Change a job

This job aid helps users change a worker's job in Workday. Use this process to promote, reassign, transfer or change worker data like FLSA status or work location.

- If you change a worker's job for **non-competitive** reasons — which occurs after recruiting — begin from their worker profile.
- If you change a worker's job for **competitive** reasons — which occurs during recruiting only — and have chosen Change Job as the staffing action, go to **My Tasks** to complete additional tasks.

You must select the most appropriate **Change Job reason** to start. See the **Appendix** for descriptions and use cases for each reason.

Please note:

- Do not use Change Job to add or end a worker's additional jobs. Refer to the **Add additional job** or **End jobs and terminate employee** job aids.
- If you must change a worker's job profile for an existing position, update the position using the **Edit position restriction** job aid first. Then start the Change Job process.

These icons indicate actions users can take during the process:

- **Pencil**: Edit the section.
- **Checkmark**: Save changes.
- **Left arrow**: Undo and discard changes.

Note: Navigate to the relevant section in this job aid using the table of contents below based on the type of job change you are initiating.

Initiators: Academic HR Analyst, Academic HR Partner, HR Central - Compensation, Cost Center Manager, Dean/VP, Global Mobility Partner, HR Analyst, HR Central, HR Partner, Manager, Primary Recruiter, Provost/EVP

Approvers: HR Partner, Academic HR Partner, HR Central - Compensation, Cost Center Manager, Student Employment Office, Dean/VP, Provost EVP, Tax Manager, Global Mobility Partner, Signature Authority at ASU

Table of contents

The change job reason determines which sections and subsections of the job change process you can see and edit. You may not see all sections and subsections listed below. To use this job aid effectively, review only sections that you see on the screen.

Select the hyperlinks in the table below to jump to specific sections.

Each page has a link in its footer to return to this table of contents.

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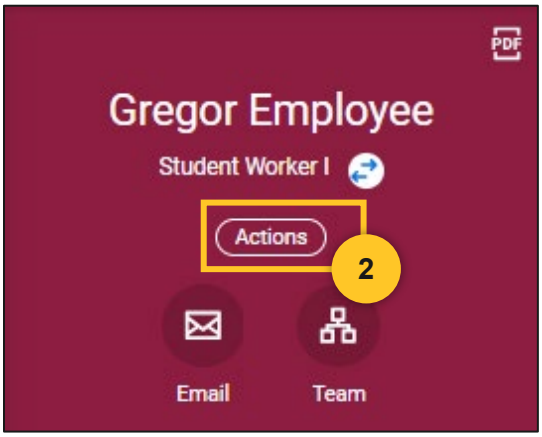
Start

Complete these steps to change an employee's job:

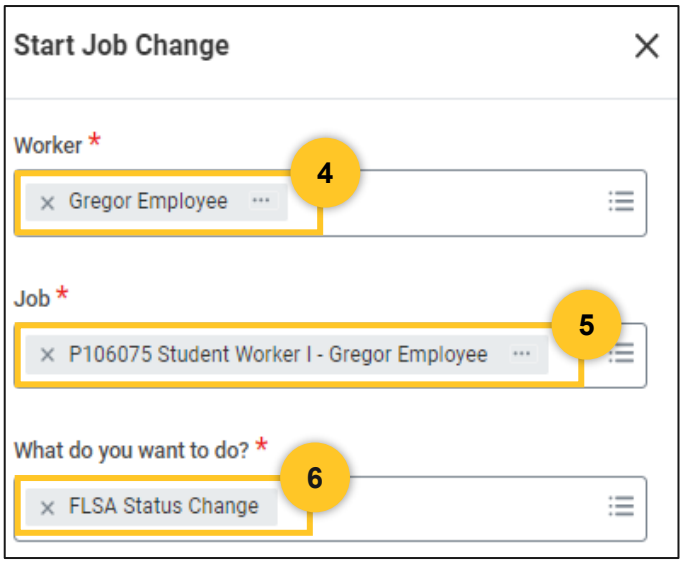
1. Navigate to the worker's profile.
2. Select **Actions.**



