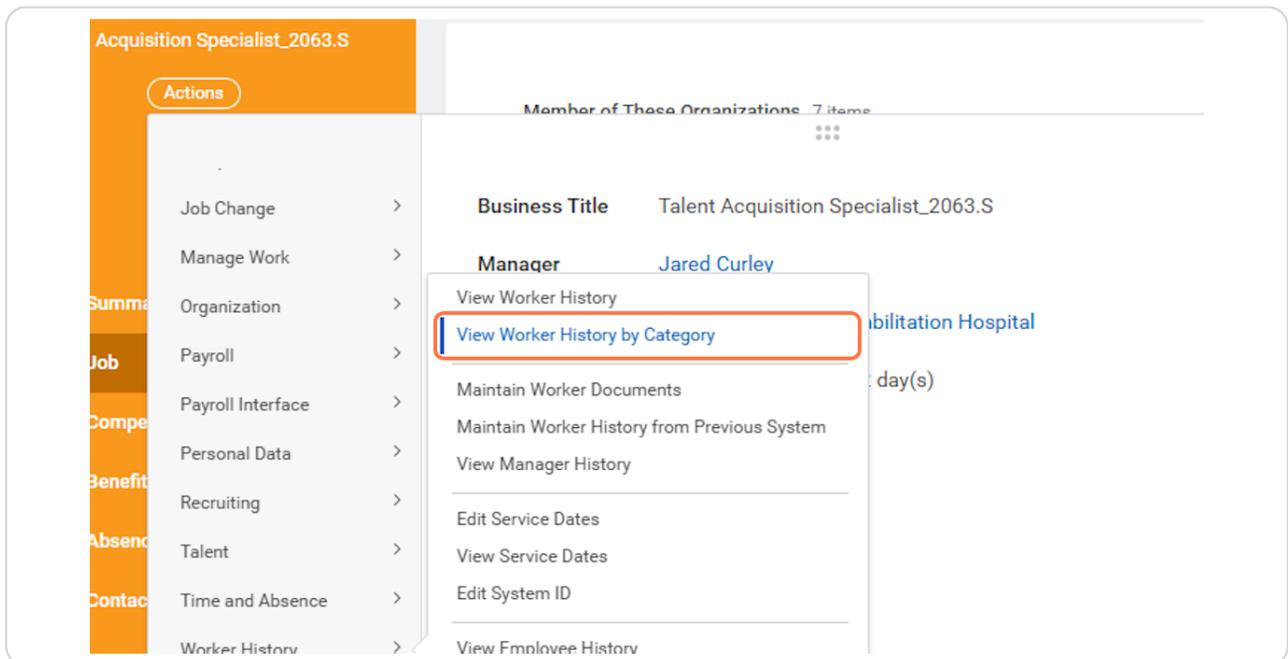
STEP 33

Click on Actions



STEP 34

Hover on Worker History > Click on View Worker History by Category



STEP 35

Under Staffing tab, you should see a list of all Job changes.

In this example we can see the process in 'In progress' under the status column

The screenshot shows a web interface for viewing worker history. At the top, there is a search bar with the name 'craig smith' and a 'View Worker History' button. Below this, there are tabs for 'Staffing', 'Organization', 'Personal Data', and 'Compensation'. The 'Staffing' tab is selected. Underneath, there are two sections: 'Hire History' and 'Position Change History'. The 'Position Change History' section contains a table with two rows. The first row, representing a 'Data Change', has a status of 'In Progress', which is highlighted with a red rectangular box. The second row, representing a 'Transfer', has a status of 'Successfully Completed'.

