

**SUMMARY**

This job aid outlines the process and workflow of loading a Move Workers (Supervisory), also known as Move Worker, request in Workday.

The Move Worker process should only be completed for one of the following reasons:

- Movement of a Student, Graduate Assistant, Transient, or Wages as Earned position
- Movement of a vacant position
- Movement of a position that was advertised in the incorrect supervisory organization
- Movement of an employee whose job description has already been updated and loaded into Workday

**MOVE WORKERS (SUPERVISORY)**

1. In the Workday search bar, type **Move Workers (Supervisory)**.
2. Select the **Effective Date** for the move.
3. Select the Supervisory Organization in which the position or worker that needs to be moved is currently housed. Click OK.
4. Type in the name of the Supervisory Organization you want to move the position or worker to.
5. Select the position(s) or worker(s) to be moved or Select All to move all positions and workers to the Proposed Supervisory Organization.
6. Enter **Comments** explaining why the action is being requested.
7. Click **Submit**.

**NEXT STEP: CHANGE ORGANIZATION ASSIGNMENTS**

1. Change the **Organization Assignments** to update the new Company, Cost Center, Multi-Company, and Employee Classification details if needed. Inaccurate organization assignments can result in routing errors so please ensure this information is correct.
2. Select the position(s) or worker(s) for which the organization assignments will be applicable. This will be a check box listed to the left.
  - a. If the Employee Classification is Schedule 1 under Current Organizations, please be sure to select Schedule 1 for the Proposed Organization so the worker's annual leave balance is not negatively impacted.
3. Click **Submit**.

**WORKDAY WORKFLOW**

