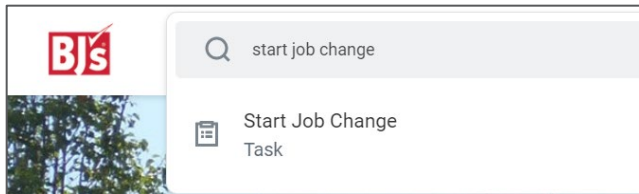


Use this job aid to initiate job changes for your Team Members. Job changes include promotions, step downs, transfers, schedule changes and lateral job moves.

Change Job



From your home screen:

1. Navigate to the search bar > type **Start Job Change**. Select **Start Job Change** from the Tasks and Reports.



2. Select the Team Member from the **Worker** field. The Job field populates based on the Team Member's current job.
3. In the **What do you want to do?** field, select a job change option from the drop-down menu. This describes the reason for the job change. *See **Job Change Reasons** on last page for details.*
4. Click **OK**.



NOTE: Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk * indicates the field is required. If a section does not have a pencil icon, it cannot be edited.

5. Review the **Start Details** and edit, as needed.
6. For **When do you want this change to take effect?**, enter the effective date.

- For **Why are you making this change?**, the reason selected on the previous screen displays here.
 - For **Who will be the manager after this change?**, enter the new manager's name if the Team Member will be reporting to a different manager.
 - For **Which team will this person be on after this change?**, enter the supervisory organization if the Team Member will be part of a different organization after the change.
 - For **Where will this person be after this change?**, enter the location the Team Member will be if it will be different after the change.
 - For **Do you want to use the next pay period?**, leave the box checked.
7. Click **Start**.
 8. In the **“What do you want to do with the opening left on your team?”** Field, select one of the following:
 - **I plan to backfill this headcount** – the TM will move to a new manager, but the position remains in your headcount.
 - **Move this headcount** – the initiating manager no longer needs this position and it will shift to the new manager
 - **Close this headcount** – removes the headcount from your team.
 9. **Job**
 - For **Position**, select the new position for the job change.

For “Close the current position?”, check the box if the position should be closed.

Change Job (continued)

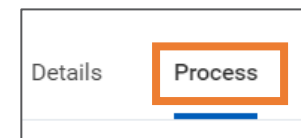
- For “Is the current position available for overlap?”, Check the box if the position should be available for overlap.
 - For **Job Profile** and **Business Title**, information displays based on the selected position. Edit, if needed.
10. **Location** details populate. Edit location, scheduled weekly hours, and work shift, if needed.
 11. **Administrative**
 - Details populate based on the job. Edit information within this field, as needed.
 12. **Organization**
 - Cost Center populates based on the job details. Edit information within this field, as needed.
 13. **Compensation**
 - Use the guidelines provided to determine the new pay amount after the job change. If there is no compensation change involved, leave as is.
 - Edit the **Salary** or **Hourly** section depending on if the Team Member will be paid hourly or salary after the job change.
 - Enter the new amount in the **Amount** field or the percent change in the **Percent Change** field.
 - **Currency** populates USD. Do not change.
 - **Frequency** populates **Annual** or **Hourly** depending on if the Team Member will be paid salary or hourly. Do not change.
 14. Review details for accuracy. Click **Submit**.

Reviews and Approvals

The review and approval process varies based on the reason and compensation details of the job change. The Current Manager, Receiving Manager, HR Partner, and Compensation Partner are commonly involved in job change processes.

To view the remaining process details of the transaction:

1. Navigate to your Workday **Inbox** > Click **Archive** > Select the applicable transaction.
2. Click the **Process** tab to view process history and remaining steps.



Job Change Reasons

What do you want to do?	Definition
Return from light duty	Used to remove the light duty job classification to a worker
Move to light duty	Used to add the light duty job classification to a worker
End temporary assignment	Used to indicate the end date for when a worker is no longer temporarily covering for another position in an "acting" capacity. For transactions which affect a Team Member's job or pay rate, it is BJ's policy to have managers key the change at least 2 weeks prior to the effective date. This will ensure there is proper time for the necessary approvals.
Start temporary assignment	Used to indicate the start date for when a worker is temporarily covering for another position in an "acting" capacity. This transaction should not be used for vacation coverage. For transactions which affect a Team Member's job or pay rate, it is BJ's policy to have managers key the change at least 2 weeks prior to the effective date. This will ensure there is proper time for the necessary approvals.
Change job details	Used to change a worker's business title, scheduled weekly hours, time type (FT/PT), work shift, employee type (reg/temp) and/or cost center. No other changes will be allowed.
Transfer location (same job or lateral)	Used to change the worker's location for either the same job or a lateral move. This could include changing the manager or department and other job details. Should not be used for promotions or decreases in responsibility.
Change manager/dept (same location)	Used to change the worker's manager/dept and other job details when the worker is not moving to a new location. For transactions which affect a Team Member's job or pay rate, it is BJ's policy to have managers key change at least 2 weeks prior to the effective date. This will ensure there is proper time for necessary approvals.
Decrease in responsibility	Used to move a worker to job of lesser responsibility (including if the new position is in a different location or under a different manager). For transactions which affect Team Member's job or pay rate, it is BJ's policy to have managers key the change at least 2 weeks prior to the effective date. This will ensure there us a proper time for the necessary approvals.
Move to another position on my team (lateral change)	Used to move a worker to another position on the same team without changing the location. Compensation may or may not change. If placing a TM in a position attached to a requisition, the compensation will default from the requisition. Review the compensation section closely to ensure the pay is correct.
Promotion	Used to promote a worker to a job profile with greater responsibility (including if the new position is in a different location or under a different manager). For transactions which affect a Team Member's job or pay rate, it is BJ's policy to have managers key the change at least 2 weeks prior to the effective date. This will ensure there is proper time for the necessary approvals.
Change Contractor Details	Used to change a contingent worker's end date, business title, scheduled weekly hours, contract pay rate and/or cost center. No other changes will be allowed.