3. Hover over **Job Change**, then select **Start Job Change.**

4. Confirm the **Worker**.
5. If the worker has multiple jobs, select the **Job** to change.
6. Select the Change Job reason for **What do you want to do?**

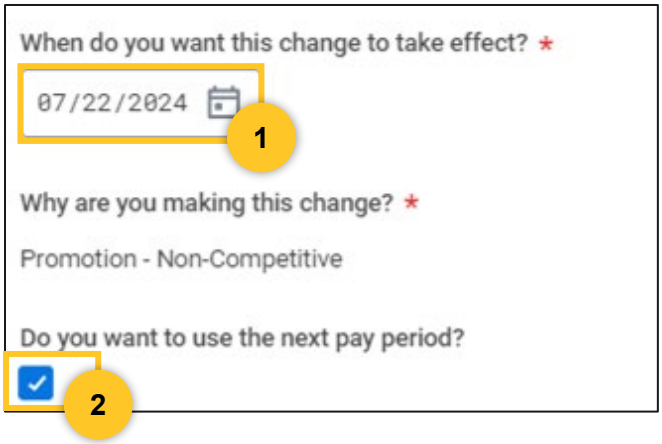
   Note: You may only select change job reasons for which the worker is eligible.



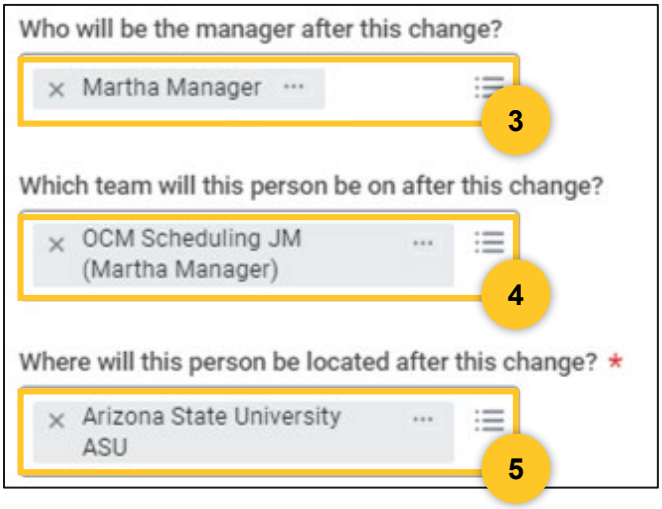
7. Select **OK.**

Start details

1. Enter the effective date for **When do you want this change to take effect?**
2. If the job change must be effective by the next pay period, select **Do you want to use the next pay period**?



3. Confirm or select the manager for **Who will be the manager after this change?**
4. If you change supervisory organizations, select the new proposed supervisory organization under **Which team will this person be on after this change?**
5. Confirm or select a location for **Where will this person be located after this change?**



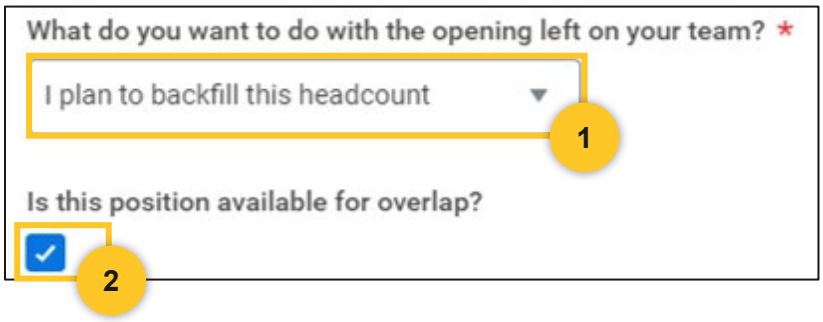
6. Select **Start**.

Move

Opening

Complete this section if you are changing managers or supervisory organizations.

