

# Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type)

## CONTENTS

PURPOSE .....	2
Change Job Checklist.....	2
Log in to Workday (Employee Work Center).....	2
Transfer – Within Agency .....	2
Find the Employee and Start the Business Process .....	2
Start.....	3
Move .....	4
Job.....	5
Location.....	5
Details.....	5
Attachments .....	6
Organizations.....	6
Compensation.....	7
Summary .....	7
Assign Pay Group .....	7
Enter Retirement and Leaves .....	8
Add Probation Period.....	8
Transfer Employee - Benefit Change .....	8
Review Deductions.....	8
Transfer – To a Different Agency .....	8
Initiated by Receiving Agency .....	9
Start.....	9
Initiated by Losing Agency .....	10
Start.....	10
Move .....	10
Receiving Agency Review .....	11
Assign Pay Group .....	11
Enter Retirement and Leaves .....	11
Add Probation Period.....	11
Transfer Employee - Benefit Change .....	12

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

Review Deductions.....	12
LINK HELP DESK CONTACT INFORMATION.....	12

### PURPOSE

The Change Job Business Process (B.P.) is used to Transfer, Promote, or Demote a person within an agency or between agencies, Change Location for an employee, Change FTE (Scheduled Weekly Hours), Pay Rate Type, Employee Type, and/or Time Type. Transfers between agencies can be initiated either by the “losing” agency HR Partner or by the “receiving” agency HR Partner. Following is a step-by-step guide on how to do a Change Job action in EWC.

### CHANGE JOB CHECKLIST

You will need the following pieces of information to process this action:

- |  |  |
|--|--|
| <input type="checkbox"/> Employee Name or Employee ID  | <input type="checkbox"/> Time Type (full time/part time)   |
| <input type="checkbox"/> Effective Date  | <input type="checkbox"/> Pay Rate Type (Hourly Exempt, Hourly Non-Exempt, Salary Exempt, Salary Non-Exempt)            |
| <input type="checkbox"/> Reason for the Job Change event   | <input type="checkbox"/> Pay Guidelines/Range for this job from the Pay Plan   |
| <input type="checkbox"/> Supervisory Organization (the name of the Sup Org where the vacant position is located) | <input type="checkbox"/> Cost Center   |
| <input type="checkbox"/> Location of Position  | <input type="checkbox"/> Security Business Unit  |
| <input type="checkbox"/> Position number and title   | <input type="checkbox"/> Pay Group (Bi-Weekly 10-day lag, Monthly 15-day lag, etc.)                                    |
| <input type="checkbox"/> Employee Type (Regular, Intern, Agency Temp, SOS Temporary, etc.)                       | <input type="checkbox"/> To Do's (Change benefit elections, Retirement and/or Leave Date Entry, and Review Deductions) |
| <input type="checkbox"/> Job Profile (Job Code)  |  |

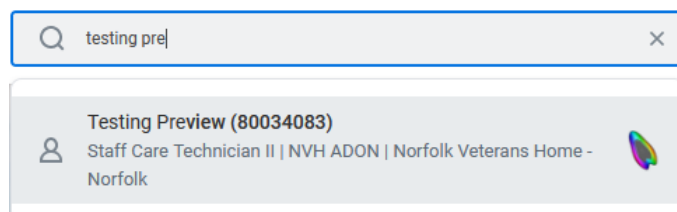
### LOG IN TO WORKDAY (EMPLOYEE WORK CENTER)

- Log in to Workday (Employee Work Center) from this page, <http://link.nebraska.gov/>.
  - If you have an @nebraska.gov email**, click the first link that says, “Log in with your @nebraska.gov email.” On the next screen, type your email address and your email address password.
  - If you do NOT have an @nebraska.gov email**, click the second link that says, “Log in with your User Name / Workday password.” On the next screen, type your User Name and Workday password.
- Click Sign In (or press Enter).

