

Change My Work Space

Quick Reference Guide

Purpose: This document informs employees how to change their work location in Workday. As employees return to work after being remote and to assist with COVID-19 contact tracing, it is imperative that worker location information is entered correctly in Workday.

Change My Work Space

1. Type Change My Work Space in the search bar.
2. Select Change My Work Space.
3. Effective date, position, and location will auto-populate.

Note: *If your location is incorrect or set to a general option such as “Illinois” or “Hyde Park Campus,” you will not be able to select the correct work space. Please contact your HR Partner to change your location.*

4. For Work Space, select one of the following:
 - Work Spaces by Floor
 - Work Spaces by Office
 - Work Spaces by Shop
 - Work Spaces by Library
 - Work Spaces by Health Care

Note: *Depending on the work space types configured for the specific location, these options will be different.*

You can also search by room number. Type the room number into the “Work Space” field and press Enter.

Keep in mind

- You will need to know your exact work location (building and room number) to complete this process.

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Change My Work Space

Change My Work Space

Effective Date * 03/23/2021

Position P9092291 Training,

Location 6054 South Drexel Avenue

Work Space *

enter your comment

5. Select the new Work Space.
6. Click Submit.
7. Click Done.

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Effective Date * 03/23/2021

Position P9092291 Training,

Location 6054 South Drexel Avenue

Work Space * Search

- ← Work Spaces by Floor
- 6054 South Drexel Avenue > 6054 S Drexel Ave Basement
- 6054 South Drexel Avenue > 6054 S Drexel Ave First Floor
- 6054 South Drexel Avenue > 6054 S Drexel Ave Fourth Floor
- 6054 South Drexel Avenue > 6054 S Drexel Ave Second Floor
- 6054 South Drexel Avenue > 6054 S Drexel Ave Third Floor

enter yo

Submit Cancel