1. Select an action for **What do you want to do with the opening left on your team?**
2. If you plan to backfill this headcount and the position is available for overlap, select **Is this position available for overlap?**



Job

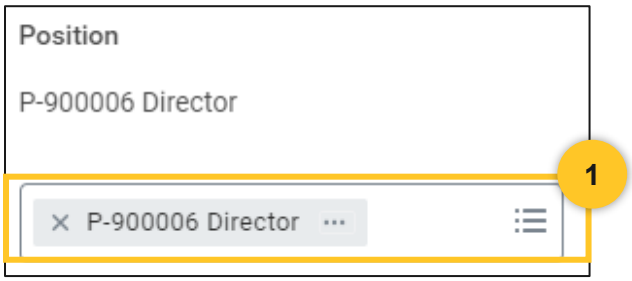
Complete this section to change the position and job details.

Position

Complete this subsection if your proposed supervisory organization's staffing model is Position Management.

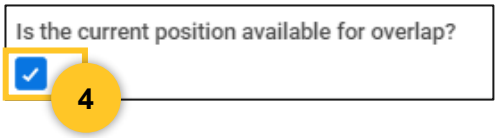
1. Confirm or select an existing position for the **Position** field.

   Note: If you change the job for non-competitive reasons, select a position without a job requisition.



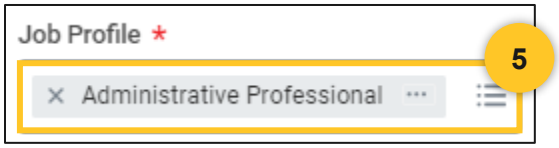
2. If there is no existing position to select, choose **Do you want to create a new position?**
3. If you create a new position and do not intend to backfill the current one, select **Close the current position?**

4. If you select an existing position and the current one is available for overlap, select **Is the current position available for overlap?**



Job Profile

5. Confirm or change the **Job Profile.**

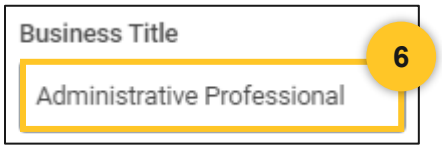


Note: For Position Management supervisory organizations, the proposed job profile must match a job profile specified by the position's restrictions.

Note: The pay rate type for this job profile must match your selection in the Administrative subsection.

Business Title

6. Confirm or change the **Business Title**.

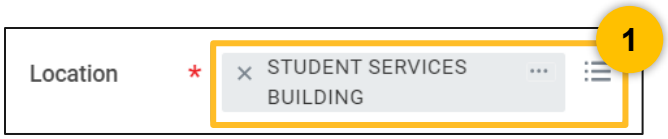


Location

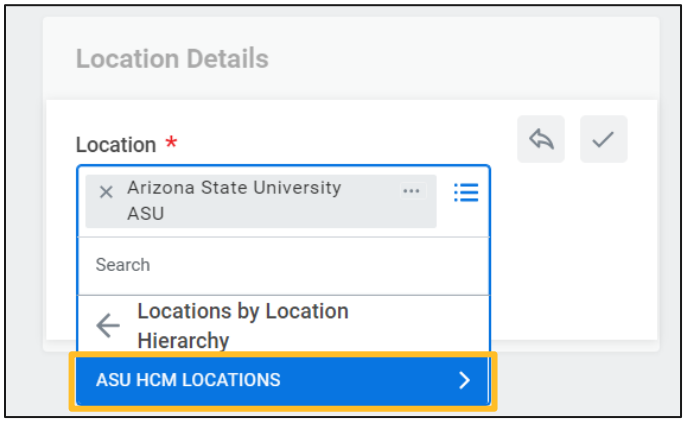
Location details

1. Confirm or change the **Location.**

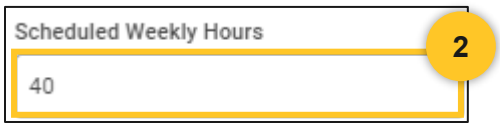
   Note: If the job is fully remote, select a location ending in "-Remote." The worker must have an approved flexible work arrangement to select a remote location.



