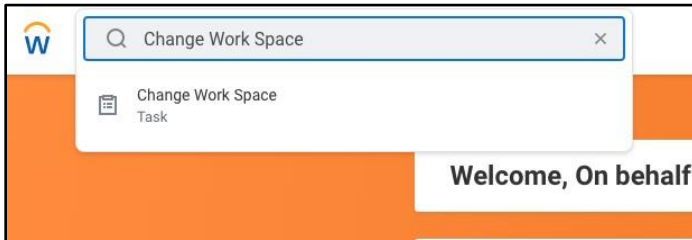


Updating Employee Workspace in USF Works

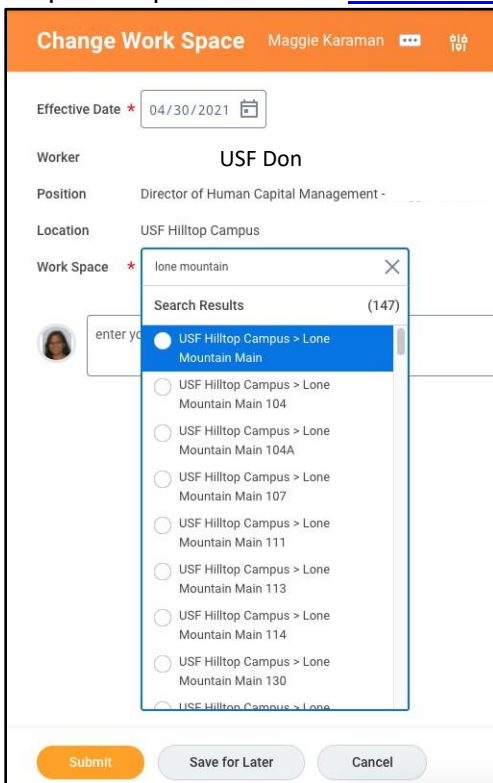
- 1) Login to [USF Works](#)
- 2) Type "Change Work Space" in the search box and select the task.



- 3) Type the employee's name in the "Worker" Field and select "Ok"



- 4) Enter effective date if different than today's date. Enter the workspace by typing the name in the "Work Space" field. Click submit. If the workspace does not appear in the drop down please contact [Human Resources](#).

A screenshot of the 'Change Work Space' form. The title bar shows 'Change Work Space' and the user 'Maggie Karaman'. The form fields are: 'Effective Date' with a calendar icon and the date '04/30/2021'; 'Worker' with the name 'USF Don'; 'Position' with the text 'Director of Human Capital Management -'; 'Location' with the text 'USF Hilltop Campus'; and 'Work Space' with a red asterisk and a dropdown menu. The dropdown menu is open, showing a search bar with 'lone mountain' and a list of search results. The first result, 'USF Hilltop Campus > Lone Mountain Main', is selected and highlighted in blue. Other results include 'USF Hilltop Campus > Lone Mountain Main 104', 'USF Hilltop Campus > Lone Mountain Main 104A', 'USF Hilltop Campus > Lone Mountain Main 107', 'USF Hilltop Campus > Lone Mountain Main 111', 'USF Hilltop Campus > Lone Mountain Main 113', 'USF Hilltop Campus > Lone Mountain Main 114', and 'USF Hilltop Campus > Lone Mountain Main 130'. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'.