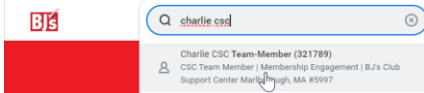


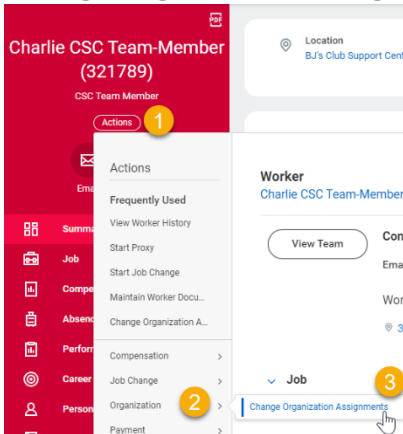
HCM: Change Organization Assignments (Cost Center)

Use this job aid to change only the cost center for a worker. If the cost center is changing due to a job change, search for the applicable job change reason (Promotion, Demotion, Transfer) within the search bar in Workday.

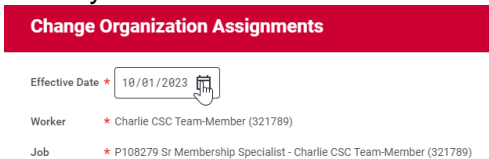
1. Navigate to the search bar > search for the applicable Worker profile.



2. From the worker profile, select Actions > **Organization** > **Change Organization Assignments**.



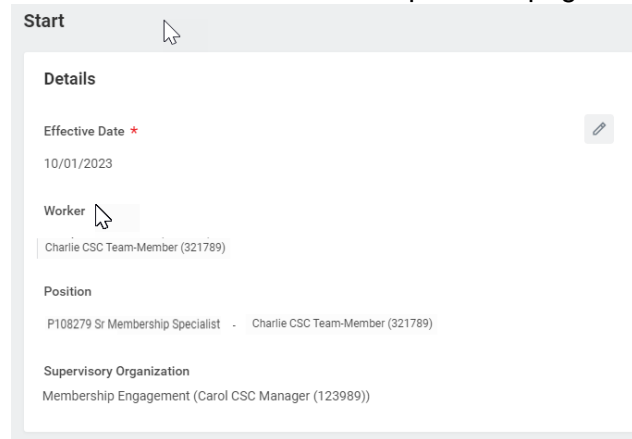
3. Enter the appropriate **Effective Date**. All cost center changes are required to start on a Sunday. Choose the appropriate Sunday date.



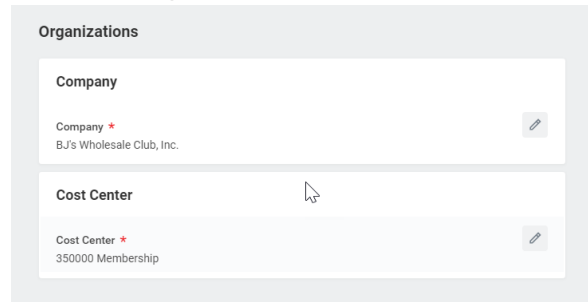
Note: A red asterisk * indicates the field must be completed.

4. Click **OK**.

5. This will move to the **Start** page. The **Effective Date** and **Worker** fields default from the previous page.



6. Scroll Down to the **Organizations** section. Click the pencil icon to edit the **Cost Center**. Choose an available Cost Center from the drop down.



7. Click **Submit**. The cost center change will appear on the Team Members record once the transaction has completed.