Move Workers – the Quick and Easy Way!

1. Find the Sup Org where the employee is currently placed
2. Bring up that Sup Org and Click on **Actions**
3. Click on **Job Change**

4. Select Move Workers (Supervisory)

5. Enter the Effective Date of the Move. The Supervisory Org, should be the one the employee is in currently. **Click OK**

6. If you are moving **several workers** at the same time to the **same new sup org**, enter the New Sup Org into the Proposed Sup Org Field and click Submit.

   Quick Tip – when you enter the org number it will bring up a listing of all orgs with that number, then you can simply select the name of the new supervisor.
If you are moving several workers at the same time, but to DIFFERENT sup orgs, click on the employee’s name and to the right enter the proposed supervisory org, then move them all at once.

Super Easy – Super Quick!

FYI – the task will route to our office and an HR Partner will approve.