

Reference: Locations

There are 3 locations on every employee's profile:

- 1. Employee**
- 2. PIN**
- 3. Sup Org**

To make changes to this information:

- ⦿ **PIN Location (can be changed by the HRC) :**
 - *Edit Position Restriction > Change In Position > Change Location*
- ⦿ **Employee Location (can be changed by the HRC):**
 - *Job Change > Change Location > Data Changes - Change Location*
- ⦿ **Sup Org Primary Location (changed by Shared Services):**
 - Submit a ticket

To add NEW LOCATIONS:

If a location that isn't currently available to select in Workday:

1. Submit a ticket to Shared Services
2. Include whether it is replacing a current location

This report for HRCs will list all 3 location types:

SPMS Location Audit for PIN, Employee, Sup Org