



# How to request a fraction change

01



## Initiate Service One request

The manager or the employee can initiate a fraction change request through Service One.

NB. The initiator can view the status of the request through the Service One portal under *My Requests*.

02



## Request approval or acceptance

If the fraction change was initiated by the employee, the request requires the approval of the manager.

If the fraction change was initiated by the manager, the request requires the acceptance of the employee.

03



## Budget owner approval

The budget owner reviews and approves the fraction change in Service One.

NB. If the request is denied the requestor will receive an email from Service One.

04



## Complete fraction change request

Once approved, People and Culture, Employment Services actions the fraction change in Workday and closes the Service One request.

A notification is sent to the Service One initiator to confirm the request has been finalised.



**Now your employee's fraction has been changed for the specified period.**