



JWA Workday Manager Training

Create a Job Change - Desktop

JWA Workday – Create a Job Change

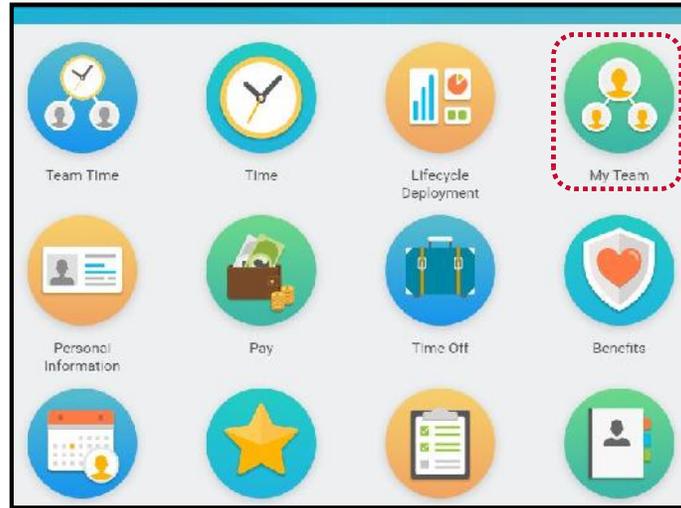
This Training Module Covers:

- Create a Job Change



This slide list the subjects covered in this module.

Create a Job Change – My Team Worklet



On the Home Screen, select the **“My Team”** Worklet.

Create a Job Change – View My Org Chart

The image shows a user interface with a grid of icons. The 'My Team' icon, which depicts three stylized figures, is highlighted with a red dashed box. A red arrow points from this icon to a 'View' dropdown menu. This menu is also highlighted with a red dashed box and contains the following options: 'My Org Chart', 'Timeline', 'Headcount', 'Organization Directory', 'My Leadership Roles', and 'More (20)'. At the bottom left of the interface is a logo with the letters 'WIN' and two figures holding a bar. At the bottom right is the 'JW Aluminum' logo.

From the **“My Team”** menu, under **“View”** select **“My Org Chart.”**

Create a Job Change – Choose Teammate

Your Name
Process Operator
Responsible

Teammate's Name
Process Operator
Responsible

Annoying Operator (JML)



Create a Job Change – Initiate Change

1

2

3

Teammate's Name

Actions

Worker Teammate's Name

Job Change > Transfer, Promote or Change Job

Start

Start Details

When do you want this change to take effect? *

08/28/2017

Why are you making this change? *

Who will be the manager after this change?

Mickey Minnie: Shane Coley (On Leave)

Which team will this person be on after this change?

Shane Coley (On Leave), Mickey Minnie

Where will this person be located after this change? *

Russellville

Do you want to use the next pay period?

