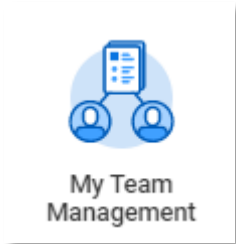


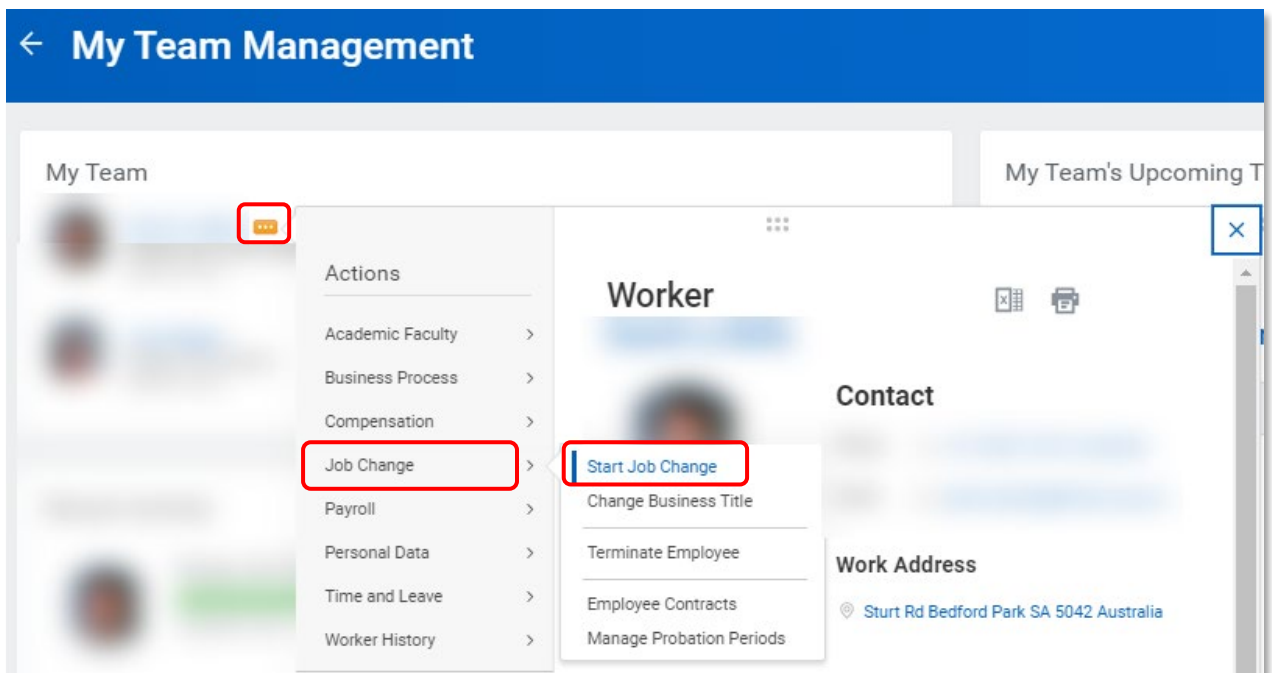
As a supervisor, you will be required to update your employee work locations in Workday to ensure accurate data is maintained. Follow the below steps to complete the required changes.

