

Approve Job Changes


The Change Job business process is used to make job changes for a worker, including promotions, demotions, transfers (in and outside an Agency), and other data changes. This process is initiated by the HR Coordinator and routed to the Agency's HR Partner and Appointing Authority Partner.

When certain compensation changes occur as a result of the job change (e.g., a promotion), the Compensation Partner also reviews the change and approves or denies the event.

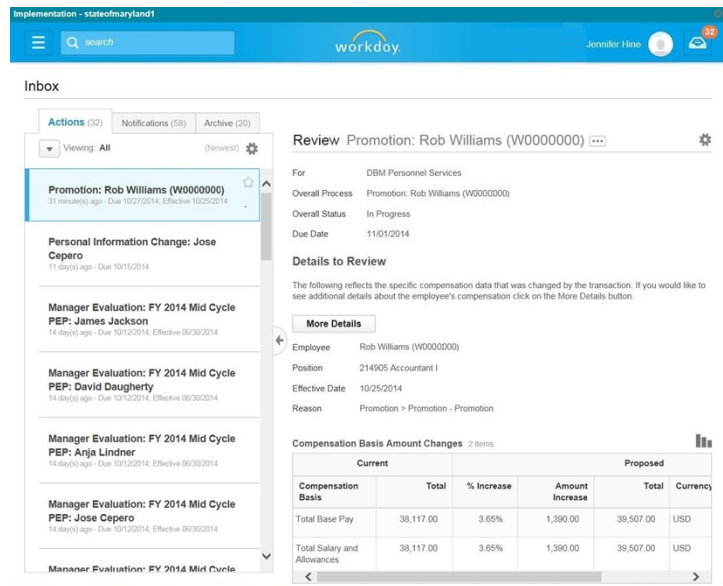
NOTE: See *APPENDIX D – Change Job Business Process Steps and Event Reason* for more details.

The procedure to review and approve job changes follows.

Procedure:

1. Click the **Inbox**  icon.
2. Click the **View Inbox**  hyperlink.

Inbox



The screenshot shows the Workday interface. On the left, the 'Inbox' tab is active, displaying a list of actions under the 'Actions (32)' tab. The first action is 'Promotion: Rob Williams (W0000000)' with a star icon and a 'View' link. Below it are several 'Manager Evaluation: FY 2014 Mid Cycle' entries for different employees. On the right, the 'Review Promotion: Rob Williams (W0000000)' details are shown. It includes fields for 'For' (DBM Personnel Services), 'Overall Process' (Promotion: Rob Williams (W0000000)), 'Overall Status' (In Progress), and 'Due Date' (11/01/2014). A 'Details to Review' section explains that the following reflects specific compensation data. Below this is a 'More Details' section with fields for 'Employee' (Rob Williams (W0000000)), 'Position' (214005 Accountant I), 'Effective Date' (10/25/2014), and 'Reason' (Promotion > Promotion - Promotion). At the bottom, a 'Compensation Basis Amount Changes' table is displayed.

Compensation Basis	Current		% Increase	Proposed		Currency
	Total	Amount Increase		Total	Amount Increase	
Total Base Pay	38,117.00	1,390.00	3.65%	39,507.00	1,390.00	USD
Total Salary and Allowances	38,117.00	1,390.00	3.65%	39,507.00	1,390.00	USD

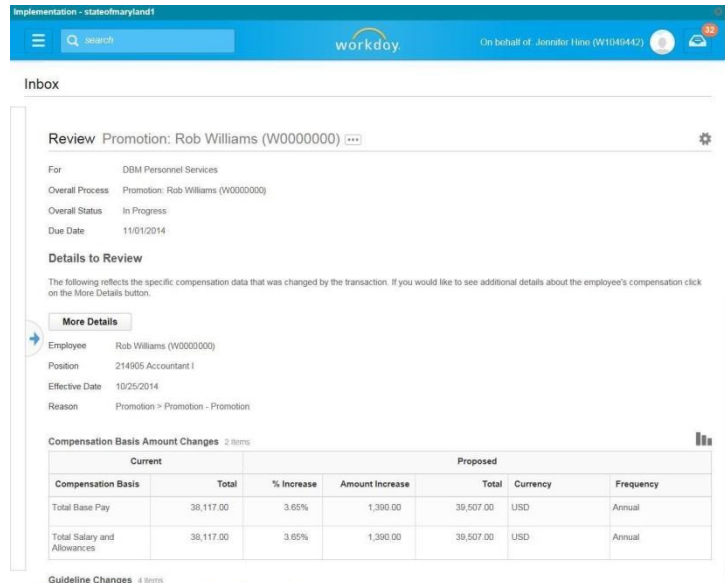
3. From the Actions tab, locate the job change action item.



Tip: The type of Job change will be listed in the task name along with the name of the employee. For example, if Rob Williams were getting a promotion, the task in your inbox would show as "Promotion: Rob Williams (W1234567)."

4. Click the arrow  to collapse the inbox.

Inbox



Review Promotion: Rob Williams (W0000000)

For: DBM Personnel Services
 Overall Process: Promotion: Rob Williams (W0000000)
 Overall Status: In Progress
 Due Date: 11/01/2014

Details to Review

The following reflects the specific compensation data that was changed by the transaction. If you would like to see additional details about the employee's compensation click on the More Details button.

More Details

Employee: Rob Williams (W0000000)
 Position: 214905 Accountant I
 Effective Date: 10/25/2014
 Reason: Promotion > Promotion - Promotion

Compensation Basis Amount Changes 2 items

Compensation Basis	Current			Proposed		
	Total	% Increase	Amount Increase	Total	Currency	Frequency
Total Base Pay	38,117.00	3.65%	1,390.00	39,507.00	USD	Annual
Total Salary and Allowances	38,117.00	3.65%	1,390.00	39,507.00	USD	Annual

Guideline Changes 4 items

5. Review job change details in the Details to Review section.



Information: Click the **More Details** button to view additional details about

- the job change, including compensation history (if applicable)
- staffing changes

Note that when you are done, you have to navigate back to the Change Job task.

6. Click the **Approve**  button.



Tip: If you do not want to approve the request, you can also click one of the following buttons:

- Click the **Deny** button to deny the request. This action terminates the request.
- Click the **Send Back** button to send the request back to the initiator to review and make changes.
- Click the **Cancel** button to cancel your action and start later. Retrieve the task from your inbox at a later time.

7. The Up Next section keeps you informed of the next step in the business process. In this example, the Appointing Authority will review the job change request next.

Up Next

Appointing Authority Partner

Consolidated Approval by Appointing Authority Partner

Due Date 10/27/2014



8. On the **Up Next** page, select one of the following options:

If	Then
You have other tasks awaiting your review....	Click the task link in the Others Awaiting My Action section. NOTE: You can also access these tasks by navigating to the Actions tab in your inbox.
You are finished reviewing requests....	Click the Done button.

9. The System Task is complete.