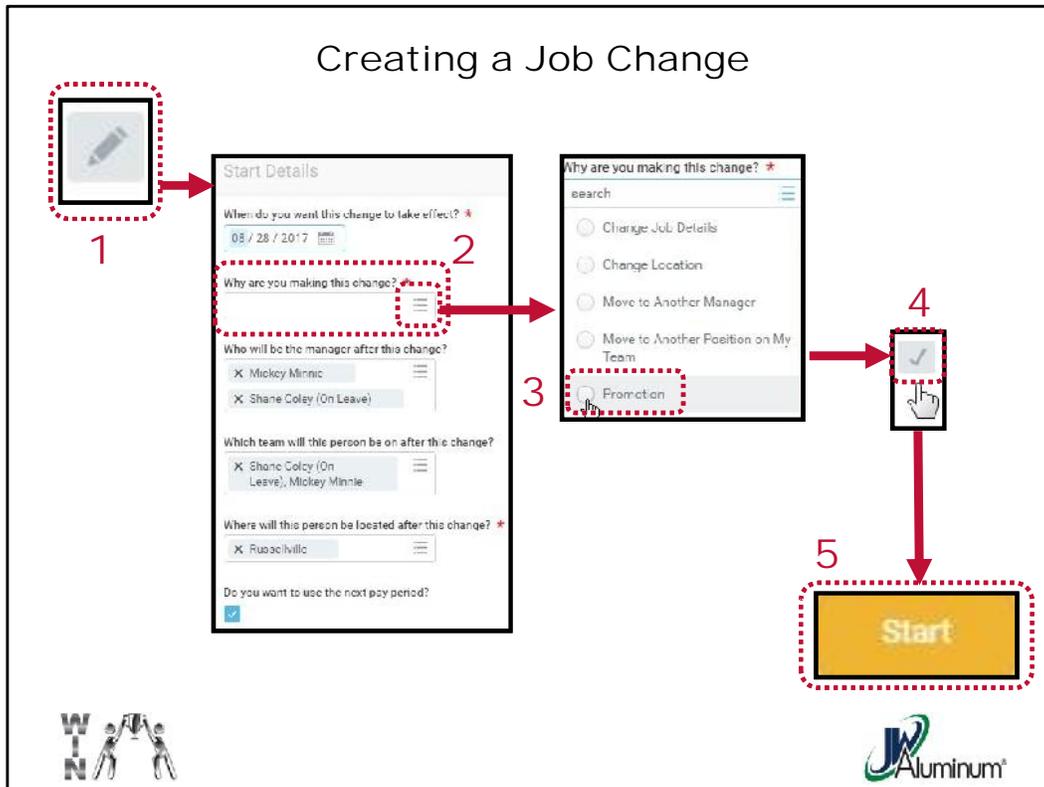
Yes

WIN

Aluminum*

At the **Team Member's Profile** screen:

1. Press the **"Actions"** button beside his or her name.
2. When the **"Actions"** menu appears hover your cursor over **"Job Change."** click on the **">"** to display the options.
3. Chose the appropriate option. In this example, select **"Transfer, Promote, or Change Job."** This will open the **"Start"** screen



1. At the **“Start”** screen click on the **Pencil Edit Icon** to open the **“Start Details”** edit screen.
2. Populate any required fields. In this example, populate the **“Why are you making this change?”** field by **clicking on the Dropdown Menu Icon**.
3. From the dropdown menu select the appropriate job change. In this example, select **“Promotion.”**
4. Click the **Check Mark** to close the screen.
5. **Review** the screen for accuracy, then click the **“Start”** button at the bottom of the screen.

Creating a Job Change NS2

Job

Position

Position
Furnace Operator ✎

Do you want to create a new position?

Job Requisition

Is the current position available for reassign?
No

Job Profile

Job Profile ✎

3149 - Furnace Operator

Job Title
Furnace Operator

Business Title

Business Title ✎

Furnace Operator

Next



Review the **“Position”**, **“Job Profile”**, and **“Business Title”** screens for needed edits. Where edits are needed press the **Pencil Icon to Edit**.

Once complete, press **“Next”** at the bottom of the screen.

Slide 8

NS2

I've been trying to keep the eye moving from left to right where possible to mimic the process and interface- in this case, does the Next button appear on the bottom left or right? Adjust if needed

Nicole Snyder, 8/25/2017

Creating a Job Change

1

2

3

4

1. Review the **“Location”** screen for needed edits. Where edits are needed press the **Pencil Icon to Edit**.
2. Once complete, press **“Next”** at the bottom of the screen.
3. Review the **“Details”** screen for needed edits. Where edits are needed press the **Pencil Icon to Edit**.
4. Once complete, press **“Next”** at the bottom of the screen.

Slide 9

NS4

What are the arrows pointing to next trying indicate? is it a linear flow or is the next button on the bottom right? It's a little confusing...