Update work location

1.1 From My Team Management application on your dashboard

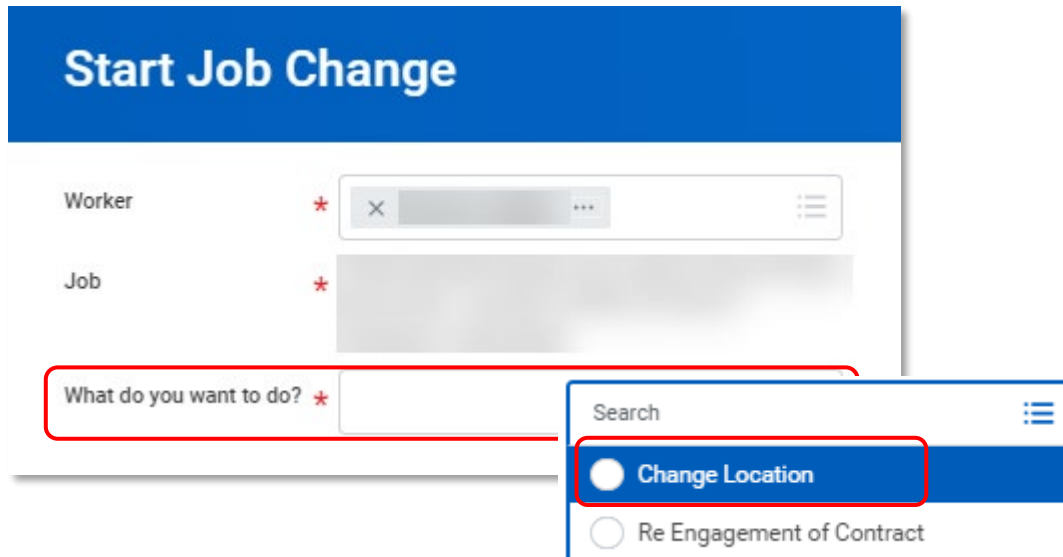


1.2 Select the employee's *related actions* the change is required for and *Job Change, Start Job Change*



The *Start Job Change* screen will the appear populated with the employee's name and job details.

1.3 Click into *What do you want to do* and choose *Change Location*.



The screenshot shows the 'Start Job Change' interface. It includes fields for 'Worker', 'Job', and 'What do you want to do?'. The 'What do you want to do?' dropdown menu is open, showing two options: 'Change Location' (selected) and 'Re Engagement of Contract'.

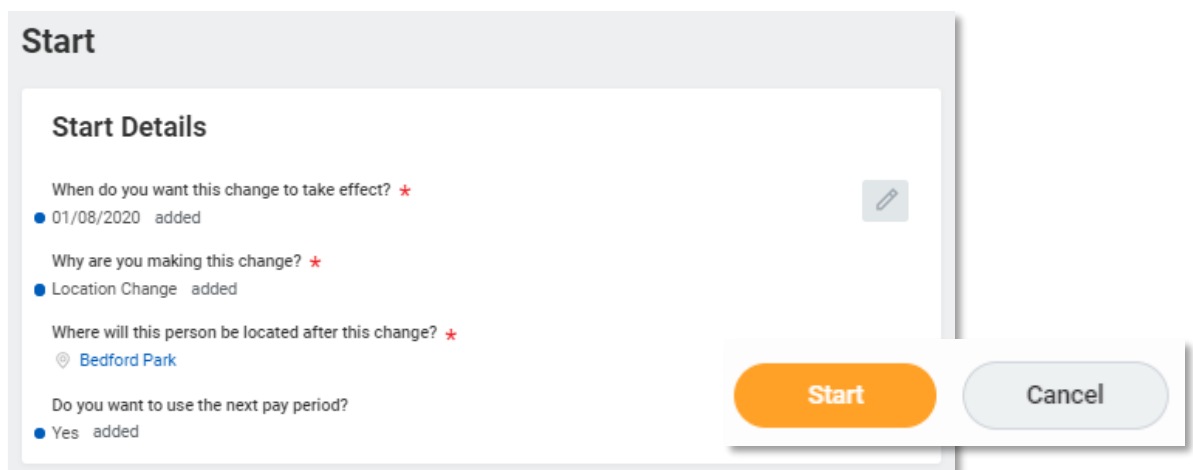
Note: Supervisors are **unable** to complete a Re Engagement of Contract through this method.

1.4 Click *Ok*



The screenshot shows two buttons: 'OK' (orange) and 'Cancel' (grey).