Note: All locations must be in the **ASU HCM LOCATIONS** hierarchy. To ensure you select an appropriate location, search Locations by Location Hierarchy and select ASU HCM LOCATIONS in the dropdown.



2. Confirm or change the **Scheduled Weekly Hours** to update the worker's FTE.



Details

Administrative

1. Select or confirm the **Employee Type**.

   Note: If you choose Variable/Temporary or Variable Fixed Term or Student, this job does not contribute to benefits eligibility.

2. If Scheduled Weekly Hours is 40, select **Full Time** for **Time Type.**

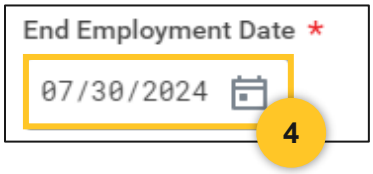
   If Scheduled Weekly Hours is 0, select **PRN** for **Time Type.**

   If Scheduled Weekly Hours is any other value, select **Part Time** for **Time Type.**

3. Select or confirm the **Pay Rate Type**.

   Note: This must match the pay rate type of the job profile selected in the Job Profile subsection.

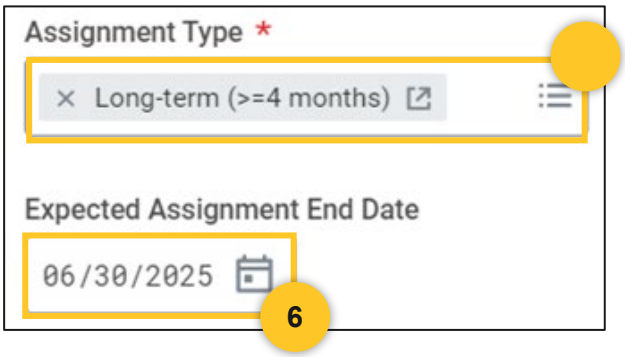
4. If you select Regular Fixed Term or Variable Fixed Term as the employee type, select the **End Employment Date.**



Note: Before the End Employment Date, change the date or end the job.

- To change the date, begin a new Start Job Change task and select **Modify End Date** as the Change Job reason.
- Refer to the **End jobs and terminate employee** job aid if you must end the job.

5. If you change the international assignment duration, change the **Assignment Type.**
6. If you completed step 28, confirm the **Expected Assignment End Date.**



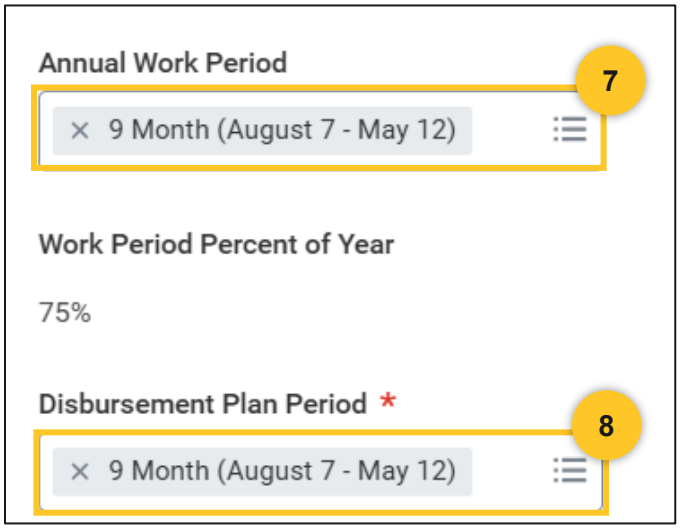
Academic

Complete this section if your job change may impact the academic pay period.

Note: The Annual Work Period and Disbursement Plan Period must match unless the employee has an approved Pay Option Change Request.

