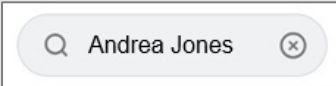
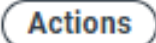
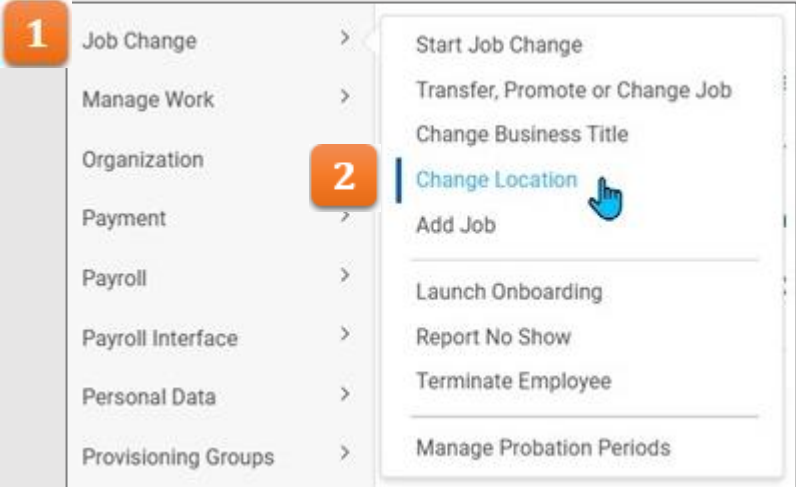
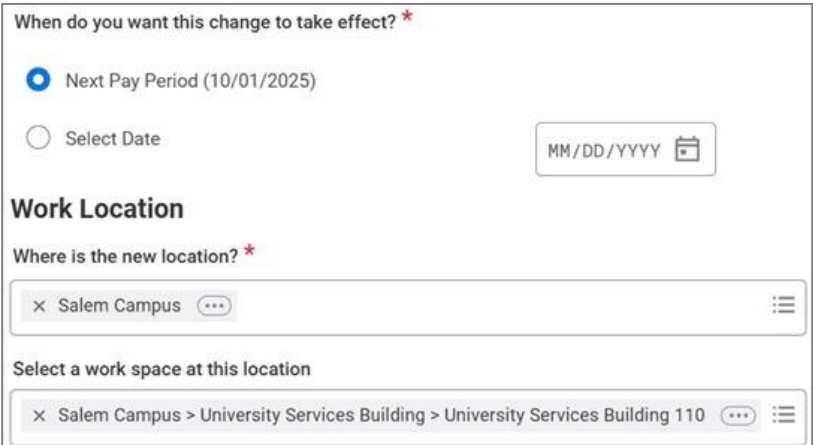
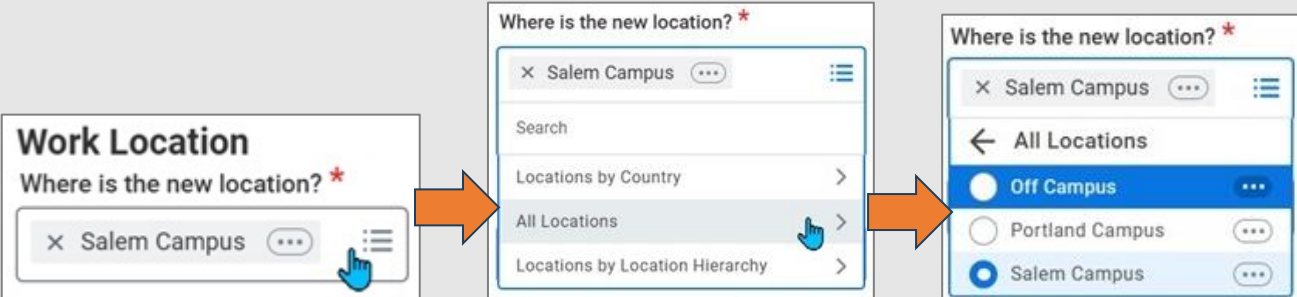
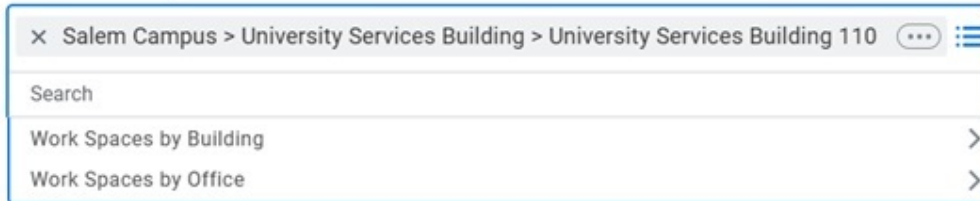


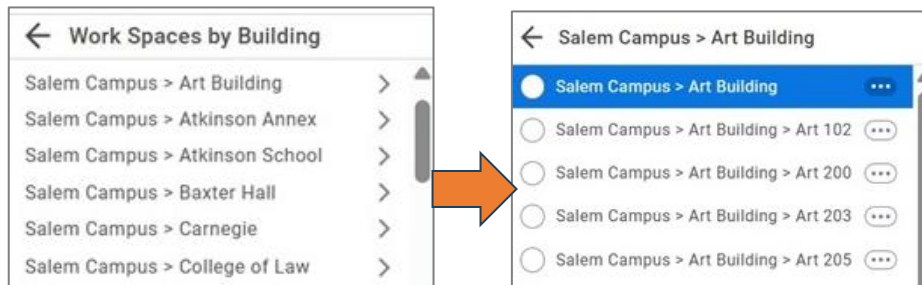
1. Enter employee name in the Workday search bar to display their profile page.
 
2. On the profile page, click on the **Actions** button in the towards the top of the left-hand navigation.
 
3. Select **Job Change** from the resulting menu, then select **Change Location** from the submenu.
 
4. You are brought to the location change form. The effective date defaults to the next pay period. If you wish to enter an alternative effective date, click the Select Date radio button and enter the date you want the change to take place.
 
5. If the location change includes a move to a new campus, click the menu icon under Where is the new location field, then click **All Locations** from the list, and finally indicate the new location. Alternatively, you can search by the city name to obtain the desired location.
 

6. Next, select the new building and room to which the employee will be relocated. Click on the menu icon next to the current location. You are presented with two search choices, Work Spaces by Building, and Work Spaces by Office.

Select a work space at this location



To search by **Work Spaces by Building**, click on the field. You are presented with an alphabetical list of buildings at the campus location. Select the appropriate building. Upon taking that action, you will be presented with a list of rooms within the building. Select the room where the employee will now be working.



You can also save a step by selecting **Work Spaces by Office**. Selecting this option will immediately produce the entire list of buildings with offices. This list is quite lengthy for the Salem campus, so be prepared to do some scrolling if you chose this method!



7. Add any comments or attachments as desired and click **Submit** to finalize the location change.