Business Process	Initiated On	Start Date	Status	Reason	Supervisory Organization	Position
Hire: Craig Smith	11/07/2024 02:04:43 PM	11/14/2024	Successfully Completed	Hire Employee > New Hire	IP Support_6085.2 (Jamie Schumaker)	COTA_1031.H

Business Process	Initiated On	Effective Date	Status	Reason	Outbound Organization	Outbound Position	Inbound Organization
Data Change: Craig Smith	12/04/2024 09:56:39 AM	12/15/2024	In Progress	Data Change > Data Changes > Change Job Details	HR - Talent Management_8230.1 (Jared Curley)	Talent Acquisition Specialist_2063.S	HR - Total Rewards_8215.1 (Dawn Boomers)
Transfer: Craig Smith	11/25/2024 11:34:41 AM	12/02/2024	Successfully Completed	Transfer > Transfer > Internal Transfer	IP Support_6085.2 (Jamie Schumaker)	COTA_1031.H	HR - Talent Management_8230.1 (Jared Curley)

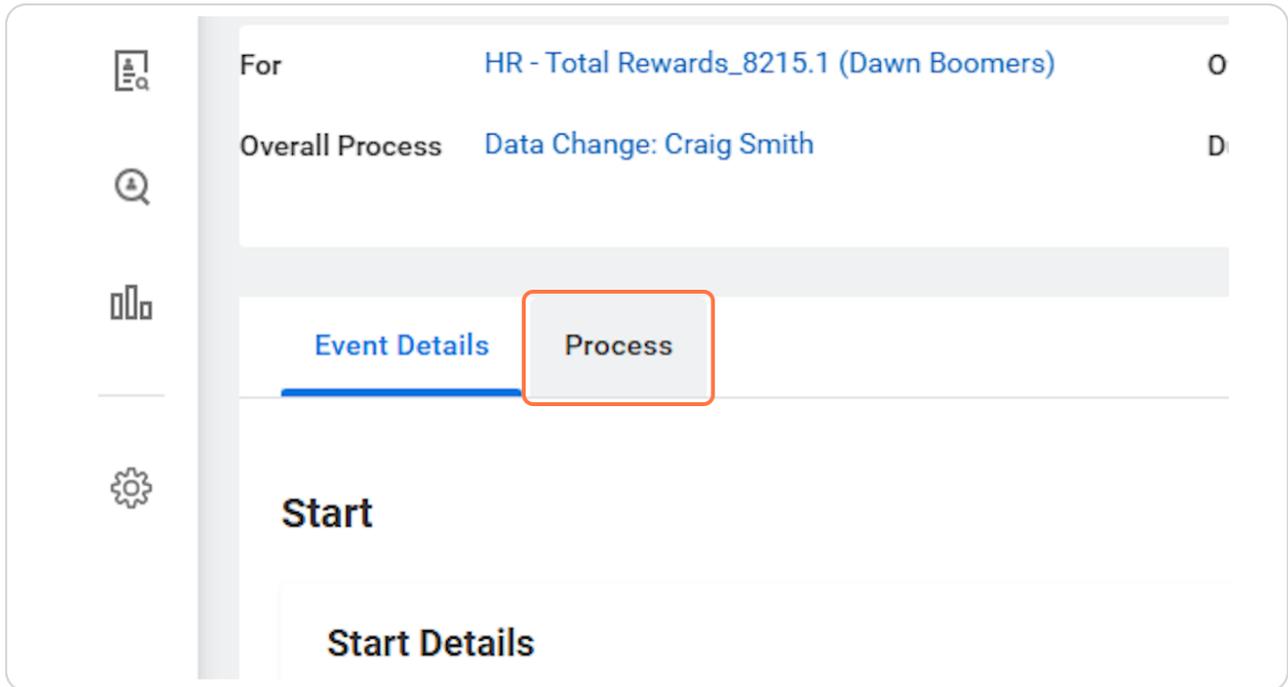
STEP 36

To view more details on the BP, Click on the hyperlinked BP

Hire: Craig Smith	11/07/2024 02:04:43 PM	11/14/2024	S
Position Change History 2 items			
Business Process	Initiated On	Effective Date	Status
Data Change: Craig Smith ⋮	12/04/2024 09:56:39 AM	12/15/2024	In Progress
Transfer: Craig Smith	11/25/2024 11:34:41 AM	12/02/2024	Successfully Con

STEP 37

Event Details tab will give you a summary of the changes requested, to view process steps, click the 'Process' Tab.



STEP 38

In this example we can see the receiving (proposed) manager is up next and 'awaiting action'.