7. Confirm or change the **Annual Work Period**, which is the contract or appointment period for the academic employee.

8. Confirm or change the **Disbursement Plan Period** during which the academic employee receives base pay for this job.

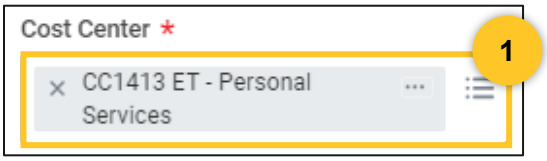


Organizations

Complete this section to change the job organization assignments.

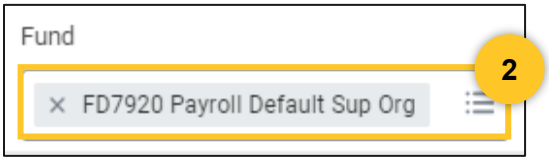
Cost Center

1. Confirm the **Cost Center**.



Costing

2. Confirm the **Fund**.



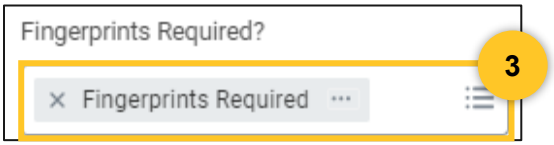
Other

3. If a fingerprint check is required, select **Fingerprints Required.**

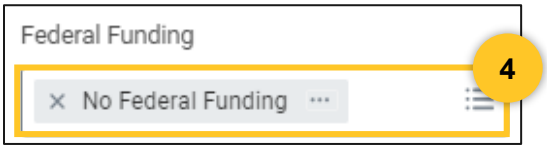
   Note: If you add **Fingerprints Required** and select a non-competitive Change Job reason, initiate a fingerprint check after submitting this task.

   Search and choose the Select Background Check Package task to initiate a fingerprint check. Select the Worker's name as the **Recipient** and select **OK**. Select **Fingerprinting** as the **Name** of the package. Then select **Submit.**

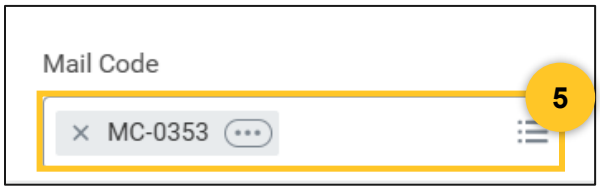
The employee receives instructions via My Tasks to begin the fingerprinting process.



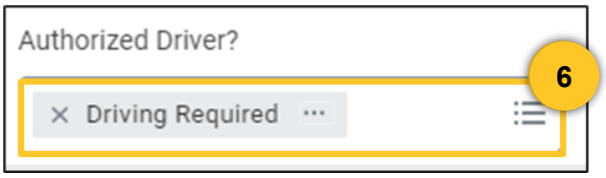
4. Confirm the **Federal Funding.**



5. Confirm the **Mail Code**.



6. If the position or job requires driving, select **Driving Required.**

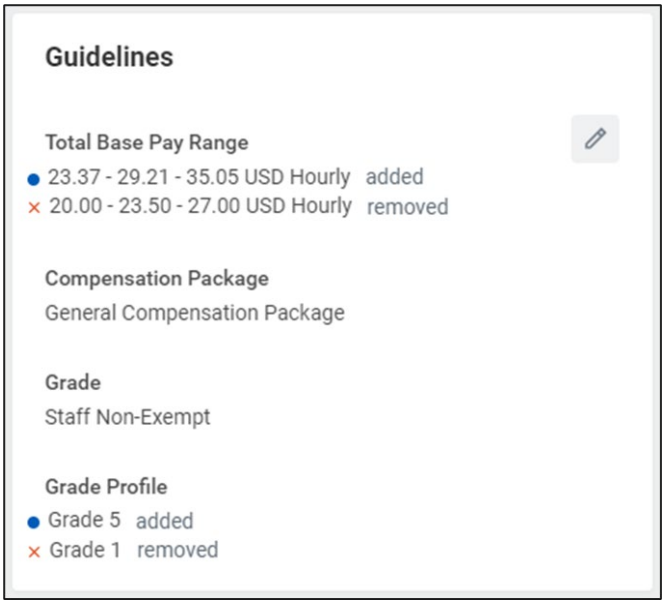


Compensation

Complete this section if the job change impacts compensation or exemption status.

