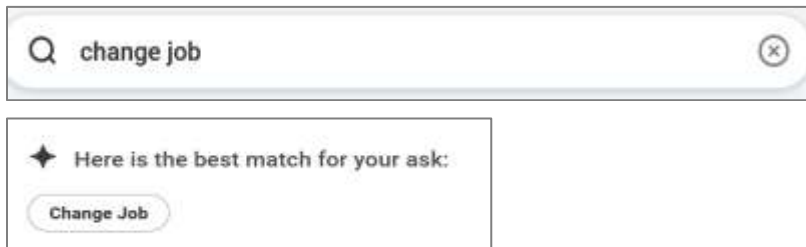


Change Job

The change job process is used to promote, demote, or move a worker laterally within their supervisory organization or to a different supervisory organization. If updating a position, the Edit Position Restrictions process must be approved prior to initiating Change Job.

1. Search for and select **Change Job** using the search bar. Click **Change Job**.



Search bar with 'change job' entered. Below the search bar, a dropdown shows 'Here is the best match for your ask:' with a button labeled 'Change Job'.

2. Enter the worker's name or search using other options available in the dropdown.



'Change Job' form header. Below the header, the 'Worker' field is highlighted with a red box.

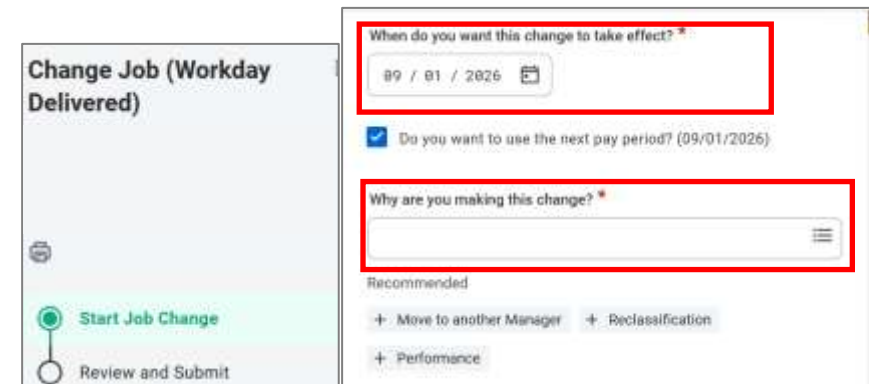


Dropdown menu for the 'Worker' field. Options include: My Team, Workers by Manager, Workers by Manager Hierarchy, Workers by Supervisory Organization Hierarchy, Workers by Location, and Workers by Location Hierarchy.

3. Click OK once you enter or select the worker's name.

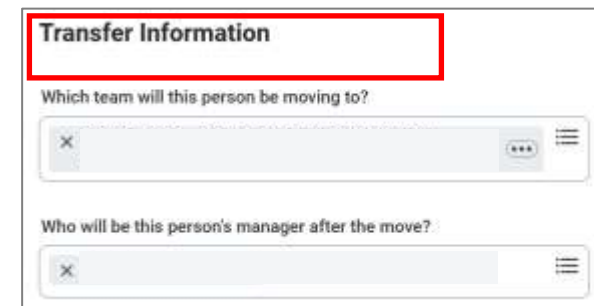
Note: If the worker has multiple jobs, select the job to be changed.

On the Change Job - Start Details page: The process list will appear on the left side of the page. The action section will be to the right.



'Change Job (Workday Delivered)' form. The 'When do you want this change to take effect?' field and the 'Why are you making this change?' field are highlighted with red boxes. The 'Why are you making this change?' field shows recommended reasons: Move to another Manager, Reclassification, and Performance.

4. Complete the effective date. If different from the next pay period, enter the date in **When do you want this change to take effect?**
5. Choose the reason for **Why are you making this change?** The reason selected in Step 5 will drive which pages, sections, and fields are presented for editing. Not all pages and sections listed below will be presented for each reason.
6. Complete the **Transfer Information**.



