

Quick Reference Guide: *Switch Primary Job*

(Last Revised: 12/29/2014)

Keep in mind

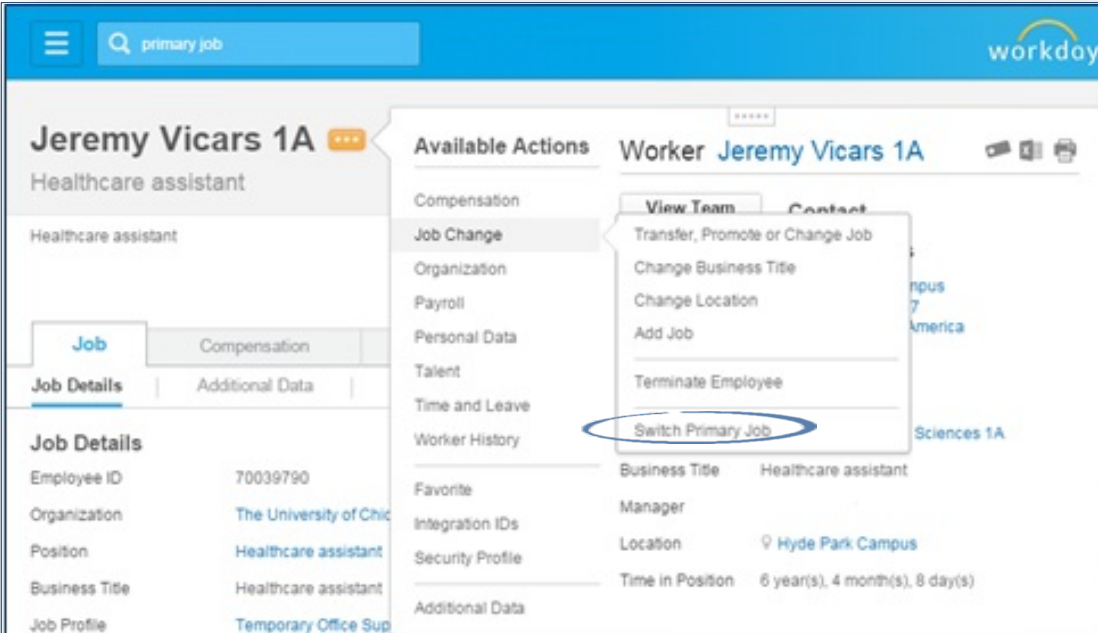
- Employees that have multiple jobs in Workday will have one of the jobs marked as **Primary**.
- In order to end an additional job, the job must not be marked as **Primary**.

Information Needed

- Employee name
- Proposed primary job

Steps:

1. From the **Employee Profile**, click on the **Related Actions Icon**  to display the menu of **Available Actions**. Hover over **Job Change** and click on **Switch Primary Job**.





The screenshot shows the Workday interface for an employee profile. The employee is identified as Jeremy Vicars 1A, a Healthcare assistant. The 'Available Actions' menu is open, and the 'Job Change' option is selected, which has opened a sub-menu. In this sub-menu, the 'Switch Primary Job' option is circled in blue. The background shows the 'Job Details' section with fields for Employee ID (70039790), Organization (The University of Chicago), Position (Healthcare assistant), Business Title (Healthcare assistant), and Job Profile (Temporary Office Supervisor).










The employee must have more than one job for this option to display.

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2. Use the **Edit Icon**  to expand the **Date and Reason** section.

Details		
Date and Reason	Reason *	
	Effective Date *	
Proposed Primary Job	Primary Job	
	Proposed Primary Job *	

3. Use the **Prompt Icon**  to select the **Reason** and use the **Calendar Icon**  to select the **Effective Date**.
4. Click the **Check Icon**  to save your changes.
5. Use the **Edit Icon**  to expand the **Proposed Primary Job** section and use the **Prompt Icon**  to select the **Proposed Primary Job**. If only one other job exists, that job's information will populate automatically.

Proposed Primary Job	Primary Job (empty)	 Undo
	Proposed Primary Job *	<input type="text" value="search"/> 

6. Click on the **Submit Icon**  to submit this task.



If the proposed primary job is staff, student or temporary the process will route to **HR Operations** for approval.

If the proposed primary job is academic, the process will route to the **Academic HR Administrator**.

If the proposed primary job is for Work Study, the process will route to the **Work Study Administrator** for approval.