Note: Go to the **Guidelines** subsection for your job profile's compensation range.

Note: If the Grade or Grade Profile is incorrect, review the job profile in the **Job Profile** subsection. If you can't change the job profile, delete this task, edit the position's restrictions, then begin the Start Job Change task again and continue to this step.



Salary or hourly

1. Confirm or change the salary or hourly details.
    a. Change or confirm the **Amount**.

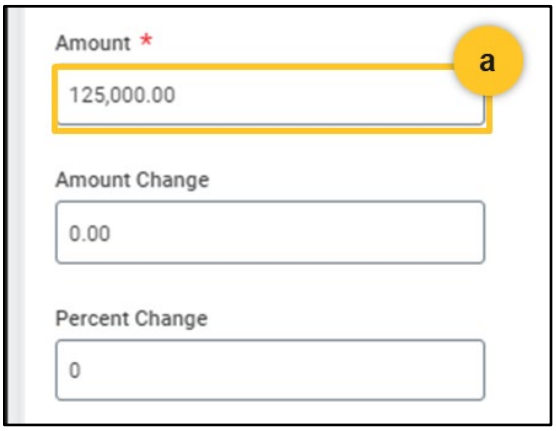
    Note: If the compensation plan is a Salary plan, assume 100% FTE for the **Amount**. Workday prorates the amount based on the Scheduled Weekly Hours.

    Note: If you select **FTE Change** as the Change Job reason, do not change the Amount.

    Note: If you select **FLSA Status Change** as the Change Job reason, the Amount must equal the current pay rate.

    You are responsible for converting the pay rate correctly without changing total pay on the job or position.

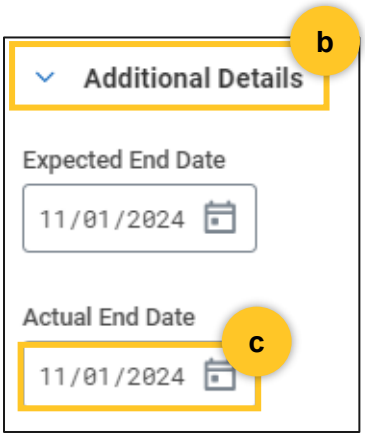
    The hourly and salary rate changes based on the 100% salary or FTE rate, work period, disbursement period and changes to compensation plans — hourly to salary, salary to hourly, between academic salary plans.



    b. Select the **Additional Details** header.

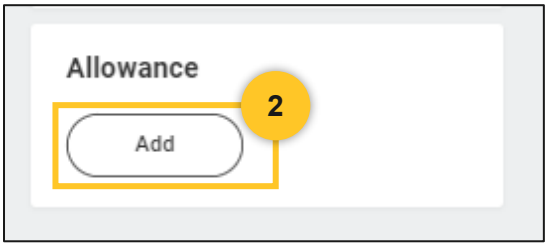
c. If you selected Regular Fixed Term or Variable Fixed Term for the Employee Type, enter the **Actual End Date.**

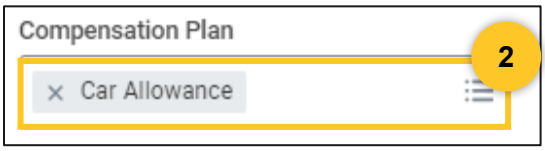
Note: The Actual End Date must match the Employment End Date in the Administrative subsection.



