



# Summer Temp Job Change

Initiated by: HR Analyst

## Lateral Move – Change in Responsibility

A Summer Temp **Lateral Move – Change in Responsibility** is simply a change in job profile from Student Worker to Summer Temp if the student is staying in their same role but working over the summer. This is only needed if the Student Worker is *not* taking classes over the summer. If the Student Worker is taking classes over the summer, they can remain in a Student Worker job profile.

## If you are the employee's current HR Analyst

1. Go to the employee's Workday profile.

Click **Actions**.

Hover over **Change Job**.

Click **Start Job Change**.

The screenshot shows the Workday interface for an employee named Mickey Mouse, who is a Switchboard Student Worker. The profile includes a profile picture of Mickey Mouse, a PDF icon, and details for Position Title (P-1300670 Switchboard Student Worker) and Supervisory Org (IT Customer Support (On Leave)). A red '1' highlights the 'Actions' button. A red '2' highlights the 'Job Change' option in the Actions dropdown menu. A red '3' highlights the 'Start Job Change' option in the Job Change dropdown menu. The 'View Team' button is also visible.




# Summer Temp: Lateral Move – Change in Responsibility

2. Select Lateral Move –  
Change in Responsibility

## Start Job Change

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



Click **OK**.

3. Choose the **Date**  
(automatically  
set to beginning  
of the next pay  
period).

### Start

#### Start Details

When do you want this change to take effect? \*

05/13/2024  

Why are you making this change? \*

Change in Responsibility

Do you want to use the next pay period?

**Start**

Click **Start**.



# Summer Temp: Lateral Move – Change in Responsibility

4. Select the Summer Temp **Job Profile** that pertains to your area and this position.

If you do not have a Summer Temp job profile, please submit a job profile request ticket in ServiceNow.

The **Employee Type** must be **Summer Temporary (Fixed Term) (Seasonal)**.

The **Time Type** must be **Part Time** (even if the student is going to work 40 hours, Part Time is necessary since this is a seasonal role).

Update the **Default Weekly Hours** to match the hours they will be working weekly.

Finally, select the **End Employment Date**.

**Submit.**

The screenshot shows the Workday interface for a Job Profile. The 'Job Profile' section has a dropdown menu with 'Summer Temp' selected. The 'Details' section includes the following fields:

- Administrative**
  - Employee Type \***: Summer Temporary (Fixed Term) (Seasonal)
  - Time Type \***: Part time
  - Pay Rate Type**: Hourly
  - Default Weekly Hours \***: 29
  - FTE**: 100%
  - Job Classifications**: Student - Student Background Check (Background Checks); W - Work Study (Employee Classification Codes)
  - End Employment Date \***: 08/16/2024

**Submit**



# Summer Temp: Lateral Move – Change in Responsibility

5. The **Compensation Manager** will receive the **Propose Compensation Change** task next.

The Compensation Manager must select the **Compensation Grade - Summer Temp**. Once they have reviewed and updated pay as necessary, they may **Submit**.

## You have submitted

Up Next: Comp Manager | Propose Compensation Change | Due Date 04/25/2024

[View Details](#)

Guidelines

Compensation Package \*

Information Services Compensation Package

Grade \*

Summer Temp

Submit

6. From here, the **Compensation Manager** will complete the **Change Organization Assignments** task in their inbox (ensuring the cost center is accurate). Then the **HR Partner** will approve. The **Compensation HR Partner** will approve. Finally, the **HR Analyst** will complete the **Edit Position Restrictions** task if needed.



# Summer Temp: Lateral Move – Move to Another Position

## Lateral Move – Move to Another Position

A Summer Temp **Lateral Move – Move to Another Position** is a change in position number, in addition in a job profile and employee type change.

1. Go to the employee's Workday profile.

Click **Actions**.

Hover over **Change Job**.

Click **Start Job Change**.

The screenshot shows the Workday interface for an employee named Mickey Mouse, who is a Switchboard Student Worker. The profile includes a profile picture of Mickey Mouse, a PDF icon, and details such as Position Title (P-1300670 Switc) and Supervisory Org (IT Customer Sup (On Leave)). A navigation menu on the left includes options like Summary, Job, Absence, Contact, Personal, and Overview. The 'Actions' button is highlighted with a red '1'. A dropdown menu is open under 'Job Change', with 'Job Change' highlighted by a red '2'. A sub-menu is open under 'Job Change', with 'Start Job Change' highlighted by a red '3'. Other options in the sub-menu include Change Location, Add Job, Terminate Employee, and Manage Probation Periods.




# Summer Temp: Lateral Move – Move to Another Position

2. Select **Lateral Move – Move to Another Position**

## Start Job Change

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


Click **OK**.

3. Choose the **Date** (automatically set to the beginning of the next pay period).

### Start

#### Start Details

When do you want this change to take effect? \*

05/13/2024 

Why are you making this change? \*

Move to Another Position

Do you want to use the next pay period?

**Start**

Click **Start**.



