SAINTS CONNECT

workday.

Workday Wednesday: Advanced Manager Functions

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Agenda

- Job Changes (Terminations, Transfers and Change Job Details)
- Approving and Correcting Absence

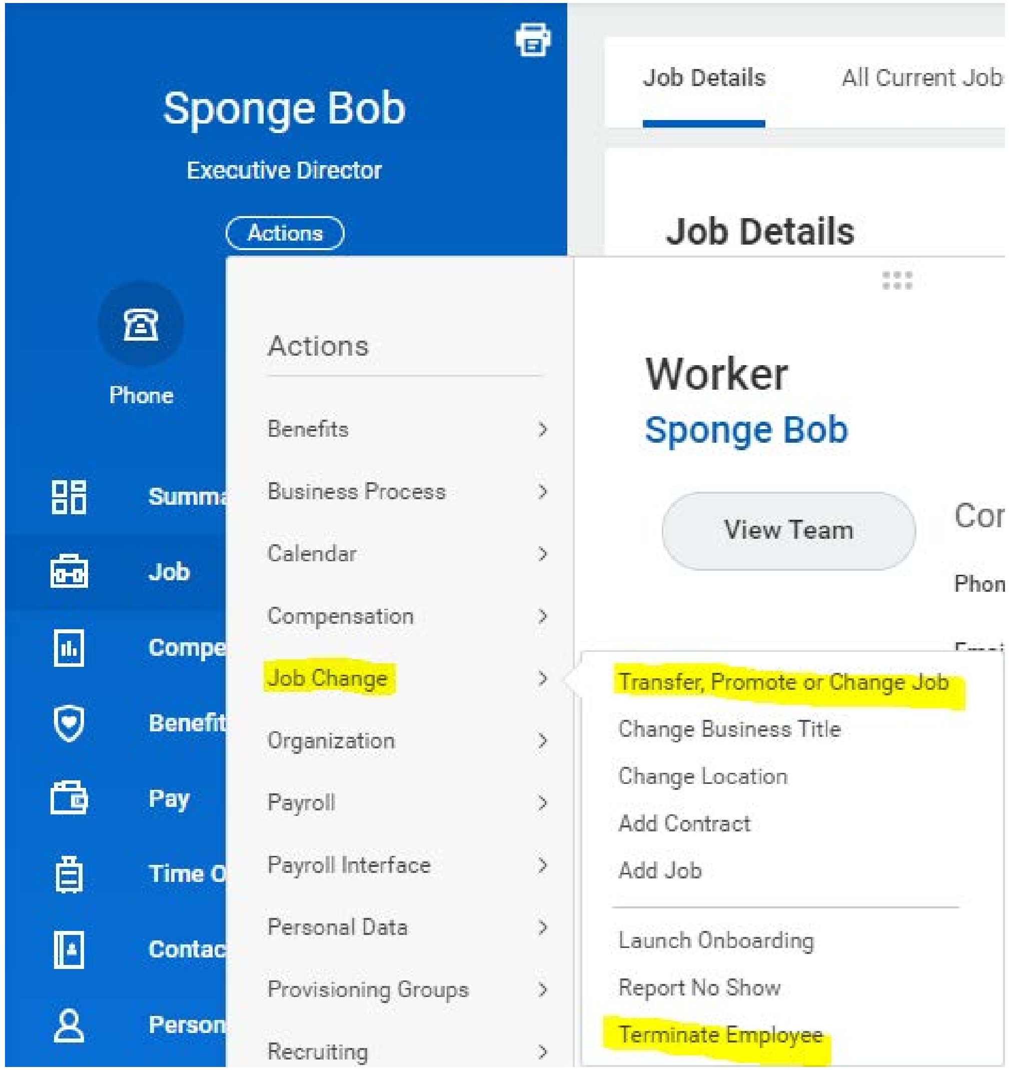
SAINTS CONNECT Job Changes

WHAT ARE SOME JOB CHANGES IN WORKDAY AND WHEN WILL I USE IT?

1. **Termination:** to end an employee's primary job or position within an organization.
2. **Transfer**: to move an employee in your organization to a new manager.
3. **Change Job:** to update the employees **job details** (i.e. scheduled hours, location, etc.)

