

## Change Job Details

### Purpose

To guide managers and HR personnel through the process of updating an employee's job details in Workday, including changes to job title, position, scheduled hours, and employment dates.

### Overview

The **Change Job Details** process in Workday is part of the **Hire to Retire** lifecycle. It allows authorized users to:

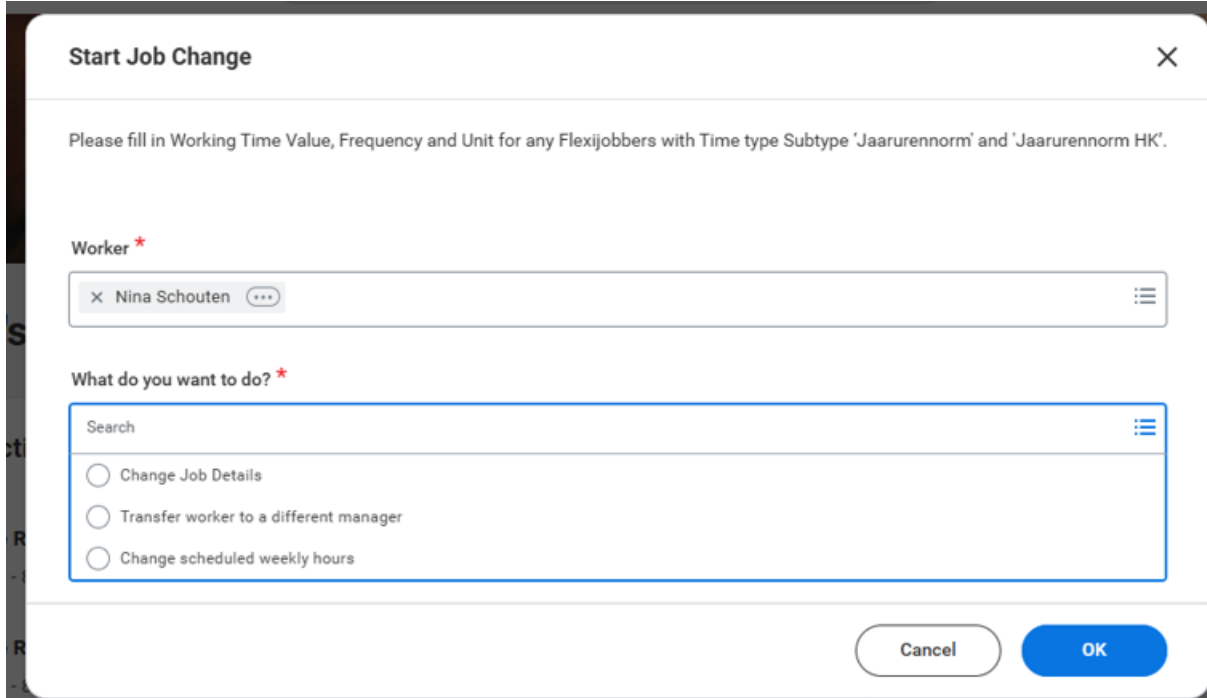
- Modify job titles and profiles
- Adjust scheduled weekly hours
- Update employment dates
- View and compare old vs. new job data

This process is typically initiated by a manager and does not require a new job requisition if the position already exists.

### Step-by-Step Instructions

#### Step 1: Start the Job Change Process

- Go to the **Search bar** and type **Start Job Change**.
- Select the employee (e.g., *Elin van der Horst*).
- Choose **Change Job Details**.



**Start Job Change** ✕

Please fill in Working Time Value, Frequency and Unit for any Flexijobbers with Time type Subtype 'Jaarurennorm' and 'Jaarurennorm HK'.

**Worker \***

x Nina Schouten ⋮

**What do you want to do? \***

Search ⋮

Change Job Details

Transfer worker to a different manager

Change scheduled weekly hours

Cancel OK

## Step 2: Set Effective Date

- Choose **today's date** for the change to take effect.
- Leave the **location** unchanged.

## Step 3: Select New Position

- Choose **Positions without Job Requisition**.
- Select the new role (e.g., **Entertainment Manager**).
- Keep the box ticked to **allow overlap** with the current position.

## Step 4: Review Auto-Updated Fields

- Confirm that **Job Profile** and **Job Title** have updated automatically.

### Step 5: Update Scheduled Weekly Hours

- Change the **Scheduled Weekly Hours** to the new value (e.g., 30 hours).

### Step 6: Employment Type and End Date

- Leave the **Employee Type** as-is.
- Fill in the **End Employment Date** if applicable.

### Step 7: Review Changes

- Workday will show a comparison of **Old vs. New Data**.
- Review all changes before submitting.

### Step 8: Salary Adjustment

- Update the **Salary** to a value within the allowed range for the new position.

#### Note:

- **Entity cannot be changed** (e.g., Roompot). If needed, terminate and rehire.
- **Cost Units** are only visible to higher-level managers.
- This process does **not require a new job requisition** if the position already exists.