



Change Organization Assignments (for a position)


Update a position’s funding source, budget information, authorized percent and other attributes using the **Change Organization Assignments** task in Workday. These attributes are stored in Workday as organizations and used for reporting.

The Change Organization Assignments task is also completed as part of the Create Position and Edit Position Restrictions business processes but is also used to update the position information as needed.

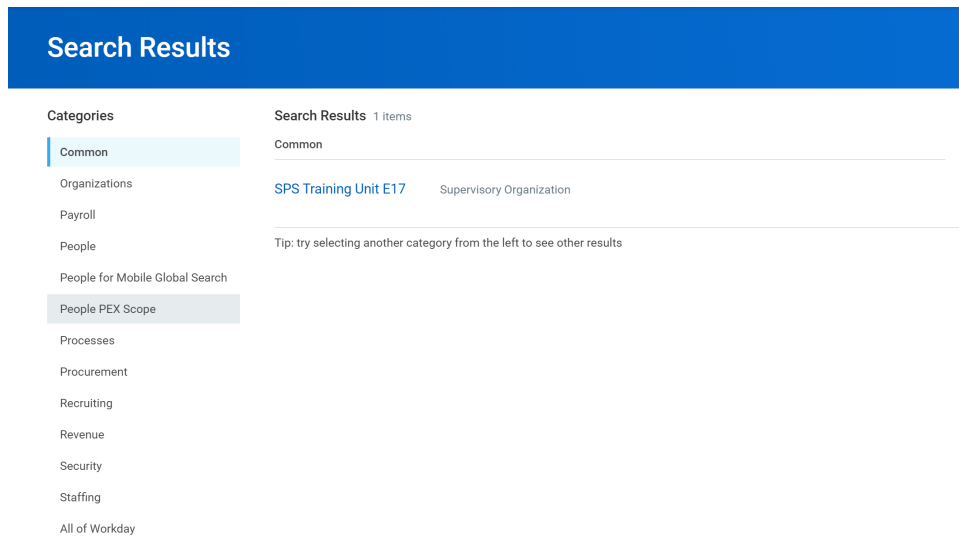
NOTE: RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

The procedure to complete the Change Organization Assignments task follows.

Procedure:

1. Type the Supervisory Organization in the Search Field.
2. Click the **Search**  icon.

Search Results



The screenshot shows a 'Search Results' interface. On the left, there is a 'Categories' list with 'Common' selected. The main area shows 'Search Results 1 items' under the 'Common' category, with a single result: 'SPS Training Unit E17' under the sub-category 'Supervisory Organization'. A tip at the bottom suggests selecting another category to see other results.

3. Click the Supervisory Organization hyperlink.



Supervisory Organization Details

SPS Training Unit E17 Actions

Type	Supervisory	Superior Organization	SPS Training Unit E1
Organization ID	T_075930	Subordinates	SPS Training Unit E18 SPS Training Unit E19

Details Members Staffing Roles Security Groups Organization Assignments

Availability Date 01/01/1900

Type Supervisory

Subtype Subprogram

Visibility Everyone

Top Level [State of Maryland Supervisory Organization](#)

Superior [SPS Training Unit E1](#)

Subordinates [SPS Training Unit E18](#)
[SPS Training Unit E19](#)

Primary Location [Baltimore - 301 W. Preston St](#)

4. Identify the position you want to update. Click the Members tab to update a filled position or Staffing tab to update an unfilled position.

Organization Members

SPS Training Unit E17 Actions

Type: Supervisory Superior Organization: SPS Training Unit E1
 Organization ID: T_075930 Subordinates: SPS Training Unit E18, SPS Training Unit E19

Details **Members** Staffing Roles Security Groups Organization Assignments


Members 5 items

Worker	Position	Location
Estefan Kramer-T (T1000201)	T2180 Admin Aide OAG	
James Hugh-T (T1000204)	T2626 Administrator III	Baltimore - 301 W. Preston St
Khaled Saleh-T (T1000245)	T1420 HR Officer II	Baltimore - 301 W. Preston St
Lamb Chop (T1001800)	TE23 Accountant I	Baltimore - 301 W. Preston St
Padre-T Alberto-T (T1001780)	T1905 Prgm Mgr III	Baltimore - 301 W. Preston St

Position
T2180 Admin Aide OAG - Estefan Kramer-T (T1000201)

Worker: Estefan Kramer-T (T1000201)
 Supervisory Organization: SPS Training Unit E17
 Job Profile: Admin Spec III-2043
 Location: Baltimore - 301 W. Preston St

Change Organization Assignments


- Find the position you want to update and then click the Related Actions and Preview  icon next to the position.
- In the menu, hover over Organization and click Change Organization Assignments.