Nicole Snyder, 8/25/2017

Creating a Job Change

The screenshot illustrates the 'Creating a Job Change' process in two main sections:

- Attachments:** A section with a 'Documents' header and an 'Add' button. A red dashed box highlights the 'Add' button, labeled with a red '1'. Below this section is a yellow 'Next' button with a red dashed border, labeled with a red '2'. A red arrow points from the 'Next' button to the 'Organizations' section.
- Organizations:** A section with a 'Company' header and a 'Cost Center' header. Under 'Company', there is a 'Company *' field with the value 'JW Aluminum Company'. Under 'Cost Center', there is a 'Cost Center *' field with the value '125 Milling'. A red dashed box highlights the 'Next' button at the bottom of this section, labeled with a red '4'. A red arrow points from the 'Next' button to the right.

At the bottom left of the screenshot is a logo with the letters 'W', 'I', 'N' and an illustration of two people. At the bottom right is the 'JW Aluminum' logo.

1. Review the **“Attachments”** screen. If you determine you want to attach a document, select **“Add”** and attach the document.
2. Once complete, press **“Next”** at the bottom of the screen.
3. Review the **“Organizations”** screen for needed edits. Where edits are needed press the **Pencil Icon to Edit**.
4. Once complete, press **“Next”** at the bottom of the screen.

Slide 10

NS5

What are the arrows pointing to next trying indicate? is it a linear flow or is the next button on the bottom right?

Nicole Snyder, 8/25/2017

NS3

Creating a Job Change

Compensation

Total Base Pay

Total Base Pay
17.00 USD Hourly

Primary Compensation Basis

Rate
(empty)

Unit Details
0.00 USD Hourly

Guidelines

Pay Range
10.00 - 50.00 USD Hourly

Compensation Package
(General Compensation Package)

Grade
Hourly

Next



Review the “**Compensation**” screen.

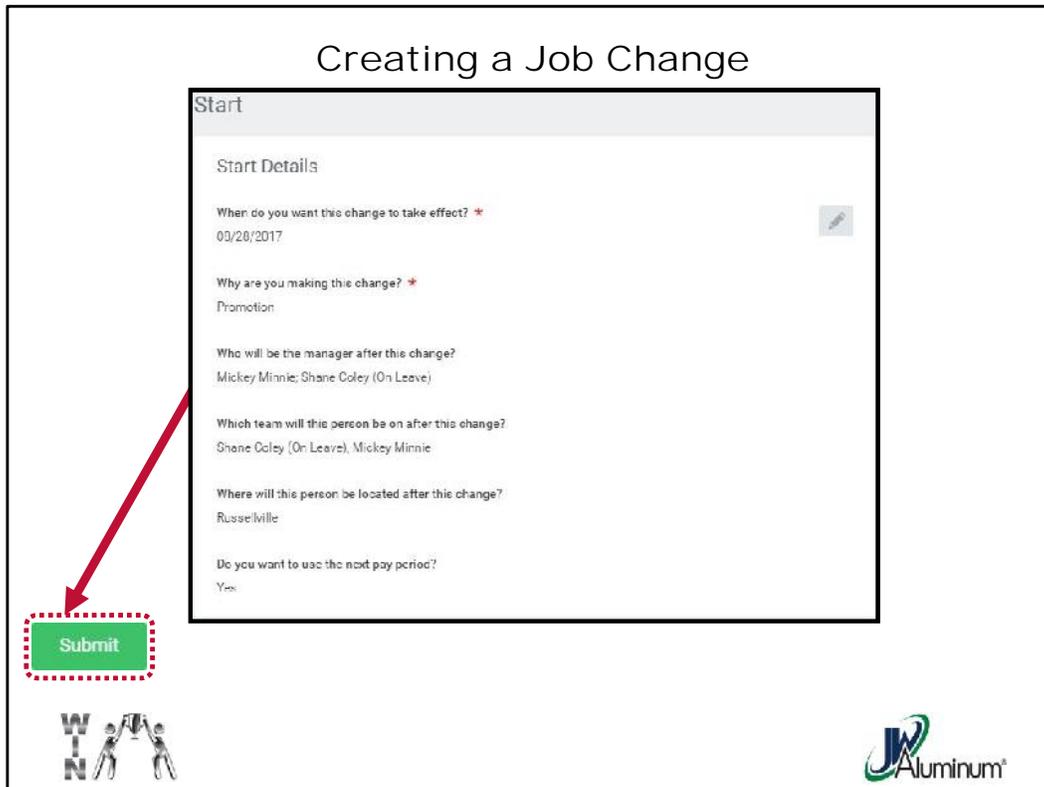
Once complete, press “**Next**” at the bottom of the screen.

