

## ***How Do I . . . in EWC ?***

### **Introduction:**

If you are new to Workday or you don't have staffing changes very often and don't remember how you did it the last time, you may not know/remember where to start in the Employee Work Center when a staffing change occurs. This quick reference card will tell you what process you need to follow to make specific changes, how to navigate there and the name of the applicable user guide. Please refer to the applicable user guide for step by step instructions on each process.

### **How do I . . .**

<b>Employee Related Tasks</b>	<b>Process</b>	<b>Navigation</b>	<b>User Guide</b>
Add/change direct deposit	Maintain Payment Elections	Personal Data > Maintain Payment Elections for Worker	Create a Pre-Hire and Hire an Employee, page 22
Add/Change matrix organization	Assign matrix organization	Organization > Assign Matrix Organization	Create a Pre-Hire and Hire an Employee, page 11
Add/change/stop external deductions (Parking, United Way, Union dues, etc.)	Maintain external payroll deductions	Payroll Interface > Maintain Input	External Deductions, under EWC – Benefits and Deductions
Change a service date	Edit Service Dates	Worker History > Edit Services Dates	Create a Pre-Hire and Hire an Employee, page 14
Change address/phone/email	Edit Personal Information	Personal Data > Change Contact Information	Create a Pre-Hire and Hire an Employee, page 16
Change an employee's rate of pay only	Request a Compensation Change	From related actions icon off employee name - Compensation > Request Compensation Change	Change Compensation
Change cost center, SBU, EDC group, etc.	Change Organization Assignments	Organization > Change Organization Assignments	Create a Pre-Hire and Hire an Employee, page 11
Change location	Change Job	Job Change > Change Location	Change Job, page 8 – Location
Change name	Edit Personal Information	Personal Data> Maintain Names	
Change Pay Rate Type	Change Job	Job Change – Transfer, Promote or Change Job	Change Job, page 8 - Details
Enter a new hire	Create a Pre-Hire (if a record does not already exist in EWC) and Hire an Employee	Search for Create a Pre-Hire task; then, Hire an Employee task	Create a Pre-Hire and Hire an Employee
Move an employee from one supervisor to another [when there are no other changes to the employee record]	Move Workers	From the related actions icon off the current supervisory organization, go to Job Change > Move Workers	Move Workers

Quick Reference Card – How Do I . . . in EWC?

Reclassify an employee in same position	Edit Position Restrictions on position and Change Job on employee record	From related actions icon off position number - Position > Edit Position Restrictions; from related actions icon off employee name - Job Change > Transfer, Promote or Change Job	Edit Position Restrictions; Change Job
Terminate an employee	Job Change > Terminate Employee	From related actions icons off employee name - Job Change > Terminate Employee	Change Job
Transfer/Promote/Demote an employee	Change Job	From related actions icon off employee name - Job Change > Transfer, Promote or Change Job	Change Job
Use the Overlap function to hire a replacement before the current employee leaves	Terminate Employee	Job Change > Terminate Employee	Terminate An Employee, page 3
<b>Position Related Tasks</b>	<b>Process</b>	<b>Navigation</b>	<b>User Guide</b>
Change cost center, SBU, EDC group etc. on position	Edit Position Restrictions	From related actions icon off position number – Organization > Change Organization Assignments	Edit Position Restrictions, page 6
Change position default compensation	Change Default Compensation	From related actions icon off position number – Compensation > Request Default Compensation Change	Edit Position Restrictions, page 7
Change position type, time type, location, job profile or job posting title	Edit Position Restrictions	From related actions icon off position number – Position > Edit Position Restrictions	Edit Position Restrictions
Create a new position	Create Position	Search for Create Position task	Create Position
<b>Supervisory Organizations</b>	<b>Process</b>	<b>Navigation</b>	<b>User Guide</b>
Change the manager for a supervisory organization	Assign Roles	From the related actions icon off the supervisory organization – Roles > Assign Roles	