Assisted Lab Checklist

Use the following checklist to organize the information and transactions that need to be processed in Workday during your assisted lab session. Provide all relevant items listed below in order to successfully finalize these transactions.

Key Notes:

The Assisted Labs are strictly to aid the HR Coordinators.

Please bring whatever you currently use to finalize any tasks listed below (forms/documentation,etc.)

Finalize all JobAps related tasks first, wait until next day to arrive in your inbox to move thru all steps in SPS Workday.

Task Goal:	What to bring & know
Update/ Revise Worker Information	Bring: Worker name & WID# (if there is a potential for duplicates) & info to update (name, emergency contact, license/cert, etc.)
Request Unfreeze	Bring The HFER filled out form, e-copy
Reclassification	Position or worker, reclassification type, required and completed forms
Create Position	Worker type for position, Job Profile, Sup Org, Manager name
Position Changes (FTE, Location)	Bring Position number & what needs to change
Transfers/Promotions/ Demotions	Go thru JobAps: Bring Worker name & agreed salary & MS-27 FORM
Work Termination/ Vacate Position	Bring the TERMS: Scanned copy or hard copy of LTR, Worker name, Position #, Reason & Termination Date
Position Overlaps	Bring Position number, the incumbent event (i.e.. They are retiring, resigning, transferring, etc.)
Hire: JobAps Recruitments Note: Cannot be addressed in Lab	Only New Hires finalized in JobAps recruitments, plus 1 business day tin order to complete the Hire in Workday
Hire: Non- JobAps Recruitments	Bring: The Position, a completed form (if required), and know which Job Profile they want to reclass the PIN.
Sup Org & Cost Centers	Will not be addressed in Assisted Labs (See Notes)

NOTES & OUTSIDE LAB REQUESTS:
1. SUP ORG Requests/Revisions: Bring questions, but will not be able to address these during the assisted lab sessions; many of these changes will be something Shared Services will be required to do on behalf of the Agency.

2. COST CENTER Requests/Revisions: If an Agency requires additional cost centers to be added to a Sup Org; they can bring the Sup Org affected, but will not be able to make these changes in the assisted lab sessions. Save and email any required documents in a soft copy/e-copy in order to attach to the transaction.

3. Recruiting will not be addressed nor offer JobAps assistance.

Finalize all JobAps related tasks first, wait until next day to arrive in your inbox to move thru all steps in SPS Workday.
1. Employee name
2. Bring completed & related forms: 26 or 27 Form: 26 (hire) and 27 (change job) used outside salary guidelines - must attach to Workday to push forward
Note: if your only reason is to hire a contractual utilizing the 311 Form; you will need to create a position in Workday to create a new position first, request a new position; and have the position approved.