CJ: Change Job–Change Emergency Event Status HR & Manager ◑

Managers, delegates, and Talent Support can start the Change Job process for staff and team members who wish to change the Emergency Event Status.
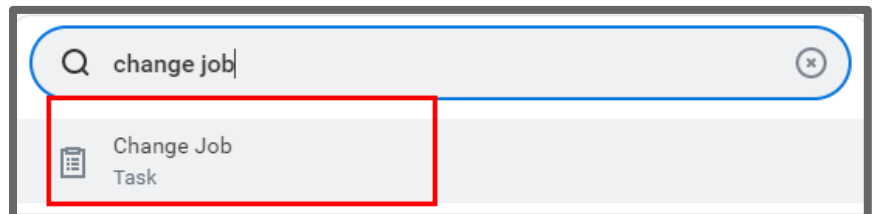
Tasks

Before You Begin

The emergency event designation for employees clarifys who should come to work and who should stay home during an emergency for both the Health System and the Academic Division.

Start the Change Job Process

To start the process:

1. From the Workday search bar, enter 'Change Job' and select the Change Job task.

2. Using the prompt ≡ , select My Team and select the name of the worker.

3. If the Worker has multiple positions, using the prompt ≡ , select the Job.

4. Click OK.

5. Click the pencil editor button in the Start Details section.

6. Edit the date in the 'When do you want this change to take effect?' field, to the effective date of the emergency event status change.

7. Click the prompt in the 'Why are you making this change?' field and select 'Data Change>Change Emergency Event Status.

8. Do not change the 'Who will be the manager after the change?' field.

9. Do not change the 'Which team will this person be on after this change?' field.

10. Do not change the 'Where will this person be located after this change?' field.

11. If you wish to use the first day of the next pay period, leave the checkbox selected in the 'Do you want to use the next pay period?' field. If you're using a different date, the checkbox will be deselected.

12. Click Start.

Start

Start Details

When do you want this change to take effect? *
● 03/15/2021 added

Why are you making this change? *
● Change Emergency Event Status   added

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change? *

Do you want to use the next pay period?
● Yes added

Details Tab

1. The Job tab displays.

    Click Next until you're on the Details tab. Alternatively, you can use the right or left arrows in the progress bar, at the top, to advance the screens.

2. Click the pencil editor in the Job Classification section.

Details ⌄

Job Classifications

Additional Job Classifications
AWS Eligible - Flextime (Alternate Work Schedule)
Non-Designated - (Emergency Event Status)
Not Approved - Office/Facility Worker (Telecommuting)

3. Enter the new value for the Emergency Event Status in the search field and click enter. Deselect the old value.

4. Select Save.

5. Click Next until you reach the Summary.

Summary

Do not make any changes in the other section(s). If any of the other information needs to change, you would choose a different job change reason than the one selected

1. Keep clicking **Next** until you see the **Summary** tab, which will include a **Submit** button at the bottom. Alternatively, you can use the right or left arrows in the progress bar, at the top, to advance the screens.
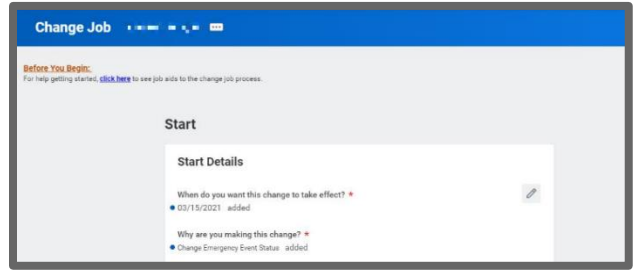
2. Scroll down to review your selections for accuracy.

3. Click **Submit.**

4. You will receive a 'You have submitted' confirmation and an Up Next for the next approver. Click the **View Details** link to view the process.

5. Click **Done.**
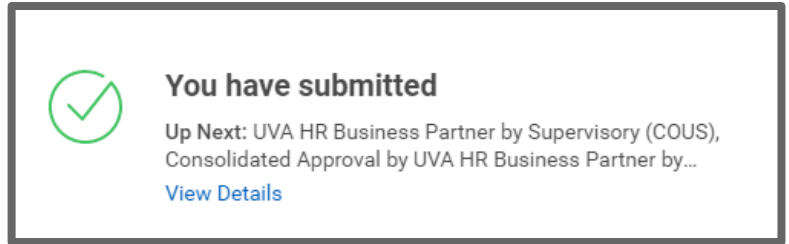
Additional Approvals

Next the action will go to the appropriate routing to the manager's manager, service line director, HR Business partner, absence partner, and benefits, depending on the entity of the worker.