

Workday: Job Changes for Managers

Document Information

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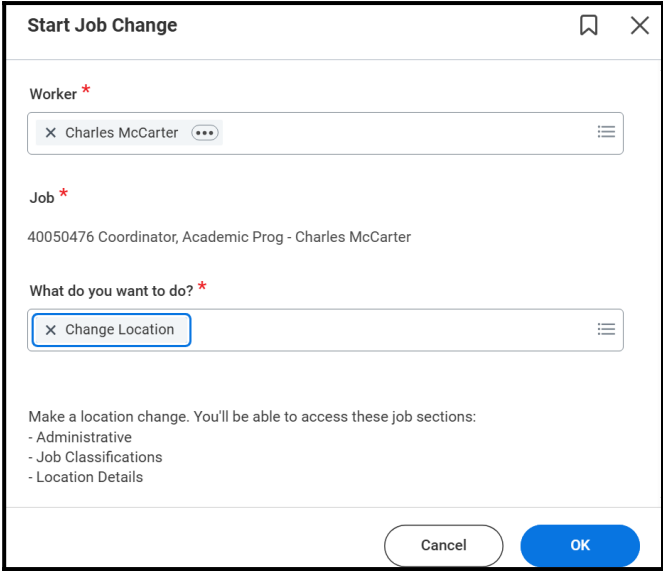
Effective Date: 8/5/2026 | Revision(s): FINAL

Subject: Job Changes for Managers

Purpose: Guides managers through initiating job changes in Workday. Job change types include location changes, promotions, and reporting relationship changes.

Related References:

Instructions

Step	Actions
1.	Navigate to the search bar and search the task Start Job Change .
2.	Select the Worker and the Type of change under What do you want to do? Select OK. 
3.	On the Start page, enter the date the change will take effect and why you are making the change. Depending on the change reason you select, additional details may need to be updated. Only update the details that need to be changed. When do you want this change to take effect? Auto-populates to the first day of the next pay period, but can be changed. Why are you making this change? Populates based on your selection from the previous screen; Change Job Details or Change Location. Where will this person be located after this change? Auto-populates based on their current location.
4.	Select Start .
5.	Select the Pencil icon to start editing. Scroll down to populate any Job updates.

Step	Actions
	The Job Profile and Job Title auto-populate from the Worker's profile information. Start Details When do you want this change to take effect? * 08/14/2026 Why are you making this change? * Change Location Who will be the manager after this change? Michael Jordan
6.	Populate any Location updates. The location auto-populates from the Worker's profile information. The Scheduled Weekly Hours pulls in from the Job Profile.
7.	Populate any Compensation updates.
8.	Select Submit .
6.	The job change routes to your Manager for approval.

Please reach out to workday@famu.edu for additional information.