

# Workday Webinar:

## Understanding Reasons and Impacts of Change Job

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Nov 24, 2022



# Who Do I Go to for Help?

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## ISC

I need to process a retroactive FTE change, but I can't select the date I need without getting an error...

Why did my employee not get paid after they changed from Term to Ongoing?

What do I need to do with the Update Vacation To Do task in my inbox?

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## HR

What type of transaction should I submit?

What action reason should I use?

Can I change the wording in the offer letter?

Practice & Policies

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# Today's Focus



**To build on the basic understanding of change job processes and to troubleshoot common issues**

Topic	Timing
Introduction	
Change Job Action Reasons	
Ending Temporary Promotions & Secondments	
Benefit Impacts	10:00 – 11:00am
Absence Accrual Impacts	
Retroactive Changes	
Moving Employees Between Hourly and Salary Pay Groups and Between Employment Groups	
Questions & Answers + Wrap Up	11:00-11:30am

# When to Use Change Job



# When to Use Change Job



**\* Reminder:** For temporary promotions and secondments, use Place Worker on Leave and Add Job BPs (not change job!)

# Change Job Examples

A part-time employee will be increasing the number of hours they are working  
*(General FTE Change)*

An Adjunct Professor needs to be paid for a course they taught  
*(Unpaid to Paid/Paid to Unpaid)*

An employee's business title says AAPS Salaried – Educational Programming, Level B instead of their actual title  
*(Change Location/Business Title)*



An employee is on an approved partial disability leave  
*(FTE Changes – Partial Disability Leave)*

# Change Job - Action Reasons

## FTE Changes – Partial Disability/Medical

Gradual Return to Work Program  
Partial Disability Leave  
Partial Medical Leave

## FTE Changes – Reduced Appointments

Reduced Appointment (Faculty)  
Retirement Option 1: Faculty Phased-in Retirement  
Retirement Option 2: Faculty Part-time Appointment  
Retirement Option 3: Faculty Reduced-Scope Appointment  
Staff: Reduced Workload/Responsibility (Policy HR9)

## General Job Changes

Change Job Details  
Change Location/Business Title  
Change Workers' Compensation Location  
General FTE Change  
Moving Between Term and Ongoing in the Same Position  
Unpaid to Paid / Paid to Unpaid

## Job Reclassification

Reclassification – Current Job Entry Date (updated current position)  
Reclassification – New Job Entry Date (new position number)

## Promotion

Awarded Tenure/Confirmed (FR Use Only)  
Promotion (To New Department/Unit)  
Promotion (Within Current Department/Unit)

## Reappointment or Extension

Extension (Staff/Student)  
Reappointment (Faculty/AAPS – Current Position)  
Reappointment (Faculty – New Position)

## Transfer

Lateral Transfer (To New Department/Unit)  
Lateral Transfer (Within Current Department/Unit)

# Change Job in Workday

Change Job

PDF

Moving Employees from Term to Ongoing:

If you are changing a term employee to ongoing, as part of the compensation review step, ensure you remove the **Expected End Date** and **Actual End Date** from the employee's compensation plans. Removing the end dates will ensure that the employee continues to receive pay after their current term's end date.

Updating Absence Balances as a result of a Job Change:

If this employee is moving to a new employment group, or between hourly and salary positions, as a result of this job change, their vacation balance must be manually transferred to their new position or paid out as a lumpsum payment.  
A) To prepare to transfer the vacation balance, determine the vacation balance owing as of their last day in this position prior to processing the Change Job. For salaried employees, use the [Vacation Transfer Calculator](#). For hourly employees, use their existing Time Off balance. Note the number of hours to be transferred as a comment under 'Additional Information'. Once the employee moves into their new role, their home department can manually add their transferred vacation balance to their new positions balance based on the balance noted in the Change Job comments.  
B) To pay out the vacation balance, please complete the [lumpsum vacation payout](#) process before completing the Change Job BP. Note the details of the payout as a comment under Additional Information.  
C) If the employee does not have any vacation time to transfer or be paid, put Vacation Balance – N/A as a comment.  
  
If the employee is not changing employment groups or pay rate type, the vacation balance will automatically transfer. We recommend always reviewing absence balances after processing job changes

Start

Start Details

When do you want this change to take effect? \*

2022-12-01

added

Why are you making this change? \*

(empty)

Who will be the manager after this change?

Which team will this person be on after this change?

Where will this person be located after this change? \*

Arts Building (ART)

Do you want to use the next pay period?

