

Move Worker

The **Move Worker** task is used to move a worker and their position (PIN) from one Supervisory Organization (Sup Org) to another one. This action only changes where the PIN (and the employee in the PIN) reports in the Sup Org structure. None of the attributes of employee or their position should change.

NOTE: *This task should only be performed when an employee is in the wrong Sup Org or when your department is undergoing reorganization.*

Before Moving the PIN:

- **Confirm if the moving employee is a manager and determine what will happen with their team; put this information in the comment section of the request form.**
- **Any transactions in progress such as: “Change Jobs” or “Edit Position Restrictions” need to be canceled or completed first**
- **Verify that all requests (sitting with the current manager) are completed**
 - Time off requests
 - PEPs
 - Any other time-related events

After the PIN is moved:

- **Cost Center, Bargaining Status, and Work Location do **not** change after the Move Worker task is complete.**
 - To change the **Cost Center** or **Bargaining Status** for the PIN, use the ***Change Organizational Assignments*** task.
 - To change the **work location** for the PIN, use the ***Edit Position Restrictions*** business process.

Move Worker and Dates:

- Before creating a Job Req, verify that the PIN is where it should be in the correct Sup Org
- If a PIN needs to move after it's vacated, verify that the termination is entered and completed first
- Remember to review the date of the last completed transaction on the employee in worker history, the effective date of the move worker may need to be after this