



Lateral Move

Initiated by: HR Analyst

This is a job change **inside a Sup Org**. The employee's **compensation will remain the same or decrease**.

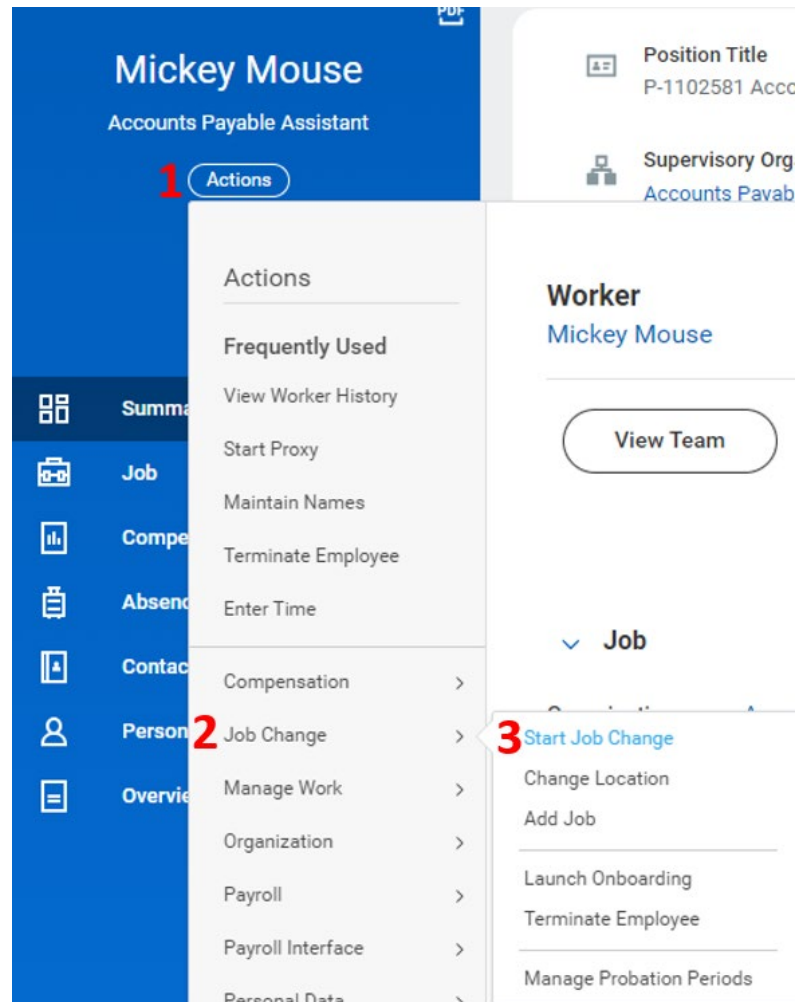
Reasons for a **Lateral Move** are **Move to Another Position** (simply switching the employee to another position within the same Sup Org, or changing job profile) or **Change in Responsibility** (employee's job responsibilities change but they remain in the same Sup Org and have no increase in pay).

1. Go to the employee's Workday profile.

Click **Actions**.

Hover over **Change Job**.

Click **Start Job Change**.



2. Select either **Lateral Move – Change in Responsibility** or **Lateral Move – Move to Another Position**.

Start Job Change

Worker *

What do you want to do? *

Search

- Data Change - Location Changing
- Data Change - Employment End Date
- Data Change - Job Title and Business Title Changing
- Lateral Move - Change in Responsibility
- Lateral Move - Move to Another Position
- Promotion - Promotion Inside of Supervisory Organization
- Transfer - Lateral
- Transfer - Promotion

3. Click the pencil icon to change the Effective Date. Under “Why are you making this change” double check that you selected the correct reason during step 2.

Start Details

When do you want this change to take effect? *


- 10/29/2023 added

Why are you making this change? *

- Move to Another Position added

Do you want to use the next pay period?

- Yes added



Click **Start** on the bottom left of your screen.


4. If you are changing the position, job profile, or business title, please click the pencil icon to make the necessary changes.

If you are opening a job requisition for a new hire to enter the role that is being vacated by your employee, ensure that 'Is the current position available for overlap?' is checked so the new person can enter the role before the position vacates.

Ensure the job profile updates correctly.

Job

Position

Position 

- P-1101912 Accounts Payable Processor was P-1102581 Accounts Payable Assistant


Job Requisition

- R0002389 Accounts Payable Processor (Open) added

Is the current position available for overlap?

- Yes added

Job Profile


Job Profile 

- Accounts Payable Processor added
- × Accounts Payable Assistant removed

Job Title

- Accounts Payable Processor was Accounts Payable Assistant

Business Title

Business Title 

- Accounts Payable Processor was Accounts Payable Assistant

5. Ensure everything is accurate and **Submit**.

Submit

6. The Compensation Manager will receive a task to **Propose Compensation Change**. They will ensure compensation is correct and **Submit**.

Success! Event submitted

Up Next: Walt Disney | Propose Compensation Change |
Due Date 10/20/2023

[View Details](#)

Open



7. The HR Analyst will receive a task to **Change Organization Assignments**. Ensure the company, cost center, and supplier (if applicable) are correct.

Submit.

Organizations

Company

Company *
Liberty University, Inc.

Cost Center

Cost Center *
U-1H1072 Payment Services

Other

Supplier

Submit

8. The **Compensation HR Office Partner** will then review and approve the Lateral Move.

9. The initiator of the Lateral Move will have an inbox task to **Edit Position Restrictions if Necessary**.

If nothing needs to be updated, simply **Submit**.

Complete To Do [Edit Position Restrictions if Necessary](#)

1 minute(s) ago - Due 10/20/2023; Effective 10/29/2023

For [Accounts Payable](#)

Overall Process [Lateral Move: Mickey Mouse](#)

Overall Status [Successfully Completed](#)

Due Date [10/25/2023](#)

Edit Position Restrictions

Submit