I Rewards_8215.1 (Dawn Boomers) Overall Status In Progress

Manager: Craig Smith Due Date 12/11/2024

Process

Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Change Job	Step Completed	12/04/2024 09:56:39 AM	12/11/2024	Jared Curley	1	Alexus Brandenburg on behalf of Jared Curley: We have decided to assign TA specialist directly to the managers and cost centers they support. VP approval attached.
Review: Current Manager	Not Required		12/11/2024		0	
Review: Receiving Manager	Awaiting Action		12/06/2024	Dawn Boomers (Proposed Manager) (***)	1	

SS

Click to review remaining process details.

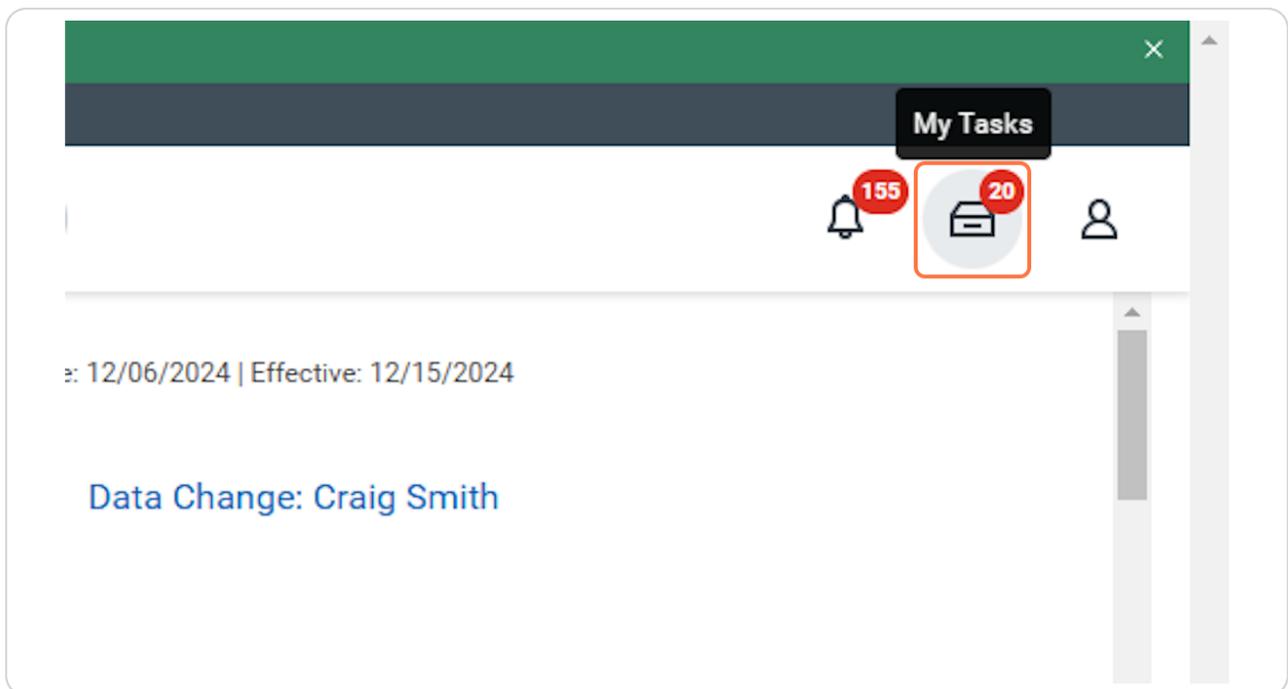
Receiving Manager Instructions

4 Steps

If the job change did not require a manager change you can skip this section.

STEP 39

Navigate to your workday task inbox



STEP 40

Select the appropriate task, review the information and any comments made by the 'sending' manager or whomever submitted the job change.

The screenshot displays a web application interface for task management. The top navigation bar includes a menu icon, the user's name 'Mary Free Bed', a search bar, and notification icons. The main content area is divided into three sections:

- My Tasks:** A sidebar menu with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'.
- All Items:** A list of tasks with search and filter options. A red box highlights a task titled 'Data Change: Craig Smith' with a due date of 12/06/2024 and an effective date of 12/15/2024.
- Task Details:** A detailed view of the selected task, showing a comment section and a process history section. A red box highlights a comment from Jared Curley, dated 1 minute ago, stating: 'We have decided to assign TA specialist directly to the managers and cost centers they support. VP approval attached.'