1.5 Confirm the details are correct, amend if necessary and click *Start*.



The screenshot shows the 'Start' form with the following details:

- Start Details**
- When do you want this change to take effect? *
 - 01/08/2020 added
- Why are you making this change? *
 - Location Change added
- Where will this person be located after this change? *
 - Bedford Park
- Do you want to use the next pay period?
 - Yes added

The 'Start' button (orange) and 'Cancel' button (grey) are visible at the bottom right.


- 1.6 Under *Location*, remove the location requiring the change by clicking the x on the left of the location. Then select *All Locations* and the required new location.



The screenshot shows the 'Location' management interface. On the left, under 'Location Details', the current location is 'Bedford Park' and the work space is '(empty)'. A search box for 'Bedford Park' is shown with a red 'x' on the left and a menu icon on the right. Below this, a search box is open, and a dropdown menu is visible with 'All Locations' selected. The 'All Locations' list includes: Victor Harbor, Hamilton Base Hospital, Lincoln Marine Science Centre, Melbourne Metro, Nhulunbuy, Gove District Hospital, O'Keefe House, Katherine District Hospital, Overseas, Perth Metro, Rubuntja Building (highlighted), and Sydney Metro. A search box is at the bottom of the list.

- 1.7 Once the new location has been selected the screen will show the removed and added locations. Check the information is correct, add any required comments and click *Submit*

Location

Location Details

Location * 

-  Rubuntja Building added
- ✕  Bedford Park removed

Work Space
(empty)

Scheduled Weekly Hours
36.75


enter your comment

Submit Save for Later Cancel

The *You have submitted* screen will appear. This ends the process.

You have submitted

Data Change:



Process Successfully Completed

> **Details and Process**

Please note: If People and Culture complete a Location change on your behalf, as a supervisor, you will receive a Review action in your inbox.

Review: Receiving Manager
Data Change: [Date Range] (Actions)
2 minute(s) ago - Due 04/08/2020; Effective 10/08/2020

Start

Start Details

When do you want this change to take effect? *

- 10/08/2020 added

Why are you making this change? *

- Location Change added

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change?

- Rubuntja Building added
- Bedford Park removed

Do you want to use the next pay period?

- added

Job

Position

Position

Do you want to create a new position?

Location

Location Details

Location *

- Rubuntja Building added
- Bedford Park removed

Approve Send Back Add Approvers ...

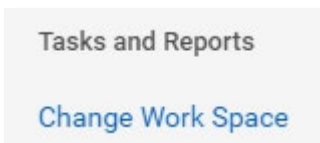
The Comment at the bottom of the review will state “location change”
Select Approve to confirm the location change.

Update Work Space

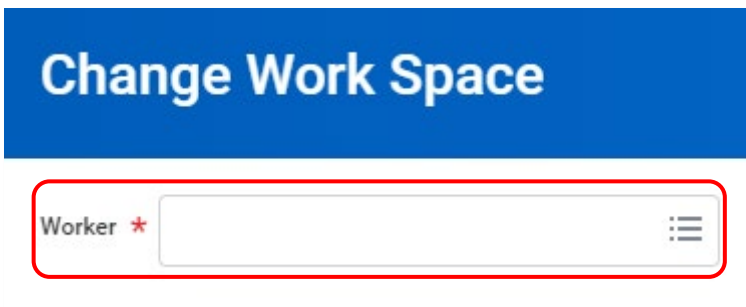
2.1 Type *Change work space* in the *Search Bar*.



2.2 Select *Change work space*



2.3 Type your employee name in *Worker*



2.4 Select *OK*



2.5 Enter the *Effective Date* of the change

2.6 Select the *Work Space* of the change

← **Change Work Space**

Actions

Effective Date * 12 / 05 / 2020

Worker

Position

Location Bedford Park

Work Space * x Bedford Park > Registry ...

enter your comment

2.7 Select *Submit*

Submit Save for Later Cancel

The *You have submitted* screen will appear. The change to workspace process has completed. The worker profile will be updated.

You have submitted

Change Work Space: [blurred] Actions

✓ Process Successfully Completed

> **Details and Process**