### TRANSFER – WITHIN AGENCY

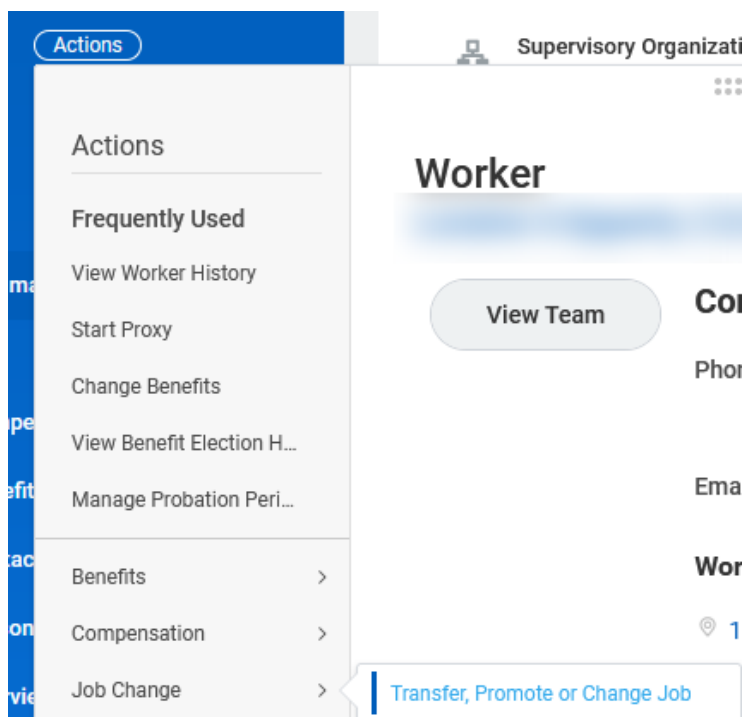
#### FIND THE EMPLOYEE AND START THE BUSINESS PROCESS

- Search for the employee, using her/his name or Employee ID. If the employee record populates in the “suggestions” list, then select that entry. Else, press enter to view results, and then look for and click the employee record.



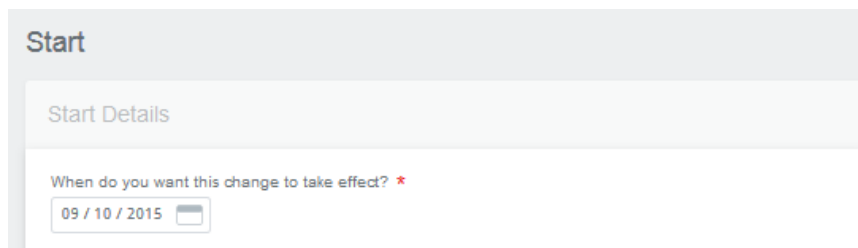
## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

2. Click Actions underneath her/his Job Title, and then go to Job Change > Transfer, Promote or Change Job.



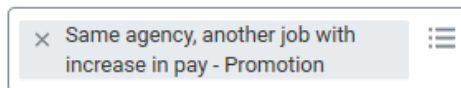
### START

1. **When do you want this change to take effect?** – The system defaults the date to the first day of the next pay period ... if you need a different date, you need to click in the field to change it.

A screenshot of the 'Start' section in the Workday interface. It shows a 'Start Details' section with a question: 'When do you want this change to take effect? \*'. Below the question is a date field containing '09 / 10 / 2015' and a calendar icon.

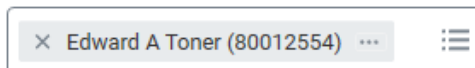
2. **Why are you making this change?** – select from the list of reasons.

Why are you making this change? \*

A screenshot of a dropdown menu for the question 'Why are you making this change? \*'. The selected option is 'Same agency, another job with increase in pay - Promotion'. There is a close button (X) and a menu icon (three horizontal lines) on the right.

3. **Who will be the manager after this change?** – LEAVE THIS BLANK and go down to the next question. When you select the correct Sup Org, the Manager's name will auto-populate in this field.

Who will be the manager after this change?

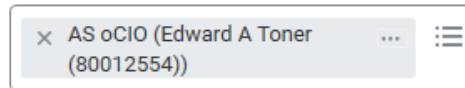
A screenshot of a dropdown menu for the question 'Who will be the manager after this change?'. The selected option is 'Edward A Toner (80012554)'. There is a close button (X) and a menu icon (three horizontal lines) on the right.

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

4. **Which team will this person be on after this change?** – Type part, or all, of the name of the Sup Org, OR, you can also type the name of the Manager. BE SURE TO SELECT the correct Sup Org, i.e., the one that contains the vacant position into which you want to hire this person. Once you select the correct Sup Org, the name of the Manager will auto-populate in the box above.

**NOTE: Manager means supervisor and team means supervisory organization.**

Which team will this person be on after this change?



A screenshot of a dropdown menu. The selected item is 'AS oCIO (Edward A Toner (80012554))'. There is a close button (X) on the left and a menu icon (three horizontal lines) on the right.

