

# How Do I (Complete a Task) in Workday

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## Introduction

If you are new to Workday or, if you do not have staffing changes very often and do not remember how you completed a task previously, you may not know/remember where to start in Workday to initiate a staffing change.

This quick reference card will tell you what process you need to follow to make specific changes, how to navigate to that event, and the name of the applicable user guide. Here is the user guide page (<https://das.nebraska.gov/personnel/user-guides.html>).

## How do I Complete ...

<b>EMPLOYEE-RELATED TASKS</b>			
<b>Task</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	Hire an Employee (and Create a Pre-Hire, if not using NEOGOV), page 19
Add/change/stop external deductions (Parking, United Way, Union dues, etc.)	Maintain external payroll deductions	Payroll Interface > Maintain Input	External Deductions, under Workday (Employee Work Center) Benefits & Deductions
Change a service date	Edit Service Dates	Worker History > Edit Service Dates	Hire an Employee (and Create a Pre-Hire, if not using NEOGOV), page 12
Change address/phone/email	Edit Contact Information	Personal Data > Change Contact Information	Edit Contact Information
Change an employee's rate of pay only	Request a Compensation Change	Employee Record > Actions > Compensation > Request Compensation Change	Change Compensation
Change Org Assignments, i.e., Cost Center, SBU, EDC group, Position Tracking ON THE EMPLOYEE	Change Organization Assignments	Organization > Change Organization Assignments	Change Organization Assignments
Change location	Change Job	Job Change > Transfer, Promote or Change Job	Change Job, page 8 – Location

## How Do I (Complete a Task) in Workday

<u>EMPLOYEE-RELATED TASKS</u>			
Task	Process	Navigation	User Guide
Change name	Edit Personal Information	Personal Data > Maintain Names	NONE
Change Pay Rate Type	Change Job	Job Change > Transfer, Promote or Change Job	Change Job, page 11 – Details
Change an employee's FTE	Change Job	Job Change > Transfer, Promote or Change Job	Change Job, page 10 – change Scheduled Weekly Hours field in the Location section
Enter a new hire/rehire	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, once that is done search for Hire an Employee task	Hire an Employee (and Create a Pre-Hire, if not using NEOGOV)
Move an employee from one Supervisory Organization to another <b>[when there are no other changes to the employee record]</b>	Move Workers	Supervisory Organization > Actions > Job Change > Move Workers (Supervisory)	Move Workers
Reclassify an employee in same position	TWO EVENTS that need to be completed: <ul style="list-style-type: none"> <li>• Edit Position Restrictions on position</li> <li>• Change Job on employee record</li> </ul>	Position Number > Actions > Position > Edit Position Restrictions <b>AND</b> Employee Record > Actions > Job Change > Transfer, Promote or Change Job	<ul style="list-style-type: none"> <li>• Edit Position Restrictions</li> <li>• Change Job</li> </ul>
Terminate an employee	Job Change > Terminate Employee	Employee Record > Actions > Job Change > Terminate Employee	Change Job
Transfer/Promote/Demote an employee	Change Job	Employee Record > Actions > Job Change > Transfer, Promote or Change Job	Change Job
Use the Overlap function to hire a replacement <b>before</b> the current employee leaves	Terminate Employee	Job Change > Terminate Employee	Terminate An Employee, page 3

<u>POSITION-RELATED TASKS</u>			
Task	Process	Navigation	User Guide
Change Org Assignments, i.e., Cost Center, SBU, EDC group, Position Tracking ON THE POSITION	Edit Position Restrictions	Position Number > Actions > Organization > Change Organization Assignments	Edit Position Restrictions, page 6

## How Do I (Complete a Task) in Workday

### POSITION-RELATED TASKS

Task	Process	Navigation	User Guide
Change position default compensation	Change Default Compensation	Position Number > Actions > 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	Position Number > Actions > Position > Edit Position Restrictions	Edit Position Restrictions
Move a vacant position from one Supervisory Organization to another	Move Workers	Supervisory Organization > Actions > Job Change > Move Workers (Supervisory)	Move Workers

### SUPERVISORY ORGANIZATION-RELATED TASKS

Task	Process	Navigation	User Guide
Change a Supervisory Organization Manager	Assign Roles	Supervisory Organization > Actions > Roles > Assign Roles	NONE

### LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following programs:

- Workday (Employee Work Center)
- Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234