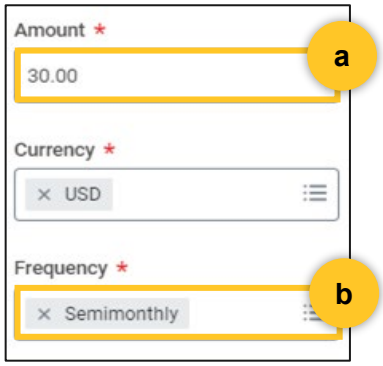
Allowance

2. Select **Add** and then the **Compensation Plan** if you add a compensation plan.



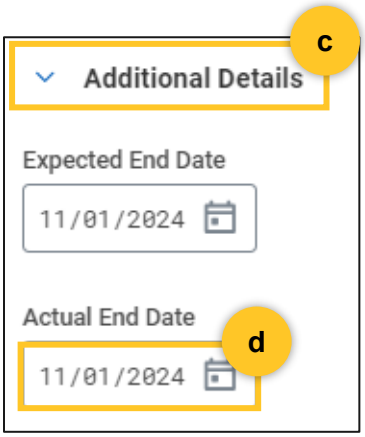


3. Enter or confirm compensation plan details.
   a. Enter the **Amount**.
   b. Confirm the **Frequency.**



   c. Select the **Additional Details** header.

d. Enter the **Actual End Date.**

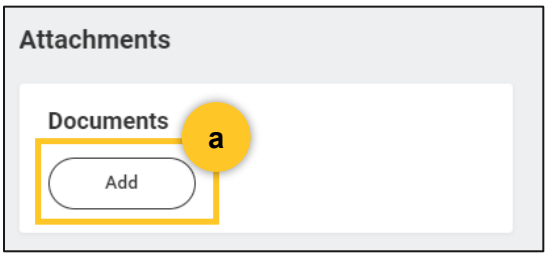


Attachments

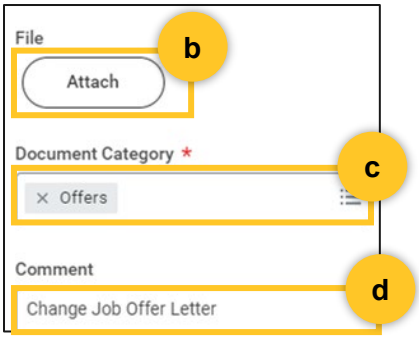
Documents

Attach supporting documentation like an email approval, accepted offer letter, amendment or promotion letter.

1. Upload supporting documentation.
   a. Select **Add**.



   b. Select **Attach,** then the file to upload.
   c. Select **Offers** as the **Document Category**.
   d. Enter a file description.



To upload another file, repeat the process above.

Selecting **Submit** is the final step in any change job business process, which is then routed for review, approval and other related tasks.

Next steps

Your job change request is submitted. Additional steps are now required. Selecting **Details and Process** lets you view the steps completed thus far and the next steps.

If you changed the supervisory organization, the job change request routes to the receiving department for review.

After you complete a submission and any approvals, go to **My Tasks** and complete each additional task you receive.

They may be the following tasks:

- Assign Costing Allocations.
- Manage Period Activity Pay.
- Request One-Time Payment.

Appendix

Job change reasons are categorized as competitive or non-competitive. Competitive job changes go through the recruiting process, while non-competitive job changes do not. Review the tables below to select the most appropriate job change reason.

Depending on the employee's worker data, some job change reasons may not be available for the employee.

Non-competitive data change reasons

All non-competitive data changes must meet the following criteria:

- No change to the compensation rate.
- No change to management or job level.
- No job requisition tied to the proposed position.

Change Job reason	Description
FTE Change	Change an employee's scheduled weekly hours and FTE status. This impacts compensation by keeping the employee's pay rate constant and prorating compensation based on the new FTE status. Do not use this reason if the FTE status change causes an employee's salary to decrease below the exempt threshold. Use the **FLSA Change** reason below instead.
FLSA Status Change	Change an employee's job profile due to a change in FLSA status according to FLSA Compliance efforts. Use this reason if there is no change to the compensation rate and the job change is due to an FLSA status change. Otherwise, consider using other Change Job reasons or initiate an ad hoc Request Compensation Change task. Before initiating Change Job, complete the **Edit Position Restrictions** task to update the position's job profile. Then initiate Change Job using this reason.
Location Change	Changing an employee's physical work location may impact pay and benefits. This is used if an employee works remotely full-time or reports to a new office due to a job change.
Academic Pay Option Change	Use if an academic employee is approved for a change to Annual Work Period — AWP — and Disbursement Plan Period — DPP — effective July 1, 2025. Also, use it if there is no change to compensation, position or job profile. Otherwise, use another Change Job reason or initiate an ad hoc Request Compensation Change.