5. If you are moving the employee to another position number, make sure you select the correct supervisory organization (where that new position is located).
6. Click Start in the lower left corner, which will advance you to the Move tab. The Move tab is only available if you are changing supervisory organizations.

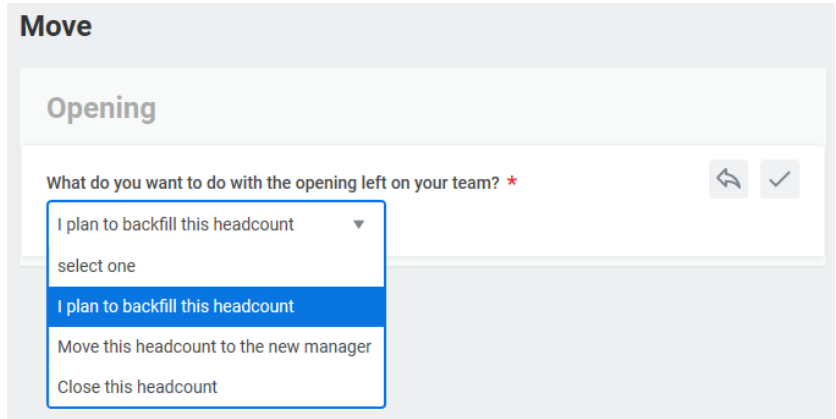
### Move

Depending on the size of your browser window, you will notice an orange Progress Bar in the upper left corner OR above the processing area for this event.

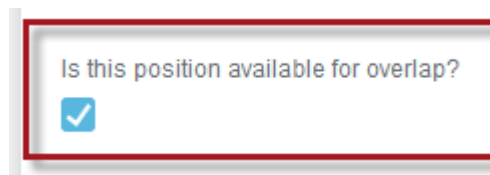
The Move tab is only available if you are changing supervisory organization or agency.

The overlap question/checkbox is only available if the effective date for the transfer is in the future.

1. Indicate what you want to do with the position being vacated. Click the drop-down arrow to see the list of options.
2. IF the effective date for this event is in the future, the overlap feature will be available. If you are going to hire a replacement before the effective date of this event, check the box for “Is this position available for overlap?”



A screenshot of the 'Move' tab interface. The 'Opening' section is visible. Below the title, there is a question: 'What do you want to do with the opening left on your team? \*'. To the right of the question are two icons: a left-pointing arrow and a checkmark. A dropdown menu is open, showing four options: 'I plan to backfill this headcount' (selected), 'select one', 'I plan to backfill this headcount', 'Move this headcount to the new manager', and 'Close this headcount'.



A screenshot of a checkbox question: 'Is this position available for overlap?'. The checkbox is checked, indicated by a blue checkmark icon.

3. Click Next in the lower left corner, which will advance you to the Job tab.

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### JOB

1. Click the word Position in the Position section and click the selection box to navigate to and select the position into which you are moving this person.
2. The Job Profile should auto-populate, based on the Hiring Restrictions for the position. If it does not, type part, or all, of the Job Code, then press enter.
3. Be sure to select the correct Job Profile, if more than one populates. Or click the prompt icon to navigate to and select the Job Profile. When you select the new Job Profile, the Job Title will auto-populate in the next field.
4. The Job Title will also auto-populate in the Business Title field. However, this is a free text field so you can type a different working title.

The screenshot shows a 'Position' section with the following details:

- Position:** 06506001 DAS Division Administrator
- Search:** A search box with a blue border and a menu icon on the right. Below it, a dropdown menu is open, showing a selected item: '06506001 DAS Division Administrator' with a close icon (x) on the left and a more options icon (three dots) on the right.
- Do you want to create a new position?:** A checkbox that is currently unchecked.

The screenshot shows two sections:

- Job Profile:** A field with a red asterisk, containing 'N00250 - DAS Division Administrator'. A prompt icon (pencil) is visible to the right.
- Business Title:** A field containing 'DAS Division Administrator'. A prompt icon (pencil) is visible to the right.

5. Click Next in the lower left corner, which will advance you to the Location tab.

### LOCATION

1. Change the Location, Scheduled Weekly Hours and/or Work Shift fields, if necessary.
2. Click Next in the lower left corner, which will advance you to the Details tab.

### DETAILS

1. Employee Type – click the prompt icon to change the type (screenshot on next page).
2. Time Type – click the prompt to select a different time type, IF employee is changing from full-time to part-time or vice versa.