WHO CAN INITIATE THESE?

The **Manager** and Management Chain (i.e. managers manager up to the VP level) can initiate job changes.



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1 Workflow Process for **Terminate Employee**

Manager
Initiate Termination/Upload Letter of Resignation in WD

HR Business Partner
Review/Approve Employee Termination

IT
Edit Employees Security

Completed

SAINTS CONNECT: Complete a Termination

WHO CAN I TERMINATE? Any position that is in your organization (including Students)

1. Access the **Terminate Employee** Task
2. Complete the **Reason** section by selecting a primary reason for this termination
3. Complete the **Details** section:

Termination Date	Enter the date the employee notified you of their resignation or the date you notified the employee of their termination. Automatically populates when the employee's resignation initiates the termination.
Last Day of Work	Automatically populates from the termination date.
Pay Through Date	Change this date to at least two weeks out or to next pay day.
Resignation Date	Automatically populates when the employee's resignation initiates the termination.

4. Use the **Regrettable** section to specify whether the termination is a loss to the organization, regardless of the reason.
5. Use the **Eligibility** section to indicate whether the employee is available for rehire.
6. Complete the **Position Details** section:

Close Position	Select this check box to close the position in the employee's former organization. Please note that you will want to keep the position open if you plan on rehiring.
Is this position available for overlap?	Specify whether another worker can fill the position before the employee departs.

7. Add the letter of resignation or other supporting documents in the **Attachments** section.

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2 Workflow Process for **Transfer**

SAINTS CONNECT :Transfer an Employee to a New Manager

WHY YOU WOULD DO THIS? To transfer a worker to a new manager. Before doing so, please verify that the new manager's organization exists. If not, please contact the HR Department.

CURRENT MANAGER WILL:

1. Access the **Change Job** task and select a **Worker**.

2. In the **Start** section, select the date, reason (**transfer > move to new manager**), the manager, supervisory organization, and location. This change should always happen at the beginning of the next pay period.

3. Under the section labeled **Move,** specify whether you plan to backfill, move, or close the headcount.

4. Attach any supporting **Documents** to justify the manager change.

5. Review the overall changes and hit Submit.

3 Workflow Process for **Change Job**

Current Manager
Initiate Change Job

HR Business Partner
Approval

Compensation Partner
Approval

Payroll
Approval

Change Job Completed

SAINTS CONNECT Complete **a Change Job**

WHY YOU WOULD DO THIS? To update an employee's job details (i.e. scheduled hours, location, etc.)

1. Access the **Change Job** task and select a **Worker**.

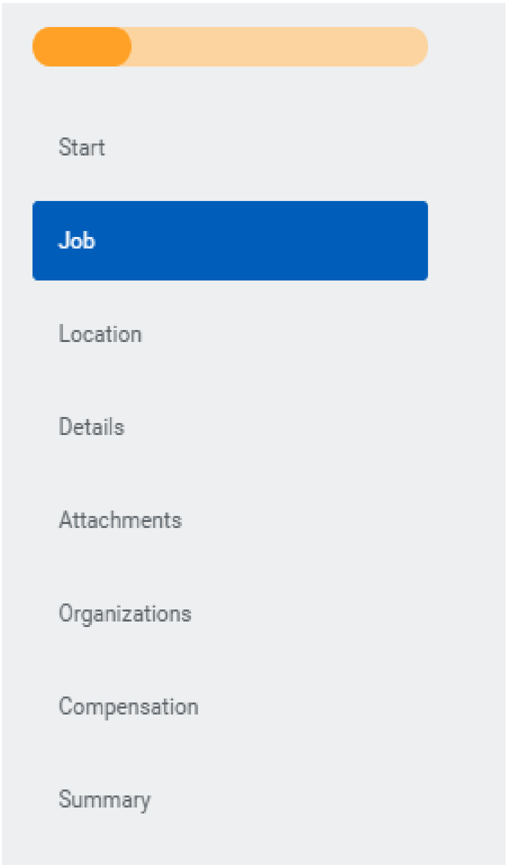
2. In the **Start** section, select the date, reason (select data **Data Changes** > select one of the three reasons). the manager, supervisory organization, and location.

