

Quick Reference Guide: *Move Workers (Supervisory)*


## Keep in mind

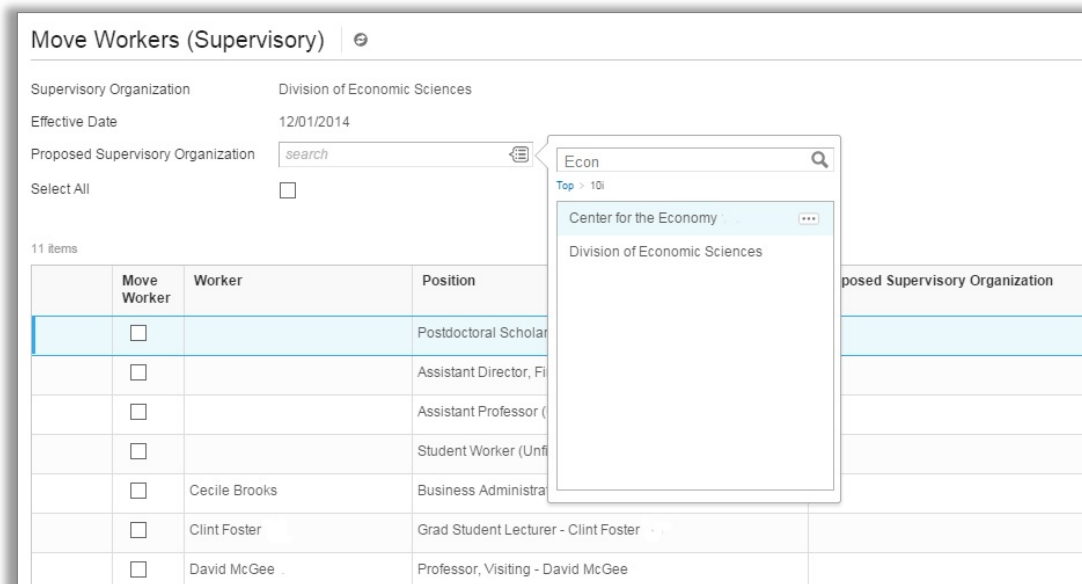
- The Move Workers (Supervisory) task allows the movement of a worker out of a supervisory organization and into a different supervisory organization.
- If moving to a supervisory organization supported by a different HR Partner, **the receiving HR Partner will need to approve the move.**
- **DO NOT** move Academic workers with academic appointments. If you need to move an academic worker, contact the Workday Knowledge Center.


## Information Needed

- The name of the worker to be moved.
- The name of the **Supervisory Organization** which they are moving.

## Steps:

1. Search for **Move Workers** in the search bar and select the **Move Workers (Supervisory)**.
2. On the next screen, select the prompt in the **Supervisory Organization** field and select the organization from which the workers will be moved and the **Effective Date** of the move. Click **OK**.
3. Select the **Proposed Supervisory Organization** using the search prompt. Use the **Select All** checkbox if you will be moving all workers listed here or individually select the workers that need to be moved and indicate the **Proposed Supervisory Organization** next to each position or worker. When complete, click the **Submit Button** .



Move Workers (Supervisory) 

Supervisory Organization: Division of Economic Sciences

Effective Date: 12/01/2014

Proposed Supervisory Organization:

Select All:

11 items

	Move Worker	Worker	Position	Proposed Supervisory Organization
<input type="checkbox"/>			Postdoctoral Scholar	
<input type="checkbox"/>			Assistant Director, Fi	
<input type="checkbox"/>			Assistant Professor (	
<input type="checkbox"/>			Student Worker (Unf	
<input type="checkbox"/>		Cecile Brooks	Business Administra	
<input type="checkbox"/>		Clint Foster	Grad Student Lecturer - Clint Foster	
<input type="checkbox"/>		David McGee	Professor, Visiting - David McGee	



If the supervisory organization to which you are moving the worker is supported by a different HR Partner, that HR Partner must approve the move and will be prompted to complete the remaining steps of the business process.

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4. The **Change Organization Assignments** step will appear next. All workers being moved in to a new supervisory organization will need to have organizations assigned to their positions. This includes the Company (this is always *University of Chicago*), HRMS department number and a default FAS account and FAS subaccount. If all workers will be assigned to the same organizations, you may use the 'Select All' check box at the top right of the screen and enter the default organization assignments in the top left of the screen. You may then also individually assign specific organizations to workers further down the page.

Once complete, click **Submit**.