The screenshot shows the 'Location Details' section with the following fields:

- Location \***: 1526 Building - Lincoln
- Scheduled Weekly Hours**: 40
- Work Shift**: (Field is empty)

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. Pay Rate Type – click the prompt if this needs to be changed. Pay Rate Type and Compensation Plan must match to avoid payroll problems. If you change this field from Hourly to Salary, then you must also change the compensation plan to match.
4. Location Weekly Hours – you cannot change this field.
5. Default Weekly Hours – **DO NOT** (ever) change this field.
6. Job Category – defaults based on the job profile; cannot be changed.
7. Job Classifications – defaults based on the job profile; cannot be changed.
8. Company Insider Types – we do not use this field; leave blank.
9. Worker’s Compensation Code from Job Profile – we do not use this field; leave blank.
10. End Employment Date – this relates to temporary employees and is only populated if you entered an end date during the original hire process.
11. First Day of Work – this will default to the effective date that you entered on the Move screen but is editable. However, if you change this field you will get an error message.
12. Notify By – this also defaults to the effective date entered previously.
13. Click Next in the lower left corner, which will advance you to the Attachments tab.

**Administrative**

Employee Type \*

Regular

Time Type \*

Full time

Pay Rate Type

Hourly Exempt

### ATTACHMENTS

1. If you need to include an attachment, click Add.
  - a. On the next screen, click Attach to find and select your document.
  - b. Click the prompt in Document Category. This is required so you must select the “best fit” category.
  - c. Comment – it’s a good idea to add additional detail regarding the document uploaded. However, be mindful of what you type ... this is viewable by others and becomes part of the permanent record.
2. Click Next in the lower left corner, which will advance you to the Organizations tab.

### ORGANIZATIONS

1. The organization assignments automatically default first from the proposed position restrictions, if available; then from the proposed supervisory organization, if available; otherwise, from the current position. The Change Organization Assignments screen will not display if organization assignments are attached to the proposed position and/or supervisory organization.
2. The following fields need to have information entered, if blank:
  - d. Company
  - e. Cost Center
  - f. Security Business Unit
  - g. EDC Group
  - h. Budget Program Number



## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

3. If any fields are blank that are supposed to have information, enter that information on this screen. For example, some agencies use the following fields: Position Tracking and Organization Element.
4. Click Next in the lower left corner, which will advance you to the Compensation tab.

### COMPENSATION

1. Compensation information is entered ONLY in the Salary section.
2. If a Salary Plan Assignment does not exist, click Add to add a salary line.
3. If there is already salary information showing, click Assignment Details to make changes.

**Salary**

Assignment Details  

• 63.137 USD Hourly was 33.908 USD Hourly

Plan Name  
Hourly Plan

Effective Date  
• 10/12/2020 was 07/01/2020

4. Enter the new pay rate in the Amount field. Make sure the frequency matches the amount type entered (hourly for hourly rate or annual for annual rate).
5. If the Compensation Plan needs to be changed from Hourly to Salary or vice versa, click the X to Remove the current plan and then click Add to enter the new plan information.
6. Click Next in the lower left corner, which will advance you to the Summary tab.

### SUMMARY

1. On the Summary screen, you will see all the sections of this event, and the changes you made.
2. Review the information carefully to make sure it is correct, and that it includes all information that needs to be entered for this business process.
3. If necessary, you can click the pencil icon to make changes from this screen.
4. Click Submit when you're done reviewing / editing.

### ASSIGN PAY GROUP

1. Click the Open button for Assign Pay Group. Change if necessary, then click Submit.
2. Click Done.

If appropriate for this event and this position, and you are a Classified Agency, the process now goes to State Personnel for approval and then State Budget Office. After State Budget has approved it, you will have other items (To Do's) in your Inbox as reminders to verify and/or check certain information.

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### ENTER RETIREMENT AND LEAVES

1. As this is a To Do, you will need to pull up the employee record to complete this. Refer to the Changing Benefit Elections for Employee user guide to set up the employee's retirement and leave accruals.
2. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to complete a Benefit Change event for this person to adjust her/his Retirement and/or Leave Accruals.**

### ADD PROBATION PERIOD

1. Click To Do, and then click the Add Probation Period button.
  - a. Search for the Worker.
  - b. Click OK.
    - i. Select a Type.
    - ii. Select a Reason.
    - iii. Enter the Probation Start Date.
    - iv. If known, enter the Probation End Date
  - c. Click Submit.
  - d. Click Done.
2. This will bring you back to the Complete To Do for the Add Probation Period.
3. Click Submit to move the process to the next step.