Change Job reason	Description
Modify End Date	Change a fixed-term position's end date. Note that pay and employment continue after the end date unless a termination, change job or compensation change is submitted.

Non-competitive promotion reasons

All non-competitive promotions must meet the following criteria:

- A change in the job profile.
- Increased management or job level.
- No job requisition tied to the proposed position.

Change Job reason	Description
FTE Change	Change an employee's scheduled weekly hours and FTE status. This impacts compensation by keeping the employee's pay rate constant and prorating compensation based on the new FTE status. Do not use this reason if the FTE status change causes an employee's salary to decrease below the exempt threshold. Use the **FLSA Change** reason below instead.
FLSA Status Change	Change an employee's job profile due to a change in FLSA status according to FLSA Compliance efforts. Use this reason if there is no change to the compensation rate and the job change is due to an FLSA status change. Otherwise, consider using other Change Job reasons or initiate an ad hoc Request Compensation Change task. Before initiating Change Job, complete the **Edit Position Restrictions** task to update the position's job profile. Then initiate Change Job using this reason.
Location Change	Changing an employee's physical work location may impact pay and benefits. This is used if an employee works remotely full-time or reports to a new office due to a job change.
Faculty/academic professional promotion	Promote an academic employee into a new or existing position without a job requisition or keep them in their current position to show progression through the academic track. This promotion typically occurs when the fiscal or academic year starts, depending on their academic appointment. Academic employees must receive a pay increase when promoted. Otherwise, consider using a different Change Job reason or a standalone ad hoc Request Compensation Change task.

Change Job reason	Description
Promotion — Non-competitive	Promote an employee into a new or existing position without a job requisition or keep them in their current position. This type of job change must include increased management or job levels. It may involve an increase in pay or compensation grade, change in weekly hours, time type, employee type or benefits eligibility.

Non-competitive reassignment reasons

All non-competitive reassignments must meet the following criteria:

- A change in the job profile.
- Decreased management or job level.
- No job requisition tied to the proposed position.

Change Job reason	Description
Voluntary Reassignment — Non-competitive	Reassign employees to a new or existing position or keep them in their current position voluntarily. This type of reassignment may decrease their compensation grade and amount. There may be a change in location, weekly hours, time type, employee type or benefits eligibility group.
Involuntary Reassignment	Reassign an employee to a new or existing position or keep them in their current position for an involuntary reason. This type of reassignment may decrease the compensation grade and amount. There may be a change in location, weekly hours, time type, employee type or benefits eligibility group.
PD Involuntary Demotion	Use for a classified staff progressive discipline demotion through SPP 809.

Non-competitive transfer reasons

All non-competitive data changes must meet the following criteria:

- No change to management or job level.
- No job requisition tied to the proposed position.

Change Job reason	Description
Non-competitive Lateral	Move the employee to a new or existing position or keep them in their current one. This type of transfer may cause a change in the supervisory organization, manager, job profile, compensation grade and amount, weekly hours, time type, employee type and benefits eligibility group.

Competitive reasons

All competitive job changes require a job requisition and must go through the recruiting process.

Change Job reason	Description
Promotion - Competitive	Competitive equivalent to Promotion - Non-competitive reason.
Competitive Lateral	Competitive equivalent to Non-competitive Lateral reason.
Voluntary Reassignment - Competitive	Competitive equivalent to Voluntary Reassignment - Non-competitive reason.