

Initial Navigation

- Go to the employee profile and click the Action button in the left-hand navigation.

- Select **Job Change** from the menu and then **Start Job Change**.

Actions

- Compensation >
- Job Change >
- Manage Work >
- Organization >
- Payment >
- Payroll >
- Payroll Interface >
- Personal Data >

Start Job Change

Transfer, Promote or Change Job

Change Business Title

Change Location

Add Job

Launch Onboarding

Report No Show

Terminate Employee

Manage Probation Periods

- In the resulting form, click in the **What do you want to do?** field. You are provided with two choices, Update Current Job Details and New Position. Read on to find out how to manage each situation.

Start Job Change

The Working Time section is required. Please provide a Frequency, Unit, and Value. The Frequency should be set to Monthly, Unit should be set to Hours, and the Value field should reflect the number of months that the employee works each year (1-12).
If this process is a promotion or change to a new job, please attach the completed and signed letter.
For assistance with this process, please contact HR (hr@willamette.edu, X6210).

Worker *

x Jeff Jones ⋮

What do you want to do? *

Cancel
OK

What do you want to do? *

Search ⋮

Update Current Job Details

New Position

Update Current Job Details (Click [here](#) to scroll down to New Position Directions.)

- To make changes to a current position, select Update Current Job Details.

What do you want to do? *

Search ⋮

Update Current Job Details

New Position

What do you want to do? *

x Update Current Job Details 🔗 ⋮

Use when changing the details of an employee's current position (scheduled weekly hours, title, manager, etc.).

Cancel
OK

2. Fill in the changes needed in the form as follows:

- **When do you want this change to take effect?**
Choose either **Next Pay Period** or click the **Select Date** radio button and select the date from the calendar icon.
- **Why are you making this change?** Click in the field, select **Data Changes**, and choose between **Change Job Details** or **Reclassification**.

Transfer Information

- **Which team will this person be moving to?** Click in the field, select a search option, and change the supervisory organization. Making a change in this section will also update the manager and vice versa.
- **Who will be this person's manager?** Change the manager as appropriate.

Job Details *(change only if directed by HR)*

What will this person's new job profile be? Consult with HR prior to filling out the form to determine which category should be selected.

View More Details

- **What is the job title?** Type the approved job title.
- **Select a Pay Rate Type:** Click in the field, select **All** from the menu and choose between hourly and salary.

Work Location

- **Where is the new location?** Click in the field, select **All Locations**, and then choose between, Portland, Salem, and Off Campus.
- **Select a workspace at this location:** If a change is needed, click in the field, select **All** from the menu and choose between hourly and salary.

Worker Time

- **Time Type:** Select full time or part time
- **Scheduled Weekly Hours:** Enter the number of hours the worker will work per week
- **Working Time Value:** Enter the number of months out of the year the employee will be working.
- **Working Time Unit:** Leave as hours, do not change.
- **Working Time Frequency:** Leave as monthly, do not change.

Click  when done.

When do you want this change to take effect? *

Next Pay Period (10/01/2025)

Select Date

Why are you making this change? *

Transfer Information

Which team will this person be moving to?

Who will be this person's manager after the move?

Job Details

What will this person's new job profile be? *

> **View More Details**

What is the job title? *

Select a Pay Rate Type

Work Location

Where is the new location? *

Select a work space at this location

Worker Time

What is the time type for this position? *

Full time

Part time

Scheduled Weekly Hours

Working Time Value

Working Time Unit

Working Time Frequency

3. Change Organization Assignments Form

Organization Information

Select Cost Center: The GL a position is paid from. Contact your Budget Officer with questions.

Costing

Select a Fund: Also taken from the GL a position is paid from. Contact your Budget Officer with questions.

Other

Select Project – WU: If the change is associated with a specific project. Rarely used.

Select Primary and Secondary Department(s): This information is used outside of Workday for a variety of things such as share drive access and website sorting. One Primary Department is required; secondary department is optional and can have multiple assigned. Contact WITS if you have questions about what should be entered here, they maintain this list.

Click [Next](#) to continue.

Organization Information

Select Cost Center *

× 12345 Marketing ⋮ ☰

Costing

Select Fund *

× 10 ⋮ ☰

Other

Select Project - WU

⋮ ☰

Select Primary Department *

× Marketing ⋮ ☰

Select Secondary Department(s)

⋮ ☰

4. Compensation Form

Employee Visibility Date: To configure when the employee can see the changes, click on the three dots to the right, select **Edit**, enter the date desired, and **Save**.

Similarly, changes to the following compensation sections can be made by clicking on the three dots to the right of the information and making adjustments and clicking **Save** when done.

Click [Next](#) to continue.

Employee Visibility Date

Employee Visibility Date (empty) ⋮

Total Base Pay

Total Base Pay XX,XXX.XX USD Annual	Compa-Ratio 1.00	Position in Range 100.00 %
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Primary Compensation Basis

Basis (empty)	Basis Details 0.00 USD Annual	⋮
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Guidelines

Total Base Pay Range 42,734.01 - 88,755.25 USD Annual	Compensation Package General Compensation Package	⋮
	Compensation Grade 10	
	Compensation Grade Profile (empty)	

[Add Plan Assignment](#)

Salary

Plan Name Salary Plan	Assignment Details XX,XXX.XX USD Annual	Effective Date 07/01/2025
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5. The following screen presents a summary of the information present on all of the forms you have completed. Check it for accuracy. If all looks good, click [Submit](#) to finish the process.