# Summer Temp: Lateral Move – Move to Another Position

7. Select the Summer Temp **Position** you wish to move your student worker into.

Then, select the Summer Temp **Job Profile**. If you do not have a Summer Temp job profile, please submit a job profile request ticket in ServiceNow.

The **Employee Type** must be **Summer Temporary (Fixed Term) (Seasonal)**.

The **Time Type** must be **Part Time** (even if the student is going to work 40 hours, Part Time is necessary since this is a seasonal role).

Update the **Default Weekly Hours** to match the hours they will be working weekly.

Finally, select the **End Employment Date**.

The screenshot shows a 'Job' configuration page in Workday. It is divided into three main sections: 'Position', 'Job Profile', and 'Administrative'. Red arrows point to the following fields:

- Position:** P-1500076 Summer Help Desk Assistant
- Job Profile:** Summer Temp Switchboard
- Administrative:**
  - Employee Type: Summer Temporary (Fixed Term) (Seasonal)
  - Time Type: Part time
  - Default Weekly Hours: 29
  - End Employment Date: 08/16/2024



# Summer Temp: Lateral Move – Move to Another Position

**Submit.**



8. The **Compensation Manager** will receive the Propose Compensation Change task next.

The Compensation Manager must select the **Compensation Grade - Summer Temp**. Once they have reviewed and updated pay as necessary, they may **Submit**.

## You have submitted

Up Next: Comp Manager | Propose Compensation Change | Due Date 04/25/2024

[View Details](#)

### Guidelines

#### Compensation Package \*

× Information Services Compensation Package

#### Grade \*

→ × Summer Temp



9. From here, the **Compensation Manager** will complete the **Change Organization Assignments** task in their inbox (ensuring the cost center is accurate). Then the **HR Partner** will approve. The **Compensation HR Partner** will approve. Finally, the **HR Analyst** will complete the **Edit Position Restrictions** task if needed.



## Transfer - Lateral Move

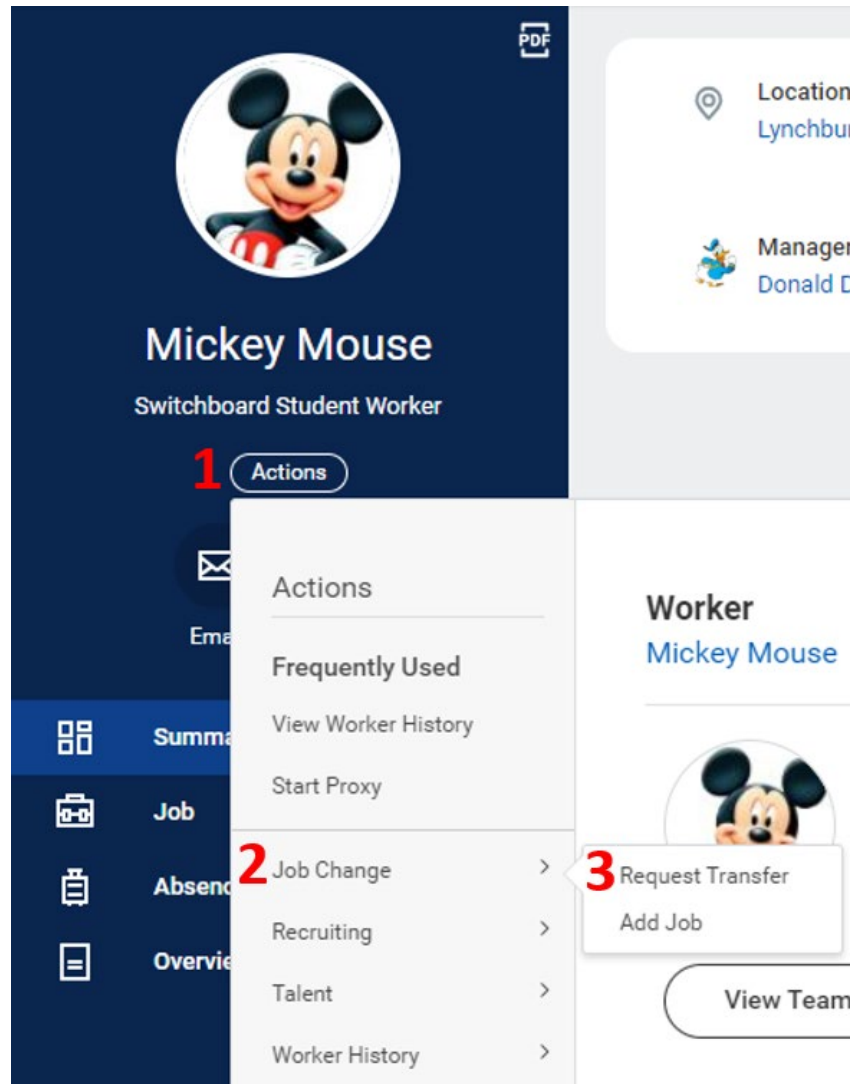
A Summer Temp **Transfer – Lateral Move** is used if a Student Worker in another supervisory organization is going to work in a different supervisory organization over the summer.