At the bottom of the task details, there are buttons for 'Approve', 'Send Back', and a three-dot menu.

STEP 41

You can click on any attachments to review what was submitted.

 Review: Receiving Manager- Awaiting Action

Attachments

 [Document \(1\).pdf](#) 1 m
Uploaded by Jared Curley

Description

Category *



4 11/27/2024 ☆

11/26/2024 ☆

STEP 42

Once ready you can click approve OR Send Back

If a correction needs to be made you can click send back and enter a comment as to why, this will send the task back to the sending manager/submitter to review/edit and resubmit.

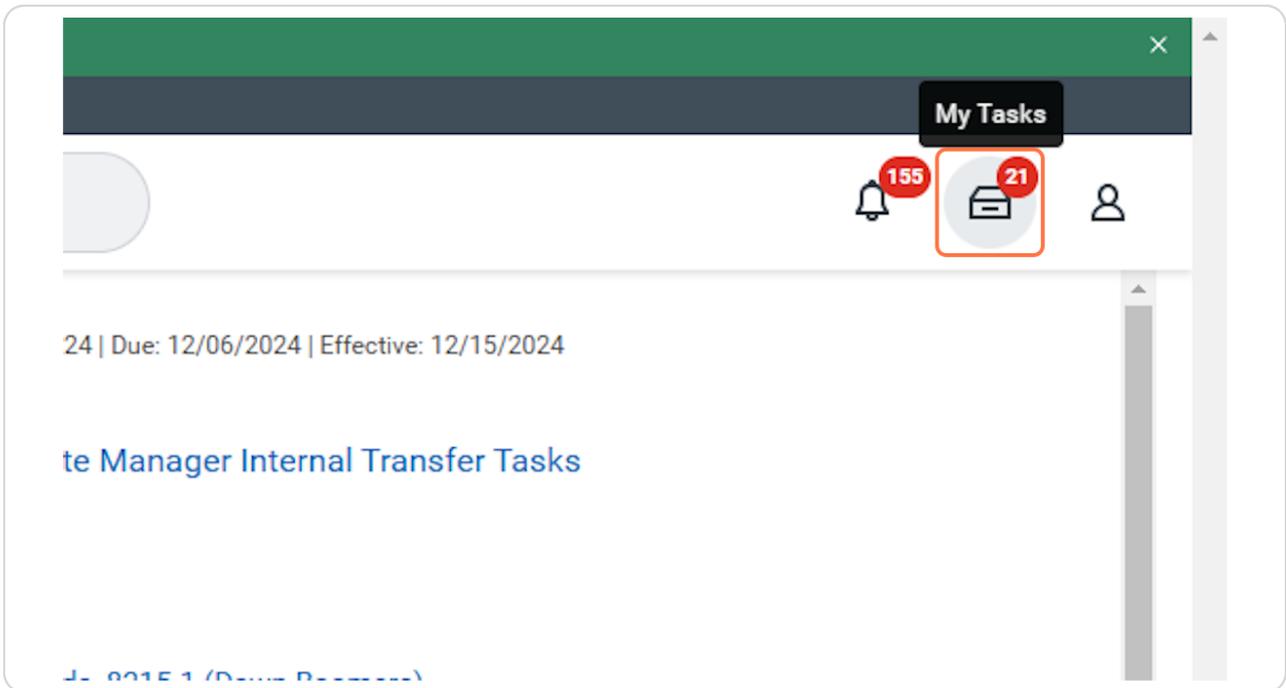
The screenshot shows a task management interface. On the left, there is a vertical list of dates: 11/26/2024, 11/22/2024, and 11/22/2024, each with a star icon. The main area displays a task card with the following details:

- Description:** VP Approval
- Category:** Other Documents (with a red asterisk and a trash icon below it)
- Buttons:** Upload, Approve (highlighted with a red border), Send Back, and a menu icon (three dots).