### TRANSFER EMPLOYEE - BENEFIT CHANGE

4. If the employee is changing from full-time to part time, vice versa, changing pay groups, or increasing or decreasing hours, you **must** complete the Change Benefits action on the employee record to ensure correct benefit elections/premiums are sent to Payroll and Financial Center.
5. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to complete a Benefit Change event for this person.**

### REVIEW DEDUCTIONS

1. Depending on the effective date of transfer/benefit change, you may need to adjust the insurance deductions on the next paycheck.
2. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to adjust this person's deductions in E1 because of this transfer event.**

The Change Job process is now complete.

## TRANSFER – TO A DIFFERENT AGENCY

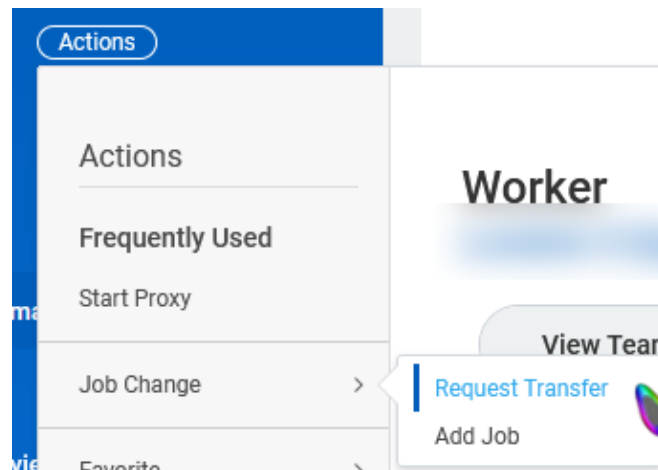
If an employee is transferring from one agency to another, either the losing agency or the receiving agency may initiate the transfer.



## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### INITIATED BY RECEIVING AGENCY

1. Search for the employee, using the her/his name or Employee ID. If the employee record populates in the “suggestions” list, then select that entry. Else, press enter to view results, and then look for and click the employee record.
2. Click Actions underneath her/his Job Title, and then go to Job Change > Request Transfer.



3. Complete the Start Details section. Click the pencil icon to make changes.

### START

1. **When do you want this change to take effect?** — The system defaults to the first day of the next pay period; you need to click in the field and change it if you want a different date.
2. **Why are you making this change?** – Select from the list of reasons.
3. **Who will be the manager after this change?** – LEAVE THIS BLANK and go to the next selection box and search for and find the Supervisory Organization that contains the vacant position.
4. **Which team will this person be on after this change?** -- Click the Prompt and type part, or all, of the name of the Sup Org and/or the name of the Manager. (If the supervisor has multiple supervisory organizations, be sure you pick the right supervisory org.)

**NOTE: Manager means Supervisor and team means supervisory organization.**

5. Since you are moving the employee to another position number, be sure you select the correct supervisory organization, where the new position is located.
6. Click Start in the lower left corner.
7. You will notice there is now an orange Progress Bar in the upper left corner.
8. Click Summary. Enter any comments and then click Submit.
9. It will go to the losing agency HR Partner to approve before it comes back to the receiving agency to complete.

If the receiving agency initiates the transfer, that agency should contact the losing agency HR Partner to let them know the transfer request has been submitted; that way the losing agency HR Partner will know to look for the item in their inbox. **Communication between agencies is important.**

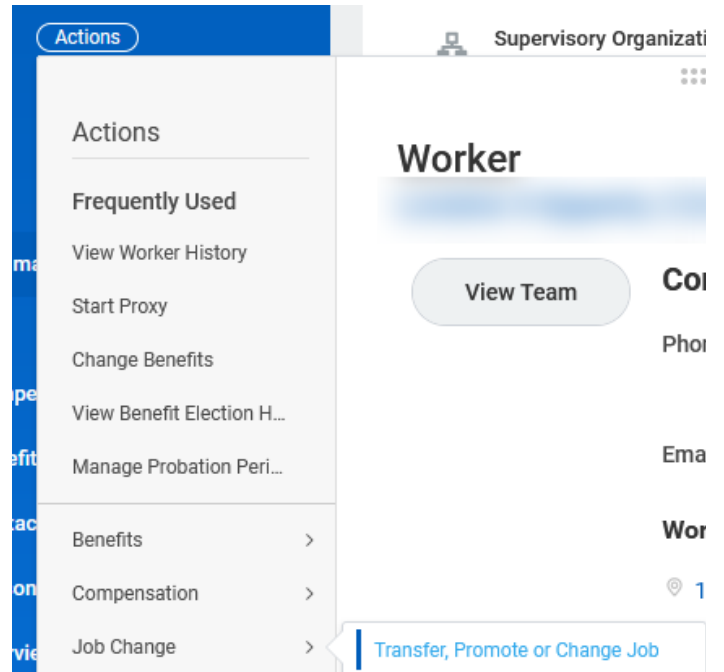
## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### INITIATED BY LOSING AGENCY