Change Organization Assignments

Change Organization Assignments Assign Organizations: Estefan Kramer-T (T1000201) Actions

Start


Details

Effective Date * 

Worker: Estefan Kramer-T (T1000201)

Position: T2180 Admin Aide OAG - Estefan Kramer-T (T1000201)

Supervisory Organization: SPS Training Unit E17

- Use the Edit  icon to access the Effective Date field.



Inbox

Organizations

Company

Company *
State of Maryland ✎

Cost Center

Cost Center *
340101001010001 LABOR - Executive Direction [SP 010] [Pseudo 001] ✎

Costing

Fund ✎

8. Select the Edit icon in each Organizational field to update one or more of the following fields:

Field Name	Description	Values
Company	Required. This is company name.	Enter Value in Company. Example: State of Maryland
Cost Center	Required. Used for position budget reporting. They are a fifteen-digit number that combine the agency code, program, sub-program, and pseudo code used in the State of Maryland Appropriation/Budgetary Codes. This field should be completed for all Positions and will default with a value.	Enter value in Cost Center. Example: 112233445566778
Fund	Required. Used to designate the primary funding type for the Position. This field should be completed for all Positions and will default with a value.	Enter value in Fund. Example: 01 General
Appointment	Optional. Used to designate if the Position is a Special Appointment or Political Special Appointment. This field should only be completed if the Position is either of these values.	Enter value in Appointment. Example: Special Appointment
Authorized By	Required. Used to designate who authorized the creation of the Position. This field should be completed for all Positions.	Enter value in Authorized By. Example: 01 General Assembly



Title: Change Organization Assignments (for a position)
Functional Area: Position Management

Field Name	Description	Values
Background Check	Optional. Used to designate if the Position requires a background check. This field should only be completed when the Position requires a background check according to the law or as approved by DBM.	Enter value in Background Check . Example: Background Check Required
Bargaining Status	Required. Used to designate if the Position participates in bargaining or not. This field should be completed for all Positions.	Enter value in Bargaining Status . Example: Yes or No
Budget Status	Required. Used to designate if the Position is budgeted through Position Control. This field should be completed for all Positions.	Enter value in Budget Status . Example: Budgeted Position
Check Distribution Code	Optional. Used to designate the Check Distribution Code. This field is optional depending on whether the Agency utilizes Check Distribution Codes.	Enter value in Check Distribution Code . Example: 001
Compressed Work Week	Optional. Used to designate if the Position is eligible for a Compressed Work Week. This field should only be completed is the Position is eligible for a Compressed Work Week	Enter value in Compressed Work Week . Example: Eligible for Compressed Work Week
Drug Sensitive	Optional. Used to designate if the Position requires a drug screen according to the personnel drug testing regulations. This field should only be completed when the Position requires a drug screen.	Enter value in Drug Sensitive . Example: Drug Sensitive Designation
Essential Personnel	Optional. Used to designate if the Position is identified as an essential worker. This field should only be completed when the Position is essential.	Enter value in Essential Personnel . Example: Essential Personnel
High Risk Job	Optional. Used to designate if the Position is identified as high risk. This field should only be completed when the Position is high risk	Enter value in High Risk Job . Example: High Risk Job
Retirement System	Required. Used to designate the Retirement System associated with the Position. This field should be completed for all Positions.	Enter value in Retirement System . Example: 00 Not Eligible
Telework	Optional. Used to designate if the Position is eligible for a Telework. This field should only be completed is the Position is eligible for Telework.	Enter value in Telework . Example: Eligible for Telework
RSTARS Financial Agency	Required. Used to identify the RSTARS Financial Agency code. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Financial Agency . Example: B75

Field Name	Description	Values
RSTARS Subprograms	Required. Used to identify the RSTARS Subprogram. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Subprograms . Example: 7510
RSTARS Unit	Required. Used to identify the RSTARS Unit. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: B75801
RSTARS Program	Required. Used to identify the RSTARS Program. This field should be completed for all Positions, and the information should be obtained from the Agency Budget Finance Partner.	Enter value in RSTARS Unit . Example: 00
Authorized %	Required. Used to designate the headcount authorized for the Position. This field should be completed for all Positions.	Enter value in Authorized % Example: 100



Information: Note: If you do not have RSTARS budget codes at the time you complete this page, they can be entered later by searching for the position and using the related actions for the position. Select Organizations and then Change Organization Assignments.

9. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time

10. Click the **Done**  button.

11. The System Task is complete.