



Procedure: Change Job (Data Change)

Use this procedure to perform job changes for employees data including:

Event	Reason
Change Job	Data Changes – Change in Employee Type
	Data Changes – Change Job Details
	Data Changes – Change Location
	Data Changes – Corrections
	Data Changes – FTE Change
	Data Changes – Other Data Changes
	Data Changes – Change in Employee Type

*** **Promotions, Demotions, and Transfers** are specific types of Change Job processes with different transaction steps. Please see these individual Job Aids for assistance in completing those processes.

*** During **Reclassifications**, the Change Job process allows you to perform job changes on employees whose positions have been reclassified. Job changes to the worker are completed after the position reclassification. This process is a part of the Edit Position Restrictions business process. See the Edit Position Restrictions user guide for details on reclassifications.

Change Job Processes from JobAps

Many change job event in the system will be initiated though a completed recruitment in JobAps. These events will use a reason that includes “JobAps” in the name. These codes indicate that a promotion, voluntary demotion, or a transfer within or outside of your Agency) was initiated from the JobAps system into the Workday system.

Though the system automatically initiates the Hire process through JobAps, the HR Coordinator will have a required action in their Workday inbox to perform the other steps of the process.

You can view Change Job staffing events (promotions, demotions, and transfers) by looking up the Supervisory Organization. You can view all “In Progress” staffing actions and their status on the Staffing tab. See screenshot below.

SPS Training Unit E17 ...



Type [Supervisory](#) Superior Organization [SPS Training Unit E1](#)
Organization ID [T_075930](#) Subordinates [SPS Training Unit E18](#)
[SPS Training Unit E19](#)

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Title: Change Job – Data Change
Role(s): HR Coordinator
Functional Area: Employee Data Management

In Progress Staffing Actions 1 item



Business Process	Applies To	Outbound Organization	Inbound Organization	Awaiting Action By	Initiated On	Due Date
Transfer: James Hugh-T (T1000204)	James Hugh-T (T1000204)	SPS Training Unit E17	SPS Training Division E	HR Coordinator - E01 HR Coordinator - E02 HR Coordinator - E03 HR Coordinator - E04 HR Coordinator - E05 More (21)	09/29/2026 01:27:19.816 PM	10/06/2026

The steps in the business process are listed below.

Process Steps	Role	Description
Initiate Job Change Request	HR Coordinator	Enter type of job change and related details attach form(s), if applicable (e.g. MS-27).
Review JobAps Data*	HR Coordinator	Review data from JobAps and attach form(s), if applicable (e.g. MS-27).
Review Current and Receiving Manager	HR Partner	Review current and receiving manager for an employee that is moving to a new manager.

NOTE:

Some tasks (marked with asterisk {*}) in the Change Job process are not always required due to the reason selected for the job change or other conditions.

Events and Reasons

You will need to select one of the following reasons when initiating a job change on a worker:

NOTE: Reasons marked with an asterisk (*) indicate that a transaction (i.e., promotions, voluntary demotions, and transfers) was submitted as a result of a JobAps recruitment. Reasons associated with these transactions will be selected automatically when the Change Job process is initiated by JobAps. You will not select these reasons manually.

Before you begin...

You will need the following information to complete the Change Job process:

- Supervisory Organization
- Employee's name or employee ID
- Receiving manager and related Supervisory Organization (if being moved to a different team)
- Effective Date of transaction
- Position ID/Name
- Job Profile
- Employee's Job Title
- Scheduled Weekly Hours (for FTE changes; if applicable)
- Job Details (e.g., Time Type)

HINT: Use the SPMS View All Positions Report to identify positions and corresponding workers, supervisory orgs, FTE % and other details to assist with the job change.

Review Job Changes Initiated by JobAps

When a promotion, voluntary demotion, or transfer occurs as a result of recruitment in JobAps, you will receive a required action in your inbox. All job change data is entered automatically when the Change Job process is initiated by JobAps. The HR Coordinator needs to review this information and approve. After your approval and submission, all other steps in the Change Job business process will follow.

