Change Job (as it applies to student employees)

Overview
This job aid outlines the activities for an HR Partner, HR Contact or Manager to complete a Work Study Change Job business process.

Steps

1. Search for the student by name or UIN in the Workday search. Click on your student.

2. Under the student’s name in the blue left side bar, click on the Actions in the oval button.

3. The drop down pops out, select Job Change > Transfer, Promote or Change Job

4. Complete the required questions using on the start page of the Guided Editor by clicking the Edit button

5. Note: Answer 2nd question of “Why are you making this Change?”

Choose Data Change, then Position Reclassification or Position Title Change.

6. Save your changes and click Start

7. Click Next

8. In the Job section, add or edit information including:
   - Position. (Do not edit)
   - Job Profile – Click Pencil box. (Remove current title, In this Organization, replace it with the new Work Study title)
     - Federal College Work Study – Student
     - State of Texas College Work Student – Student
   - Business Title – Please edit it for the student’s working title in their timesheet.
9. Click Check mark.

10. Click Next

11. In the Location section (Do not edit unless necessary) add or edit the following:
   - Location
   - Scheduled Weekly Hours (Make hours are part-time hours)

12. Click Next

13. In the Details section, (Do not edit unless necessary) add or edit the following:
   - Employee Type
   - Time Type
   - Pay Rate Type
   - Annual Work Period
   - Disbursement Plan Period

14. Click Next

15. Add attachments (Do not edit unless necessary) if necessary

16. Click Next

17. In the Organizations section, (Do not edit unless necessary) review and edit the Company and TAMUS System Member Part if needed

18. Click Next

19. In the Compensation section, add or edit the Employee Visibility Date, Salary, Hourly, Allowance and Merit Information

Notes:
- The Compensation Package and Grade Profile are guidelines to assist in determining the monthly or hourly plan amount
- Update either Salary or Hourly sections as appropriate. Frequency for Salary plans should be monthly and Hourly plans must be hourly

Note: The Annual Work Period and the Disbursement Plan Period must be the same
- Default Weekly Hours. DO NOT CHANGE. This will always be 40
- Merit should not be added during the Change Job process unless indicated by the Merit Partner during the annual merit process. Merit will be administered during the annual budget process and will not be populated during the Compensation events.

- Click Pencil button by Hourly box - You need to refresh the page to get the pay rate back from $0 to the correct rate.

20. Click Next

21. Review the Summary section before submitting the process

   Note: You can also make edits to fields on this page or click the Guide Me icon to go back to the Guided Editor

22. Click Submit

   Note: Any onboarding activities required as a result of changes made during this business process should route to the Employee and / or other security roles as needed

Up Next

- The Department Head will need to approve it.
- The HR Contact or HR Partner will receive a To Do: Off boarding

Procedure if there is a change in Location, Company or Supervisory Organization

- The Absence Partner will receive the To Do: Determine Time Off Payout for Change Job to evaluate the potential payout for any Time Off balance
- The HR Contact or HR Partner will receive a To Do: Other onboarding Procedures if the new job has location, company, or supervisory organization changed
- The initiator will receive the Assign Costing Allocation if the worker is not changing Supervisory Organizations; otherwise, it is routed to the HR Contact supporting the new Supervisory Organization if the worker is moving to a different Supervisory Organization

Assign Costing Allocation

1. Navigate to the “Assign Costing Allocation for Change Job” action item in your inbox

2. IMPORTANT: If no changes to costing allocations are needed, skip this task using the gear icon.

3. If you are changing just the Position Reclassification or Position Title change, changing the cost allocation is not necessary.

When no changes are made and the task is not skipped, the business process then routes to Workday Services causing a delay.
4. If changes are needed to costing allocations, select the **Costing Allocation Level as Worker and Position**

   ![Assign Costing Allocation for Change Job](image)

   - **Start Date** This is the first date that the salary / wages will be charged to the designated account
   - **End Date (Optional)** This is the last date that the salary / wages will be charged to the designated account

5. Enter the duration of the costing allocation. Complete the following fields:
   - **Start Date** This is the first date that the salary / wages will be charged to the designated account
   - **End Date (Optional)** This is the last date that the salary / wages will be charged to the designated account

6. Update the account number in the **Worktags** field (e.g., Business Computing Services) as needed

   ![Worktags](image)

   **Note:** Projects are searchable from this field, but should not be selected

7. Update percentages as needed. The **Distribution Percentage** will default as 100. To distribute percentages across multiple cost centers, click the **Add Row** icon and enter distribution percentage for each cost center

8. Click **Submit**

   **Note:** A change to either the **Effective Date**, **Percentage** or **TAMUS Cost Center** must be made in order for the business process to route

For more in depth information on **Assign Costing Allocation**, see the Assign Costing Allocation job aid or the Costing Allocation quick reference guide on Workday Help

This completes the **Change Job** business process

All completed events are fed nightly from Workday to legacy applications such as Data warehouse and FAMIS