Remaining Tasks after HR and/or Receiving Man... 10 Steps

STEP 43

Click on your workday inbox icon.



STEP 44

Select the first task you need to complete.

Note for all job changes, a manager internal transfer task populates. Review the applicable to dos, noting that some may not be necessary based on the type of job change submitted.

The screenshot displays a web application interface for task management. The top navigation bar includes a menu icon, the user name 'Mary Free Bed', a search bar, and notification icons. The main content area is divided into three sections:

- My Tasks:** A sidebar menu with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'.
- All Items:** A list of tasks with columns for task name, due date, and status. The first task is highlighted: 'Complete Manager Internal Transfer Tasks: Data Change: Craig Smith' with a due date of 12/04/2024.
- Task Details:** A right-hand pane showing details for the selected task, including 'For' (HR - Total Rewards_8215.1), 'Overall Process' (Data Change: Craig Smith), 'Overall Status' (Successfully Completed), and 'Due Date' (12/11/2024). A red-bordered box highlights the 'Instructions' section, which lists six steps for completing the transfer.

The 'Instructions' section contains the following list:

- 1) Submit Network User Form for New Hire: <https://tportal.mfboop/>
- 2) Reach out to New Hire with Welcome Message
- 3) Ensure New Hire workspace is ready
- 4) Ensure New Hire has schedule for first week
- 5) Complete other housekeeping items for New Hire (competency checklists, preparing team members, etc)
- 6) Submit Workspace Request Form, if applicable, for additional space and/or relocation from an existing space: <https://app.amarsheet.com/b/form/ca7c1b6db83b46bcabc159f2bb56030b>

At the bottom of the details pane, there is a comment field with the placeholder text 'enter your comment' and buttons for 'Submit', 'Save for Later', and 'Close'.

STEP 45

Click on Submit once all necessary tasks have been complete, it is encouraged to leave a comment for historical record keeping purposes.

The screenshot shows a workspace request form submission interface. On the left, there is a vertical sidebar with a list of dates and star icons: 11/27/2024, 11/26/2024, and 11/22/2024. The main content area contains a list of tasks: 5) Complete other housekeeping items (team members, etc) and 6) Submit Workspace Request Form, if from an existing space: <https://app.sm:bb56030b>. Below the tasks is a text input field with the placeholder text "enter your comment" and a blue circular icon with a white cloud. At the bottom, there are three buttons: "Submit" (highlighted with a red border), "Save for Later", and "Cl".

STEP 46

Update work Schedule or Skip step if not necessary

For any job change, workday will automatically send you or the assigned timekeeper a task to update their Work Schedule. This work schedule indicates if they will be assigned shifts through Shift Wizard or if they are part of the administrative work force and will be salaried and auto populating hours.