The procedure to review promotions, demotions, and transfer from JobAps follows. If you need to complete a promotion, demotion, or transfer that is not recruited in JobAps use the “Initiate Change Job in Workday” procedure.

Procedure:

1. If your transaction comes from JobAps, you will navigate to the **My Task box**  icon from the Home Screen.
2. Click the Change Job task in your My taskbox.
3. Click the arrows  to expand the window.
4. Scroll to see full details to review the information.
5. Click the **Approve**  button.



Important Note:

If the HRC makes any changes to the details on the transfer event in the My Task box, the PIN will be removed from the position field. *Check this field before selecting the submit options for this transaction.*

6. The System Task is complete.

Initiate a Change Job – Data Change Transaction in Workday

To start a Change Job in Workday that was not initiated in JobAps, follow the procedure below.

Procedure:

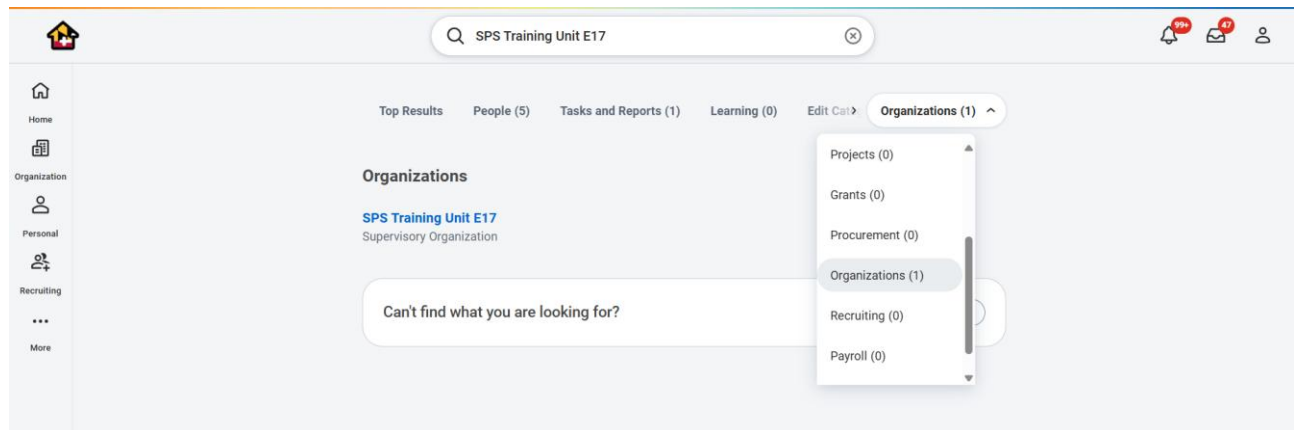
1. Type the Supervisory Organization name in the Search field.



Tip: If you know the employee's name or employee ID for which you are processing a job change, you can search using these values.

2. Click the **search**  icon.

3. Click the Supervisory Organization hyperlink in the search results. NOTE: You may have to select Organization on the left-hand side of the screen to narrow the search for Organizations only.



4. Click the **Members** tab.
5. Identify the employee you want, then hover over their name. When it appears, click the Related

Actions and Preview  icon next to the employee's name.

