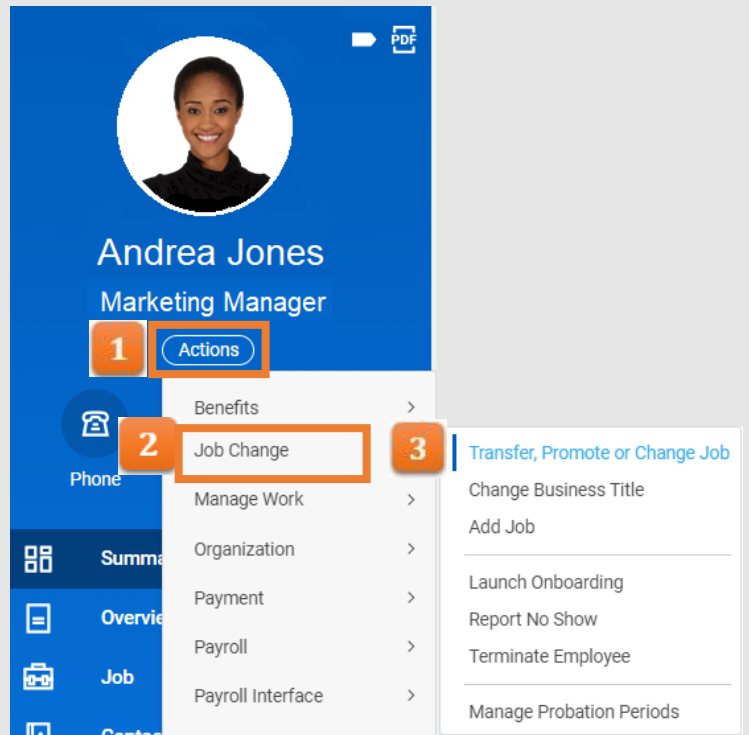


Change a Job Title

There are instances where a job title change is necessary, and no other changes need to be made. Take the steps below to change a job title.

1. Navigate to the employee profile by entering the employee name in the search bar. After accessing the employee profile, click the **Action** button, select **Job Change**, and then select **Transfer, Promote or Change Job** from the resulting submenu.



2. Why are you making this change? *

Search

- Data Changes >
- Demotion >
- Lateral Move >
- Promotion >
- Transfer >

Why are you making this change? *

Search

- < Data Changes
- Change Job Details
- Reclassification

Start

Start Details

When do you want this change to take effect? *

03/01/2024

Why are you making this change? *

Change Job Details

Who will be the manager after this change?

Dana Monaghan

Which team will this person be on after this change?

Jane Wu (Marketing Department)

Where will this person be located after this change? *

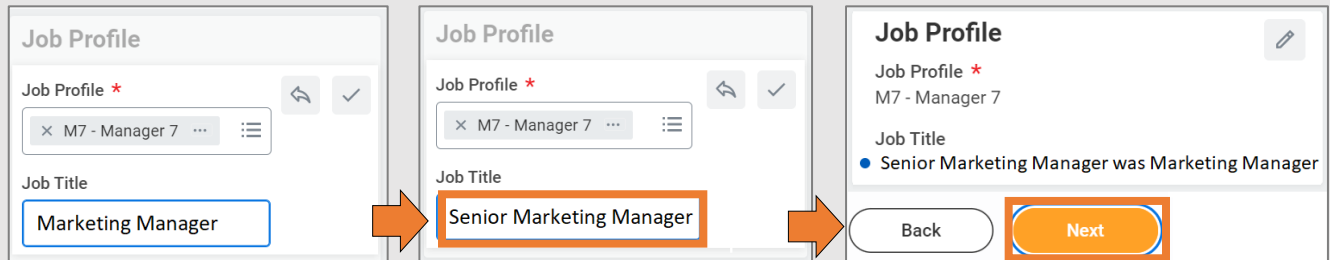
Salem Campus

Do you want to use the next pay period?

Start Cancel

In the form that results, enter the date you wish the title change to take effect. Then click in the **Why are You Making this Change** field and select **Data Changes**. In the resulting submenu, select **Change Job Details**. Click **Start** to continue.

3. In the form that results, click on the pencil button in the Job Profile section. Erase the current title in the job title field and replace it with the new title. When you are done, the new title will appear followed by the previous job title. Click **Next** to continue.



4. Go through the Location, Details, Attachments, Organizations, and Compensation sections, adjusting any additional information as needed and clicking **Next** to proceed to each section. You will reach a final screen summarizing all the information from the previous screens. Click **Submit**.

5. The requested change will be forwarded to HR and your Department Head for approval prior to the new title being visible in Workday.