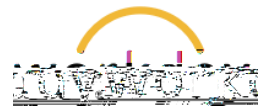


Initiating a Transfer

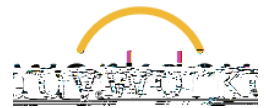
The current manager is responsible for transferring the employee into a new department.

1. From the employee's profile click the **Actions**



3. You will be led to a sequence of screens as shown to the right in which you can make adjustment to the employee's job details to reflect their promotion. Click on the pencil button to make edits. After entering and/or modifying the desired information in a section, click the **Next** button to proceed.

- 4.



6. In the final Summary section, you will review all the information from the entirety of the form and make any adjustments at needed. If all is accurate, click the **Approve** button.
7. Once submitted, the receiving manager will receive a task to determine the employee's new title, compensation, and other job details.

Confirming a Transfer

Once the current supervisor transfers the employee, the receiving manager will review the details, make any needed changes, and accept the transfer.

1. Click on the task in your Workday inbox related to the transfer.
2. You will be led to a screen containing all the details entered by the sending supervisor. (Partial excerpt shown here.) Review all the information carefully and making any necessary changes.
3. Once you have reviewed the transfer information and made any changes needed, click the **Approve**