Create a New Position for an Employee

1. Select **New Position** from the “What do you want to do?” field. And fill out the resulting form.

- 2.
- **When do you want this change to take effect?** Choose either **Next Pay Period** or click the **Select Date** radio button and select the date from the calendar icon.
 - **Why are you making this change?** Click in the field and choose between lateral move*, move to another position on my team, promotion, and transfer.

[*See appendix for additional steps for this option](#)

Transfer Information

- **Which team will this person be moving to?** Click in the field, select a search option, and change the supervisory organization. Making a change in this section will also update the manager and vice versa.
- **Who will be this person’s manager?** Change the manager as appropriate.

Position

Select a position for this change: Select the new job title.

Job Details *(change only if directed by HR)*

What will this person’s new job profile be? Consult with HR prior to filling out the form to determine which category should be selected.

View More Details

- **What is the job title?** Type the approved job title.
- **Select a Pay Rate Type:** Click in the field, select **All** from the menu and choose between hourly and salary.

Administrative Details

Employee Type: Do not change unless directed to by HR.

Work Location

- **Where is the new location?** Click in the field, select **All Locations**, and then choose between, Portland, Salem, and Off Campus.
- **Select a work space at this location:** If a change is needed, click in the field, select **All** from the menu and choose between hourly and salary.

Worker Time

- **Time Type:** Select full time or part time
- **Scheduled Weekly Hours:** Enter the number of hours the worker will work per week

Click  when done.

When do you want this change to take effect? *

Next Pay Period (10/01/2025)

Select Date

Why are you making this change? *

Transfer Information

Which team will this person be moving to?

Who will be this person's manager after the move?

Position

Select a position for this change

Job Details

What will this person's new job profile be? *

> **View More Details**

What is the job title? *

Select a Pay Rate Type

Administrative Details

Employee Type *

Work Location

Where is the new location? *

Select a work space at this location

Worker Time

What is the time type for this position? *

Full time

Part time

Scheduled Weekly Hours

- For a new position, the fields in this next form will be automatically entered. Review for accuracy and click **Submit**.

Organization Information

Select Cost Center *

×
12345 Marketing
⋮

Costing

Select Fund *

×
10
⋮

Other

Select Project - WU

⋮

Select Primary Department *

×
Marketing
⋮

Select Secondary Department(s)

⋮

4. Compensation Form

Employee Visibility Date: To configure when the employee can see the changes, click on the three dots to the right, select **Edit**, enter the date desired, and **Save**.

Similarly, changes to the following compensation sections can be made by clicking on the three dots to the right of the information and making adjustments and clicking **Save** when done.

Click Next to continue.

Employee Visibility Date

Employee Visibility Date (empty) ⋮

Total Base Pay

Total Base Pay XX,XXX.XX USD Annual	Compa-Ratio 1.00	Position in Range 100.00 %
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Primary Compensation Basis

Basis (empty)	Basis Details 0.00 USD Annual ⋮
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Guidelines

Total Base Pay Range 42,734.01 - 88,755.25 USD Annual	Compensation Package General Compensation Package ⋮
	Compensation Grade 10
	Compensation Grade Profile (empty)

Add Plan Assignment

Salary

Plan Name Salary Plan	Assignment Details XX,XXX.XX USD Annual	Effective Date 07/01/2025 ⋮
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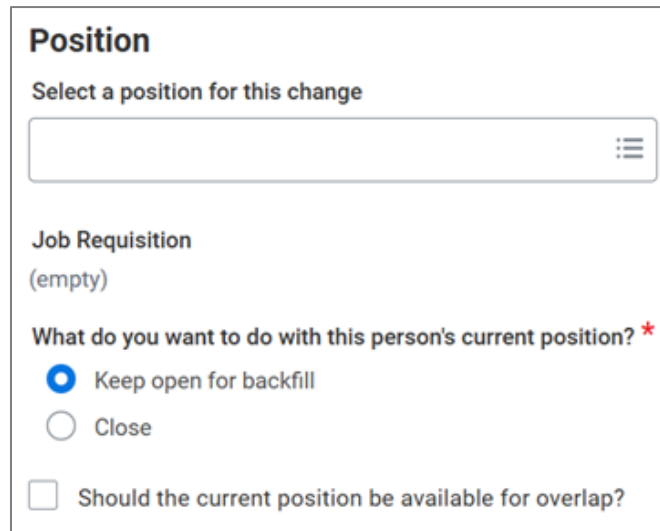
- The following screen presents a summary of the information present on all the forms you have completed. Check it for accuracy. If all looks good, click Submit to finish the process.

Appendix

New Position > Lateral Move > Position Section Directions

When creating a new position for a job change, you are asked “Why are you making this change?” in step two. The first option is **Lateral Move**. When selecting this option from the list, you will automatically have **Move to another position** selected in the dropdown menu, which is the only option.

Doing so changes the entry field options in the Position section to the form shown below:



Position

Select a position for this change

Job Requisition
(empty)

What do you want to do with this person's current position? *

Keep open for backfill

Close

Should the current position be available for overlap?

1. Click in the Select a position for this change field, select Vacant Positions, and then select an open position from the resulting list.
2. If the position the employee is vacating will be backfilled, make sure **Keep open for backfill** is selected. Select **Close** if the position is ending and no backfill will take place.
3. Clicking the Should the current position be available for overlap allows the person currently holding the role and the new person selected for the role work at the same time for training purposes before moving to the new position.
4. When done with section, move on to [Job Details](#) in the instructions above and complete the form.