'Transfer Information' section of the form. The section title is highlighted with a red box. Below the title, there are two fields: 'Which team will this person be moving to?' and 'Who will be this person's manager after the move?'. Both fields have a dropdown menu and a search icon.

7. Select the **Position** and **Job Details** from the dropdowns.

Position

Select a position for this change

X

☐ Do you want to create a new position?

Job Details

What will this person's new job profile be? *

X

Recommended

+ JC4082 - Fundraiser 03 + JC4156 - Program Manager 02 + JC4155 - Program Manager 01
+ JC4141 - Office Manager 02 + JC4151 - Program Coordinator 02

8. Complete the **View More Details** section.

View More Details

What is the job title? *

What is the business title? *

Select a Pay Rate Type

X Hourly

Select a Compensation Code Override *

X

Select Additional Job Classification(s)

9. Complete the **Administrative Details** section

Administrative Details

Employee Type *

X Regular

First Day of Work

08 / 01 / 2026

Assignment Type

Search

Expected Assignment End Date

Notify By

08 / 01 / 2026

10. Complete the **Work Location** details

Work Location

Where is the new location? *

X USF Hilltop Campus

RECOMMENDED

+ Downtown Campus + Meritt College + Sacramento Campus + Orange County Campus
+ San Jose Campus

Select a work space at this location

X

11. Complete the **Worker Time** details.

Worker Time

What is the time type for this position? *

☒ Full time
☐ Part time

Default Weekly Hours

37.5

Scheduled Weekly Hours

37.5

Location Weekly Hours

37.5

FTE %

100%

Select a work shift

12. Complete the **Academic** section if applicable.

Academic

Select an Annual Work Period
 (empty)

Percent of Year Worked

Select a Disbursement Plan Period

13. Click **Next**.

14. Complete the **Organization Information** and **Costing** sections.

Organization Information

Select Company *
 X University of San Francisco

Costing

Select Fund *
 X Operating

15. Complete the **Other** section including the **FOP**.

Other

Select Legacy FOP *
 X 110000-411501-1600-Unrestricted Operating-Development VP Payroll

Select Religious Order

Select Time Tracking - Payroll

On the **Compensation Page**

17. Enter the **Employee Visibility Date**.

Employee Visibility Date

Employee Visibility Date
 MM / DD / YYYY

Save Cancel

Note: Selecting an Employee Visibility Date is only connected to pay-related changes, not staffing changes (e.g., transfers, promotions, or changes to benefits). Total Base Pay Range will update based on selections made throughout the Compensation page. This is not an editable section.

18. The **Salary and Hourly** sections will be editable based on the **Pay Rate Type** selected in the **Administrative Details** section.

Total Base Pay

Total Base Pay
 35.87 USD Hourly

Primary Compensation Basis

Basis
 (empty)

Basis Details
 0.00 USD Hourly

Guidelines

Total Base Pay Range
 32.38 - 42.00 USD Hourly

Compensation Package *
 X General Compensation Package

Compensation Grade *
 X PA05

Compensation Grade Profile

Save Cancel

16. Click **Next**.

19. If adding a plan assignment click **Edit** from the menu in the **Add Plan Assignment** section. Choose the appropriate plan.

The screenshot shows the HCM Change Job form. At the top, there's a section for 'Add Plan Assignment'. Below it, the form displays 'Hourly' as the Plan Name, 'Hourly Plan' as the Assignment Details, and '06/01/2025' as the Effective Date. A menu is open for the 'Add Plan Assignment' button, showing options: 'Edit', 'Process', and 'Remove'. Below this, the 'Add Plan Assignment' modal is open, showing 'Compensation Plan Type' as 'Salary' and 'Compensation Plan' as 'Academic Salary Plan'.

20. Click **OK**
21. Complete the **Salary Plan** details. Click **Next**.

Review and Submit

1. Review the information you have entered into the **Change Job** form.
1. Click **Save for Later** if you would like to save your work or edit the entries.
2. Click **Submit** if the form is complete.
3. Click **View Details and Process** to see the next steps in the process.