Assign work Schedule

Worker Craig Smith

Start Date * 12/15/2024 

End Date MM/DD/YYYY 

Work Schedule Calendar * × Full Time Salaried Staff 8 Hour Shift  

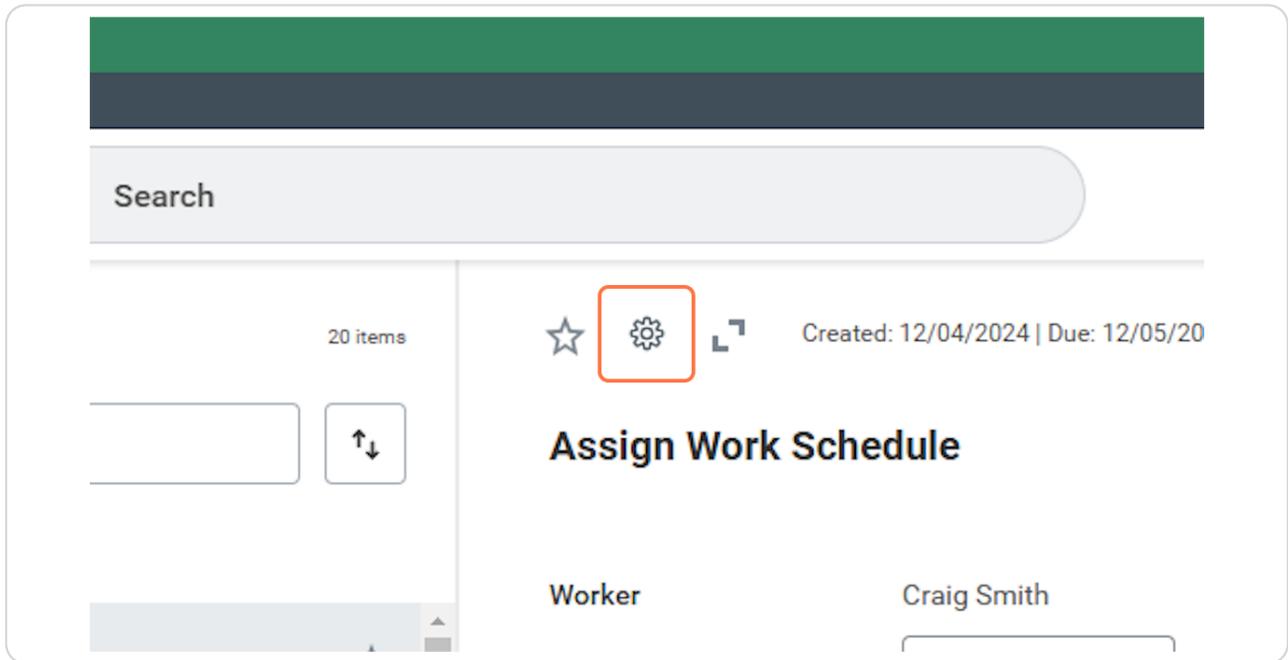
Current Work Schedule Full Time Salaried Staff 8 Hour Shift

enter your comment 

Process History

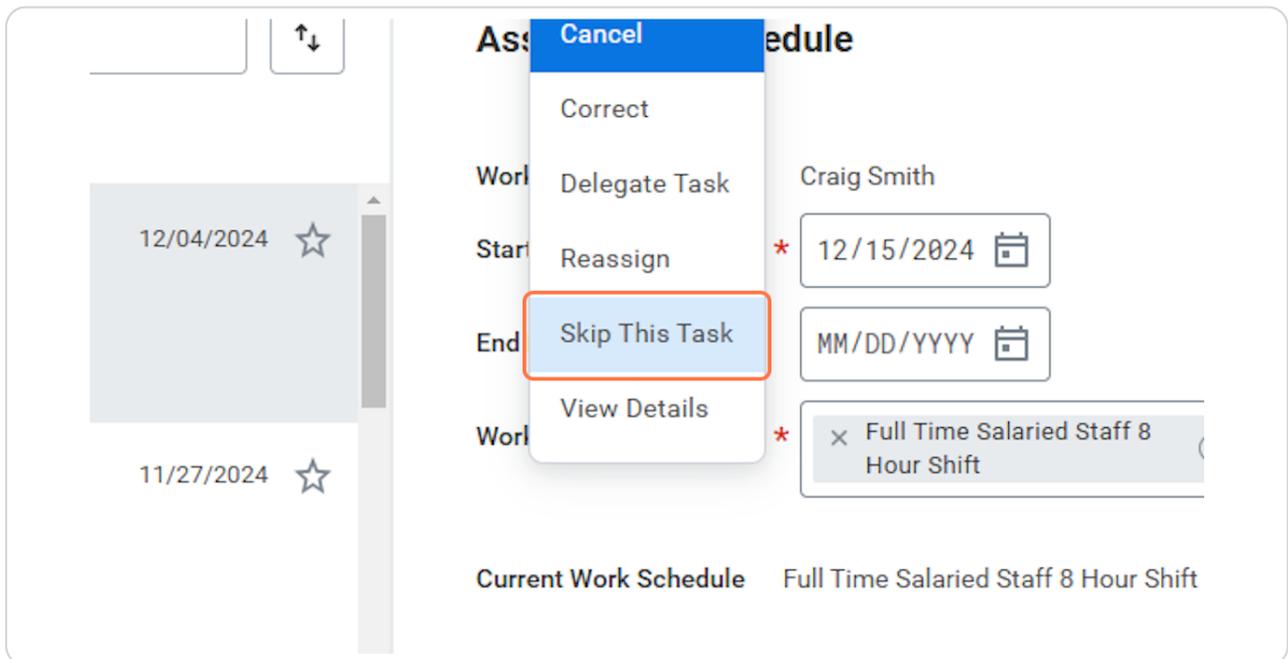
STEP 47

If no change needs to be made click the gear icon on the top of the task.