3. Confirm/Update the sections labeled **Job, Location, and Details** accordingly.

4. Attach any supporting **Documents** to justify the update/change.

5. Confirm the employees **Organizations** (i.e. Cost Center) and **Compensation** .

6. Review the overall changes and hit **Submit**.



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4 Workflow Process for **Approving and Correcting Absence**

Employee
Initiate Absence Request

→ **Manager**
Approval

→ **Absence Partner**
Approval (if necessary)

→ **Change Job Completed**

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Approving Absence

1. Go to your Inbox
2. Click on the Absence request

3. Click Approve (if it is not approved, click

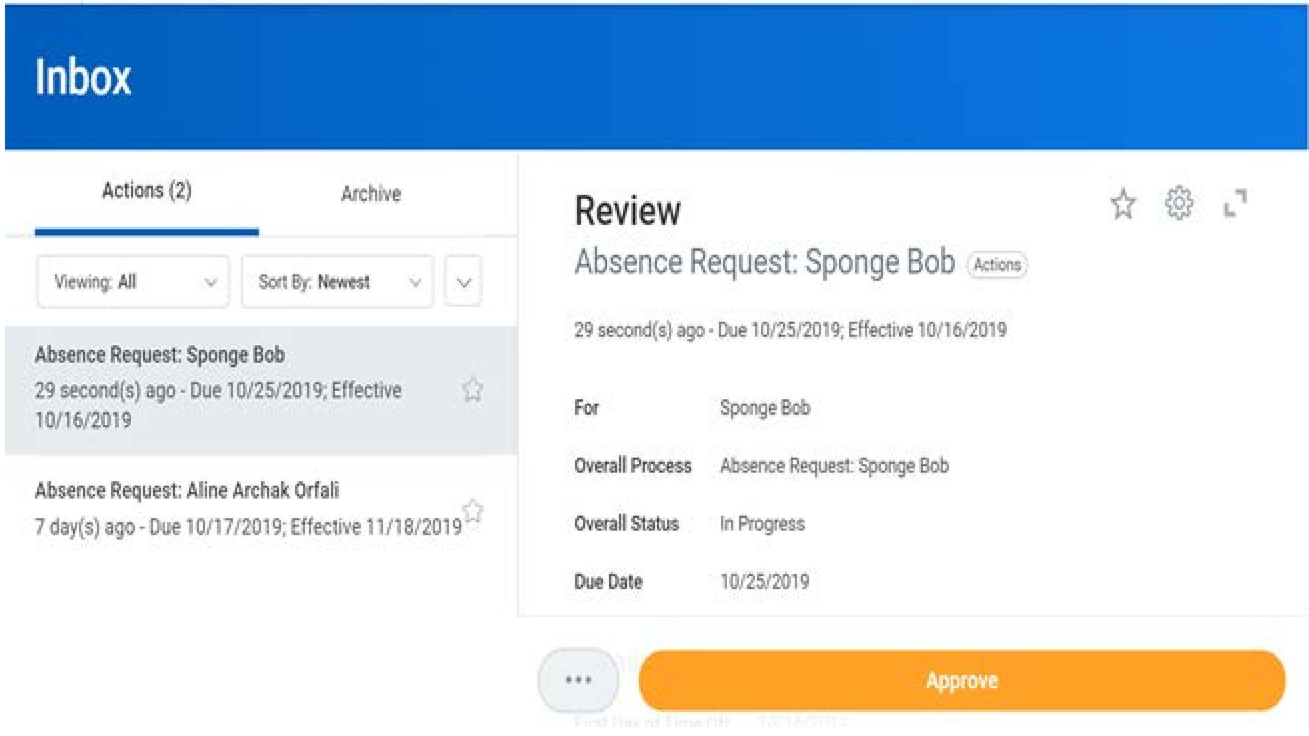
The three dots, next to approve for other

Options, send back (if want additional information),

Deny, or cancel request)

4.The approved time will show on the calendar as

green



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Correcting Absence

1.Go to the Team Time Worklet

2. Under Actions Select Enter Worker Time

3. Select the employee you want to correct

4. Click on the calendar absence to correct

5. edit the absence