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.

BJs	Q	charlie csd	
	8	Charlie CSC Team-Member (321789) CSC Team Member Membership Engagement BJ's Club Support Center Marile Meugh, MA #5997	

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 \star indicates the field must be completed.

💐. Click **OK**.

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

Start 🔓	
Details	
Effective Date *	P
10/01/2023	
Worker SC Team-Member (321789)	
Position	
P108279 Sr Membership Specialist - Charlie CSC Team-Member (321789)	
Supervisory Organization Membership Engagement (Carol CSC Manager (123989))	

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

Organizations		
Company		
Company * BJ's Wholesale Club, Inc.		I
Cost Center	\square	
Cost Center * 350000 Membership		Ø

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

