

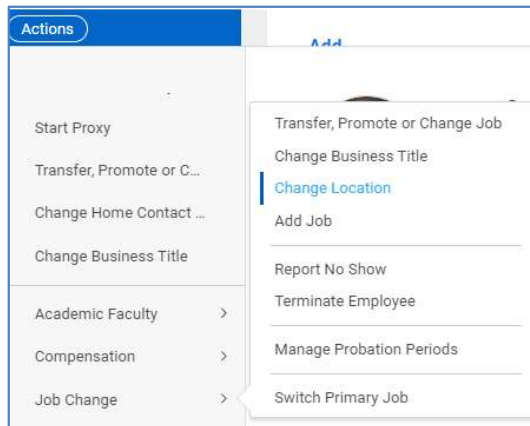
Change Job Location

Overview

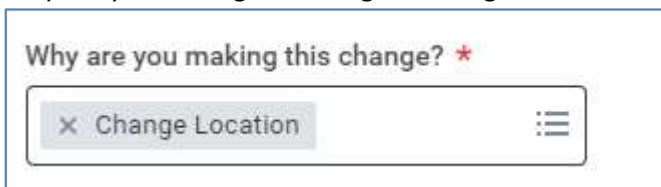
When an Adjunct's primary home address is out of state, the work location needs to reflect Remote Home Office. Change Location can be initiated from the employee record.

Initiation Process

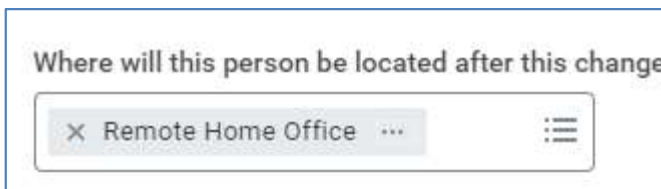
1. Enter **Employee Name** in Workday search
2. Select the **Employee** to open their Profile
3. Select the **Actions** button
4. Expand Job Change
5. Select Change Location



6. Start – Complete all the required fields (indicated with a red asterisk *) – Click pencil to update
 - a. When do you want this change to take effect? – Defaults to beginning the next pay period, update if needed
 - b. Why are you making this change? – Navigate to the Data Changes reason and select Change Location



- c. Where will this person be located after this change? Select the X to clear the field and enter Remote Home Office



7. Select the **Start** Button
8. No further changes are needed, skip to the Summary page to review your changes
9. Enter comment in the box provided
10. Select the **Submit** Button

Approval Business Process:

1. Approval by HR Recruiter