

Job Change Reasons	Process	Who to Direct Questions
FTE Decrease	FTE Decreases can be initiated by the manager through "Job Change" task	<a href="mailto:HRWorkday@maryfreebed.com">HRWorkday@maryfreebed.com</a>
Change location	Change locations can be initiated by the manager through "Job Change" task	<a href="mailto:HRWorkday@maryfreebed.com">HRWorkday@maryfreebed.com</a>
Data Changes (change job details)- Cost center, title change (role responsibilities stay same)	Data Changes (change job details)- Cost center, title change (role responsibilities stay same) can be initiated by the manager through "Job Change" task	<a href="mailto:HRWorkday@maryfreebed.com">HRWorkday@maryfreebed.com</a>
FTE Increase	FTE Increases must be approved through PCC, and a new position and requisition must be created	<a href="mailto:Recruitment@maryfreebed.com">Recruitment@maryfreebed.com</a>
Transfer	Transfers must be approved through PCC, and a new position and requisition must be created	<a href="mailto:Recruitment@maryfreebed.com">Recruitment@maryfreebed.com</a>
Promotion/Demotion	Promotions/Demotions must be approved through PCC, and a new position and requisition must be created	<a href="mailto:Recruitment@maryfreebed.com">Recruitment@maryfreebed.com</a>
	Questions? Email <a href="mailto:HRWorkday@maryfreebed.com">HRWorkday@maryfreebed.com</a>	