Details

Members

Staffing

Roles

Security Groups

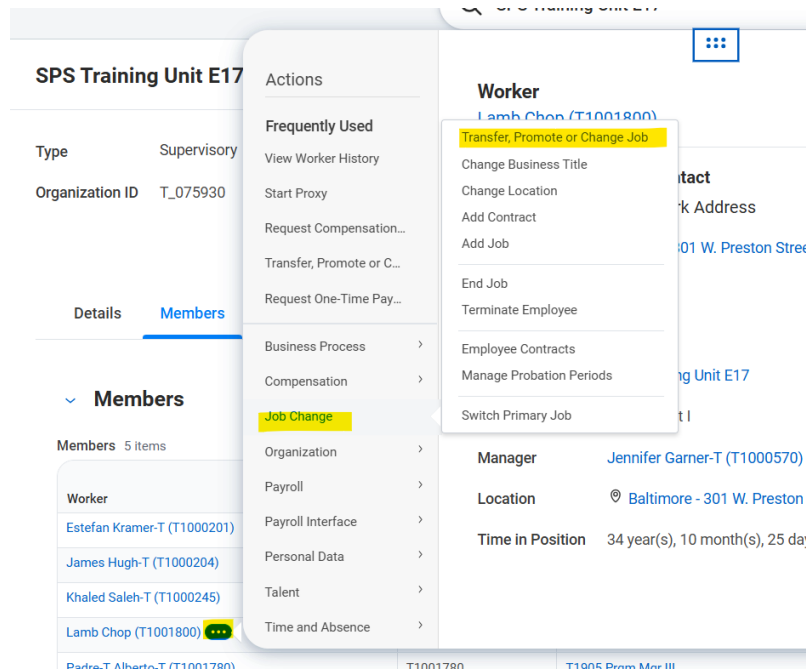
Organization Assignments

Members

Members 5 items

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

6. In the menu, hover over the Job Change, and then click Transfer, Promote or Change Job.



7. Click the Calendar  icon to select the accurate effective date for the transfer.
- **When do you want the change to take effect?** (Enter the effective date.)

8. Use the drop down to answer: **Why are you making the change?** (Enter one of Change reasons below.)

Change Job (Workday Delivered)

Lamb Chop

Accountant I

 Start Job Change

 Review and Submit

IF YOU ARE CHANGING THE JOB PROFILE OF A POSITION, YOU MUST ALSO MAKE SURE THAT THE "PAY RATE TYPE" MATCHES THE POSITION TYPE:

CONTRACTUAL = HOURLY
STATE/REGULAR = SALARY

When do you want this change to take effect? *

09 / 30 / 2026 

☐ Do you want to use the next pay period? (10/14/2026)

Why are you making this change? *

Current Information

 Lamb Chop (T1001800)
Accountant I

Position

Team
SPS Training Unit E17

Manager
Jennifer Garner-T (T1000570)

Position
TE23 Accountant I - Lamb Chop

Back

Next

Close



Title: Change Job
Role(s): HR Coordinator
Functional Area: Employee Data Management

← Data Changes

☒ Data Changes - Change in Contractual Worker Position

☐ Data Changes - Change in Employee Type

☐ Data Changes - Change Job Details

☐ Data Changes - Corrections

☐ Data Changes - FTE Change

☐ Data Changes - Other Data Changes

9. Scroll through the employee's displayed data and modify the appropriate fields:

Job Details

What will this person's new job profile be? *

×

Accountant I-4546

⋮

> **View More Details**

What is the job title? *

Accountant I

What is the business title? *

Accountant I

Select a Pay Rate Type

×

Salary

⋮



Title: Change Job
Role(s): HR Coordinator
Functional Area: Employee Data Management

Administrative Details

Employee Type *

× State/Regular

First Day of Work

09 / 30 / 2026

Work Location

Where is the new location? *

× Baltimore - 301 W. Preston St

Worker Time

What is the time type for this position? *

☒ Full time

☐ Part time

Scheduled Weekly Hours

40

FTE %

100%

Back

Next

Close

10. Once changes have been made, select Next.

11. On the review page, check the information that was adjusted and confirm that all data showing as “modified” **MODIFIED** is accurate.



Title: Change Job
Role(s): HR Coordinator
Functional Area: Employee Data Management

Change Job (Workday Delivered)

Lamb Chop

Accountant I

Start Job Change

Review and Submit

Start Job Change

Start Details

Effective Date

09/30/2026

Worker

Lamb Chop (T1001800)

Reason

Data Changes - FTE Change

Transfer Information

Team after Change

SPS Training Unit E17

Manager(s)

Submit

Save for Later

12. Select the Submit

Submit

 button. This change will be routed for approval.