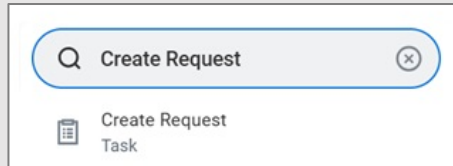
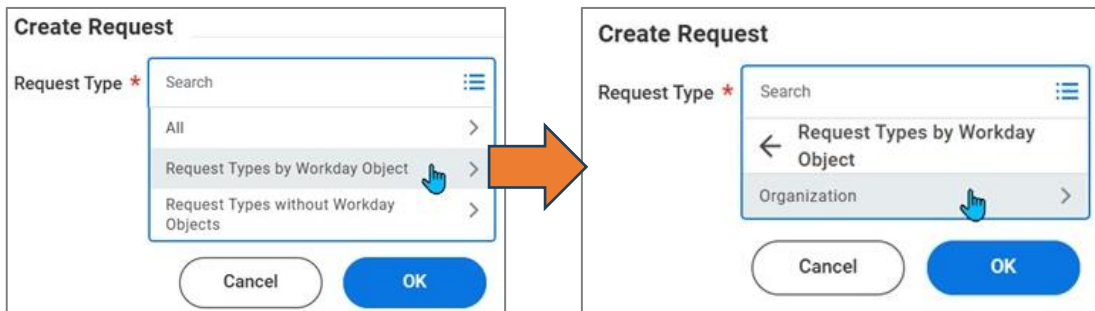


Introduction: This job aid describes the process of requesting a supervisory organizational change in Workday. The process is used when a new organization is being formed, a new supervisor is being assigned to manage a supervisory organization, or the name of a supervisory organization is being changed.

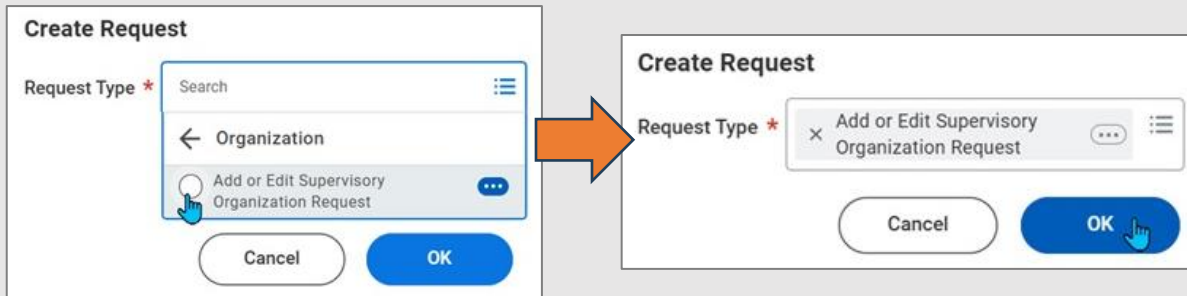
1. Enter the phrase **Create Request** in Workday search bar and click on the result.



2. On the resulting form, select **Request Types by Workday Object**, and then click **Organization**.



4. Click **Add or Edit Supervisory Organization Request** radio button, then Click **OK**.



5. In **Describing the Request** field, indicate if you are requesting a new organization or a change to an existing organization, the manager of the organization, and the desired effective date of the change. If entering a new organization, make sure to include the new title. Additional comments and attachments can also be included as desired. Click **Submit**.

Add or Edit Supervisory Organization Request 101

Request a new supervisory organization, or request a change to an existing organization (new manager, new title, new superior organization, etc.)

Describe the Request *

Submit
Save for Later
Cancel