STEP 48

Click on Skip This Task



STEP 49

Enter a Skip Reason.

cess Assign Work Schedule for Data Change: Craig Smith - Talent Acquisition Specialist_2063.S

Assign Work Schedule

12/05/2024

No changes to work schedule are being made. |

STEP 50

Click on OK

11/26/2024 ☆

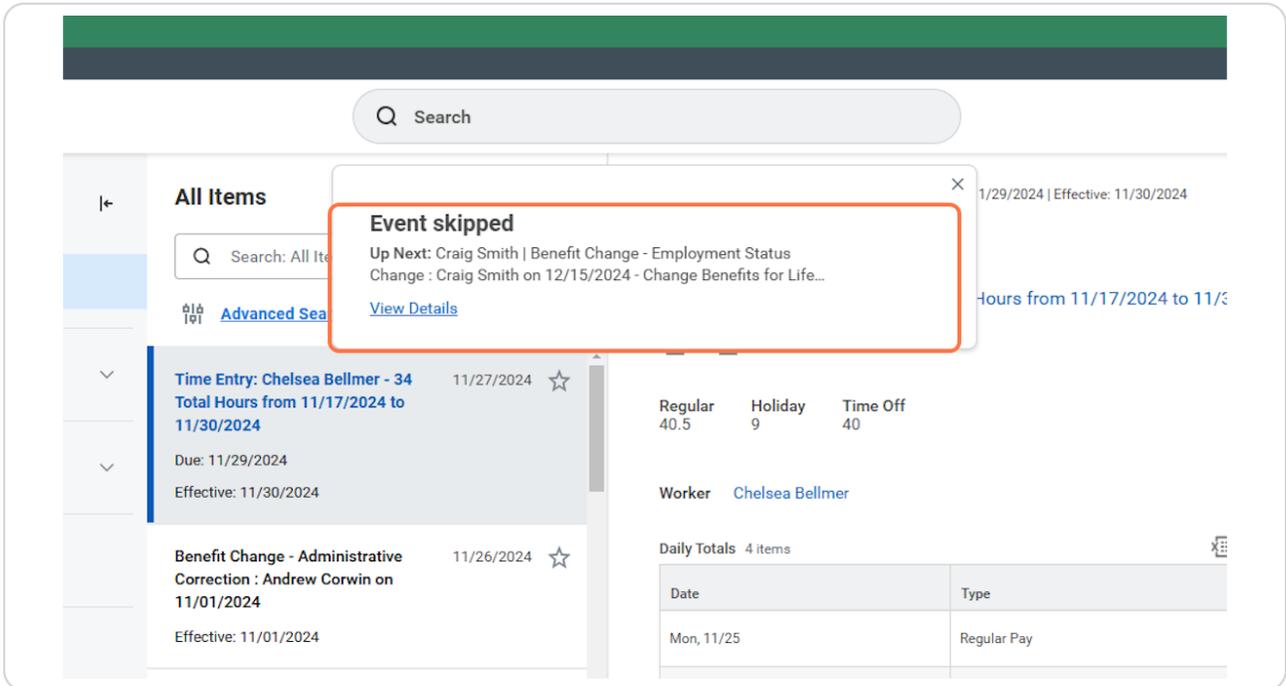
11/22/2024 ☆

11/22/2024 ☆

OK Cancel

STEP 51

Notice the Task/Event has been skipped.



STEP 52

Your process is now complete. You may navigate back to worker history to view the completed process. Note the Worker profile will not update with the changes until the effective date has come to pass.