1. As the HR Analyst who will be receiving the Student Worker as a Summer Temp, Go to the employee's Workday profile.

Click **Actions**.

Hover over **Change Job**.

Click **Request Transfer**.



The screenshot displays the Workday profile for Mickey Mouse, a Switchboard Student Worker. The profile includes a profile picture of Mickey Mouse, his name, and his title. The 'Actions' menu is open, showing options like 'View Worker History', 'Start Proxy', 'Job Change', 'Recruiting', 'Talent', and 'Worker History'. The 'Job Change' option is highlighted, and a sub-menu is open, showing 'Request Transfer' and 'Add Job'. The 'Request Transfer' option is highlighted with a red arrow and the number 3. The 'Actions' button is highlighted with a red arrow and the number 1. The 'Job Change' option is highlighted with a red arrow and the number 2.

2. Select the **effective date** of this Transfer.

For “Why are you making this change?” select **Transfer**, then **Lateral**.

For “Which team will this person be on after this change?”, select the supervisory organization the Student will be moving to. The Manager should auto populate.

Click **Start**.

Once you have reviewed information you just entered, click Submit.

3. The Transfer request will route to the Student Worker’s current HR Analyst. The HR Analyst will Approve the Transfer request in their inbox.

### Start Details

When do you want this change to take effect? \*

05/13/2024

Why are you making this change? \*

Lateral

Do you want to use the next pay period?

Who will be the manager after this change?

Horace Horsecollar

Which team will this person be on after this change?

Campus Support Student Workers (Horace Horsecollar)

Where will this person be located after this change? \*

Lynchburg - In Office

**Start**

**Submit**

## You have submitted

Up Next: HR Analyst | Review: Current HR Analyst | Due Date 04/26/2024

[View Details](#)



# Summer Temp: Transfer

4. The current HR Analyst will update the **Position** to the new position number they will be in.

Select the **Job Profile** for the Summer Temp pertaining to their new position.

The **Employee Type** must be **Summer Temporary (Fixed Term) (Seasonal)**.

The **Time Type** must be **Part Time** (even if the student is going to work 40 hours, Part Time is necessary since this is a seasonal role).

Update the **Default Weekly Hours** to match the hours they will be working weekly.

Finally, select the **End Employment Date**.

**Position**

Position  
● P-1500085 Summer Information Assistant was P-1300670 Switchboard Student Worker

Job Requisition  
● (empty) added

**Job Profile**

Job Profile \*  
● IT Helpdesk Summer Temp Campus Support added  
✗ Switchboard Student Worker removed

Job Title  
● IT Helpdesk Summer Temp Campus Support was Switchboard Student Worker

**Administrative**

Employee Type \*  
Search  
● Summer Temporary (Fixed Term) (Seasonal)

Time Type \*  
● Part time

Pay Rate Type  
● Hourly

Default Weekly Hours \*  
● 29

FTE  
100%

Job Classifications  
M - Summer Temp (Employee Classification Codes)  
Standard - Standard Background Check (Background Checks)

End Employment Date \*  
● 08/16/2024

Click **Start**.



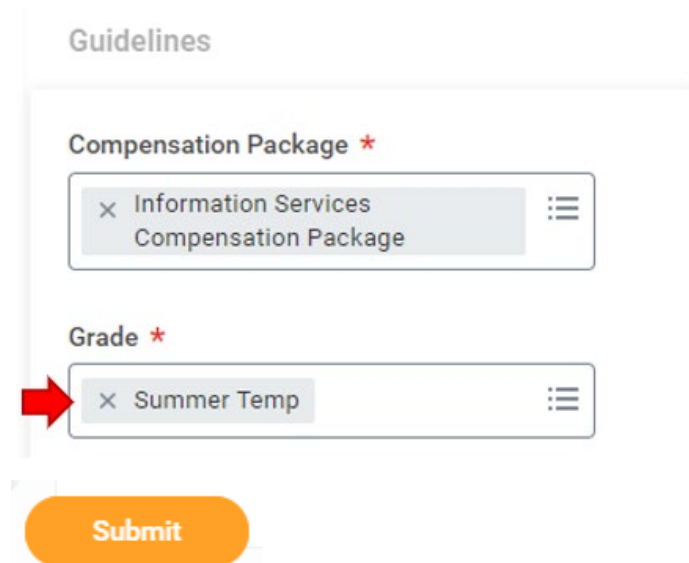
5. The **Compensation Manager** will receive the **Propose Compensation Change** task next.

The Compensation Manager must select the **Compensation Grade - Summer Temp**. Once they have reviewed and updated pay as necessary, they may **Submit**.

### You have submitted

Up Next: Comp Manager | Propose Compensation Change | Due Date 04/25/2024

[View Details](#)



Guidelines

Compensation Package \*

× Information Services Compensation Package

Grade \*

× Summer Temp

Submit

6. From here, the **HR Partner** will approve. The Transfer will be sent to the **Compensation HR Partner** for approval. The Transfer will go back to the **Compensation Manager** for final approval. The Compensation Manager will receive a task to submit a ServiceNow ticket if new permissions are needed.