Slide 11

NS3

does the Next button appear on the bottom left or right? Adjust if needed

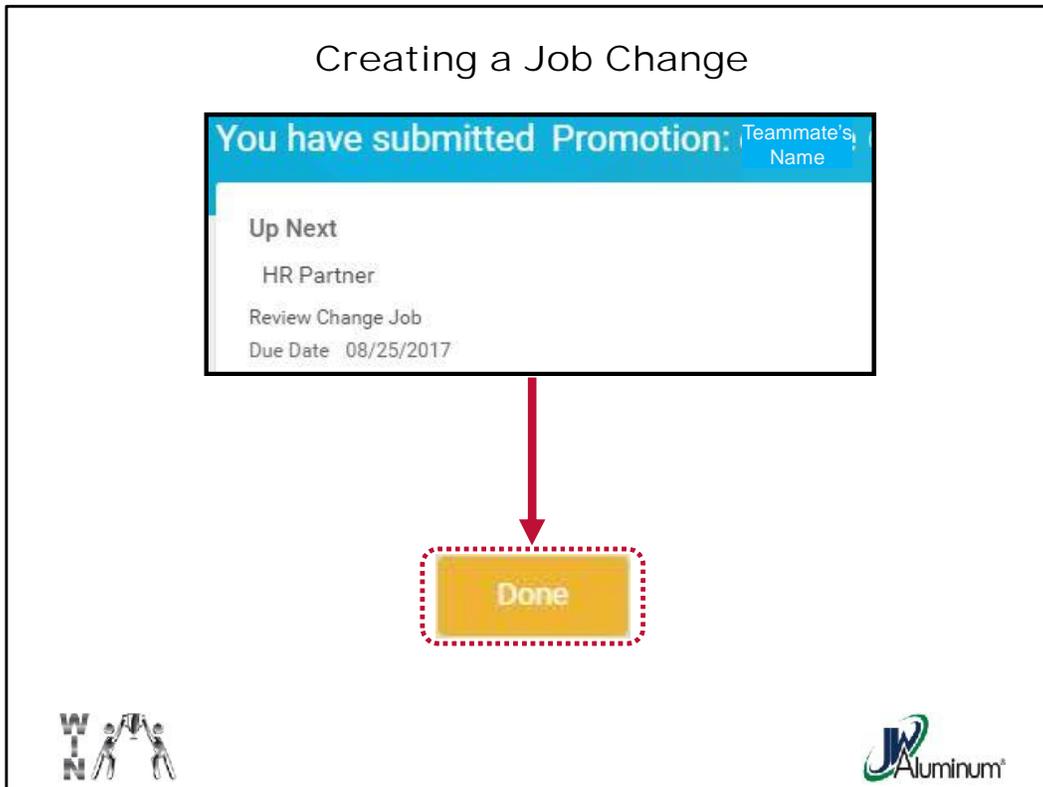
Nicole Snyder, 8/25/2017



Review the **“Start”** screen for needed edits. Where edits are needed press the **Pencil Icon to Edit**. You will need to scroll down to see all options.

Once complete, press **“Submit”** at the bottom of the screen.

Creating a Job Change



A confirmation screen indicating “**You have submitted *job change*...**” will appear informing you what the next step is.

Press “**Done**” at the bottom of the screen to complete you portion of the process.