Move Workers (Supervisory)

Overview
This job aid outlines the process for a HR Partner or HR Contact to move positions and workers from one supervisory organization to another without a change in their position details.

<table>
<thead>
<tr>
<th>Initiate</th>
<th>Approve</th>
<th>Other Roles Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Contact</td>
<td>HR Partner</td>
<td>N/A</td>
</tr>
<tr>
<td>Organization Partner</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Important Information:
- This may be used within the same System member. If an employee will be moving to another System member, use the Change Job process.
- If a change to the position / worker is needed in addition to moving the position / worker, use the Change Job process.

Steps
From the Workday Home page:
1. Type the name of the supervisory organization that you want to move workers / positions out of the organization into the Search Bar and press Enter.

   ![Training - Academic (Sofia Employee) - Supervisory Organization](image)

2. From the supervisory organization’s Related Actions, hover over Job Change and click Move Workers (Supervisory).

   ![Move Workers (Supervisory)](image)

   **Note:** Alternatively, you can access this task by searching for Move Workers (Supervisory) in the Search Bar.

3. The Move Workers (Supervisory) screen displays. Add or edit information including:
   - **Effective Date**
     Take other WD processes into consideration when choosing effective date. Example – moving in the middle of a pay period may cause confusion for timesheet approvals.
   - **Supervisory Organization**
     **Note:** If you selected the task from the Related Actions off the supervisory organization, the Supervisory Organization field will already be pre-populated.

4. Click OK.

5. The second screen for Move Workers (Supervisory) displays. Select the Proposed Supervisory Organization.

   ![Proposed Supervisory Organization](image)
**Note:** This supervisory organization will be the organization that you are moving workers into.

6. Select the workers / positions that you want to move by clicking the relevant checkboxes next to their names.

| Note: You can also click the **Select All** checkbox to select all of the workers and positions at the same time |

7. Comments Help! Tell us briefly what you are doing.

8. Click **Submit**

If initiated by the HR Contact, the request will be routed to the Organization Partner to confirm or change Company and System Member Part.

This completes the move workers process.