1. Search for the employee, using her/his name or Employee ID. If the employee record populates in the “suggestions” list, then select that entry. Else, press enter to view results, and then look for and click the employee record.
2. Click Actions underneath her/his Job Title, and then go to Job Change > Transfer, Promote or Change Job.

### START

1. **When do you want this change to take effect?**  
— The system defaults to the first day of the next pay period; you need to click in the field and change it if you want a different date.
2. **Why are you making this change?** – select from the list of reasons.
3. **Who will be the manager after this change?** – LEAVE THIS BLANK and go to the next selection box and search for and find the Supervisory Organization that contains the vacant position.
4. **Which team will this person be on after this change?** – Click the Prompt and type part, or all, of the name of the Sup Org and/or the name of the Manager. (If the supervisor has multiple supervisory organizations, be sure you pick the right supervisory org.)  
**NOTE: Manager means Supervisor and team means supervisory organization.**
5. Since you are moving the employee to another position, BE SURE that you select the correct supervisory organization, where the new position is located.
6. Click Start in the lower left corner.



### MOVE

The Move tab is only available if you are changing supervisory organization or agency.

The overlap question/checkbox is only available if the effective date for the transfer is in the future.

1. Indicate what you want to do with the position being vacated. Click the drop-down arrow to see the list of items.
2. If you want to be able to hire a replacement before this transfer becomes effective, check the box for “Is this position available for overlap?”, IF available.
3. Click Attachments. Add documents if available.
4. Click Summary. Review information and edit on this page, if necessary.
5. Enter Comments and Click Submit.
6. Transfer process now moves to the receiving agency.

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### RECEIVING AGENCY REVIEW

1. Review Start Details for accuracy, then move to Job section.
2. The entire remainder of this process is up to the Receiving Agency HR Partner to review and approve. It follows the exact same process when a person is moving to a new position in the same agency. See the instructions that start on page 5, in the Job section.
3. Review everything on this page. Click in each section if you need to make changes/corrections.
4. Click Approve when you're done reviewing / editing.

### ASSIGN PAY GROUP

1. Click the Open button for Assign Pay Group. Change if necessary, then click Submit.
2. Click Submit.

If appropriate for this event and this position, and you are a Classified Agency, the process now goes to State Personnel for approval and then State Budget Office. After State Budget has approved it, you will have other items (To Do's) in your Inbox as reminders to verify and/or check certain information.

### ENTER RETIREMENT AND LEAVES

3. As this is a To Do, you will need to pull up the employee record to complete this. Refer to the Changing Benefit Elections for Employee user guide to set up the employee's retirement and leave accruals.
4. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to complete a Benefit Change event for this person to adjust her/his Retirement and/or Leave Accruals.**

### ADD PROBATION PERIOD

1. Click To Do, and then click the Add Probation Period button.
  - a. Search for the Worker.
  - b. Click OK.
    - i. Select a Type.
    - ii. Select a Reason.
    - iii. Enter the Probation Start Date.
    - iv. If known, enter the Probation End Date.
  - c. Click Submit.
  - d. Click Done.
2. This will bring you back to the Complete To Do for the Add Probation Period.
3. Click Submit to move the process to the next step.

## Change Job (Transfer, Promote, Demote; Change Location, FTE, Pay Rate Type, Employee Type, and/or Time Type),

### TRANSFER EMPLOYEE - BENEFIT CHANGE

1. If the employee is changing from full-time to part time, vice versa, changing pay groups, or increasing or decreasing hours, you **must** complete the Change Benefits action on the employee record to ensure correct benefit elections/premiums are sent to Payroll and Financial Center.
2. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to complete a Benefit Change event for this person.**

### REVIEW DEDUCTIONS

1. Depending on the effective date of transfer/benefit change, you may need to adjust the insurance deductions on the next paycheck.
2. Click To Do and then click Submit to move the process to the next step.

**REMINDER: You may have to adjust this person's deductions in E1 because of this transfer event.**

## LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk assists with the following applications:

- The Employee Work Center
- The Employee Development Center

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

Phone: 402.471.6234