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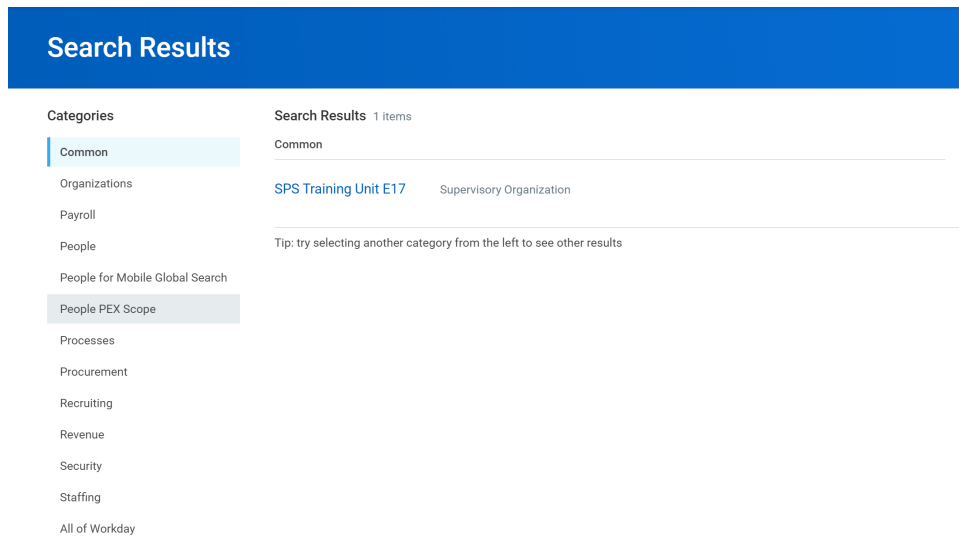
NOTE: RSTARS budget/finance codes should be obtained from your designated Budget and Finance Partner.

The procedure to complete the Change Organization Assignments task follows.

Procedure:

1. Type the Supervisory Organization in the Search Field.

2. Click the **Search** Q icon.

    Search Results

3. Click the Supervisory Organization hyperlink.

Supervisory Organization Details

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

5. Find the position you want to update and then click the Related Actions and Preview [···] icon next to the position.

6. In the menu, hover over Organization and click Change Organization Assignments.

Change Organization Assignments

7. Use the Edit [pencil] 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

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** [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** [Done] button.

11. The System Task is complete.