Yes

added

Start

Cancel



# Change Job in Workday

Search

FTE Changes - Partial Disability/Medical

FTE Changes - Reduced Appointments


General Job Changes

Job Reclassification

Promotion

Reappointment or Extension

Transfer



Search

←

FTE Changes - Partial Disability/Medical

☒

Gradual Return to Work Program

☐

Partial Disability Leave

☐

Partial Medical Leave

# Change Job Action Reasons

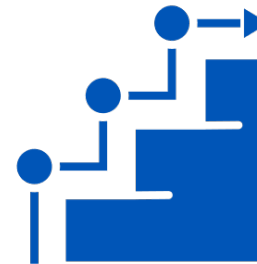


## When Do I Use

### FTE Changes – Partial Disability/Medical

#### → Gradual Return to Work Program

- First, ensure that the employee has already been placed on one of the applicable partial leaves
- Choose **Gradual Return to Work Program** when an employee has been on a medical or disability leave and will be returning to work based on a plan outlined with Workplace Health Services (UBCV) or the Work Reintegration & Accommodation Program (WRAP, UBCO)



## When Do I Use

### FTE Changes – Partial Disability/Medical

#### → Partial Medical Leave

- Used for instances when an employee has exhausted their paid sick entitlement
- First, make sure the *Place Worker on Leave* task has been successfully completed to record the Partial Medical Leave
- Choose **Partial Medical Leave** when you initiate the Change Job task to change an employee's FTE to match the actual hours worked

## When Do I Use

### FTE Changes – Partial Disability/Medical

#### → Partial Disability Leave

- Used when a Partial Long Term Disability claim has been approved
- Benefits team will reach out to departments when an employee is approved for a Partial Disability and will provide the process details
- First, make sure the *Place Worker on Leave* task has been successfully completed to record the Partial Disability Leave
- Choose **Partial Disability Leave** when you initiate the Change Job task to change an employee's FTE to match the actual hours worked

## When Do I Use

### FTE Changes – Reduced Appointments

→ **Staff: Reduced Workload/Responsibility  
(Policy HR9)**

- Choose **Staff: Reduced Workload/Responsibility (Policy HR9)** when an employee is changing to a pre-retirement reduced appointment approved in accordance with HR9 Reduced Work Policy
- To ensure basic life coverage and pension contributions are based on full salary, please add the allowance plan - **Retirement Option/Reduced Appt Benefit Top-Up (Staff)**

# Action Reasons

## When Do I Use

### General Job Changes

#### Change Job Details

- This code may be used if one of the other action reasons does not fit your specific change job scenario
- Your department HR or advisory representative can provide advice on whether this reason is appropriate to use

## When Do I Use

### General Job Changes

#### → Change Location/Business Title

- Choose **Change Location/Business Title** when you are changing only the work location or business title for an employee
- Making either of these changes will not generate a new employment agreement, making this change job easier to process

#### Job Title

- King of the World was Engineer / Electrician

#### Business Title

- King of the World was Engineer / Electrician



# Action Reasons

## Change Location/Business Title

When selecting the **location**, you must select an actual building location and not a generic category (i.e. UBC Vancouver Campus, UBC Okanagan Campus etc.)

Search

×

UBC Vancouver Campus

Search

← UBC Vancouver Campus

Biological Sciences Building (BIOL)

Biomedical Research Centre (BRC)

Brock Commons North (BRCN)

Brock Commons South (BRCS)

Brock Commons - Tallwood House (BRCE)

Brock Hall (BRCK)

Buchanan Building (BUCH)

C.K. Choi Building (CHOI)

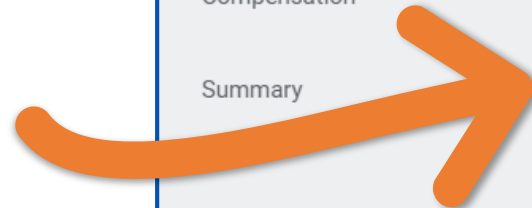
Campus & Community Planning

# Action Reasons

## Change Location/Business Title

When you select the new work location, **Default** and **Scheduled Weekly Hours** will **reset** to 40 hours.

Be sure to set this back to the employee's correct schedule to ensure pay and absence accruals are not impacted!



Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

### Location

#### Location Details

Location \*

× Campus Administration Building (ADM)

↶

✓

Work Space

Scheduled Weekly Hours

40

Work Shift

# Action Reasons

## When Do I Use

### General Job Changes

#### → Change Workers' Compensation Location

- Choose **Change Workers' Compensation Location** when a faculty, staff, or student employee is working in their paid position outside of British Columbia (and when instructed to do so by UBC's Workplace Health Services!)



# Action Reasons

## When Do I Use

### Change Workers' Compensation Location

#### Initiate This Process When:

1. An employee leaves BC to work in another province or territory and they require WCB coverage in that location
2. An employee returns to BC after working in another province or territory and they require WorkSafeBC coverage
3. A new employee is hired to work and will not arrive in BC prior to their start date

Please contact [wcb.info@ubc.ca](mailto:wcb.info@ubc.ca) to determine if coverage is required in another provincial jurisdiction

# Action Reasons

## When Do I Use

### Promotion

- Promotion (To New Department/Unit) OR
- Promotion (Within Current Department/Unit)

- Choose **Promotion** when an employee is moving to a different position with a higher classification within the same employment group



## When Do I Use

### Transfer

- Lateral Transfer (To New Department/Unit) OR
- Lateral Transfer (Within Current Department/Unit)

- Choose **Lateral Transfer** when an employee is moving to a different position with the same or lower classification within the same employment group
- Choose **Lateral Transfer** when an employee is moving to a new position with a different employment group (i.e. from a CUPE 2950 position to an AAPS position)

**Note:** The word “Lateral” will be removed from these action reasons to ensure they apply generally to all transfer scenarios



## When Do I Use

### Reappointment or Extension

→ Reappointment (Faculty/AAPS – Current Position)

- Choose *Reappointment (Faculty/AAPS – Current Position)* when a term appointment is being renewed in line with budget and grant renewals



## When Do I Use

### General Job Changes

→ **Moving Between Term and Ongoing in Same Position**

- Choose **Moving Between Term and Ongoing in Same Position** when an employee will be made permanent in the position they are currently performing
- Posting requirements typically apply to this type of employee change



# Action Reasons

## Processing Change Job Through Recruitment

### Create Employment Agreement for

1 Alert

If this position is working with a health-care facility, please copy and paste the below paragraph as the second paragraph of the Employment Agreement:  
You are in an employment position located within a health-care facility. Therefore, this offer is conditional upon the successful verification of full vaccination against Covid-19 provided prior to your start date, as required by a provincial health mandate. Failure to provide successful verification within this time frame will result in the withdrawal of this conditional employment offer.

Start

Probation Period

Compensation

Summary

2022-11-18

Hire Date \*

Hire Reason \*

Location \*

Creative and Critical Studies Building (CCSB)

Next

Alert

1. Page Alert

This Employment Agreement is for a Job Requisition that is no longer valid. You won't be able to hire the Pre-Hire into this position.

# Action Reasons

## Processing Through Direct Change Job - Help Text

Change Job

PDF

Moving Employees from Term to Ongoing:

If you are changing a term employee to ongoing, as part of the compensation review step, ensure you remove the **Expected End Date** and **Actual End Date** from the employee's compensation plans. Removing the end dates will ensure that the employee continues to receive pay after their current term's end date.

Updating Absence Balances as a result of a Job Change:

If this employee is moving to a new employment group, or between hourly and salary positions, as a result of this job change, their vacation balance must be manually transferred to their new position or paid out as a lumpsum payment.

A) To prepare to transfer the vacation balance, determine the vacation balance owing as of their last day in this position prior to processing the Change Job. For salaried employees, use the [Vacation Transfer Calculator](#). For hourly employees, use their existing Time Off balance. Note the number of hours to be transferred as a comment under 'Additional Information'. Once the employee moves into their new role, their home department can manually add their transferred vacation balance to their new positions balance based on the balance noted in the Change Job comments.

B) To pay out the vacation balance, please complete the [lumpsum vacation payout](#) process before completing the Change Job BP. Note the details of the payout as a comment under Additional Information.

C) If the employee does not have any vacation time to transfer or be paid, put Vacation Balance – N/A as a comment.

If the employee is not changing employment groups or pay rate type, the vacation balance will automatically transfer. We recommend always reviewing absence balances after processing job changes


Start

Start Details

When do you want this change to take effect? \*

# Action Reasons

Processing in Advance: Moving Between Term and Ongoing in Same Position



Amount Change

0.00

Currency \*

×

CAD

⋮

Frequency \*

×

Monthly

⋮

⌵

Additional Details

Expected End Date

2022-11-30

📅

Actual End Date

2022-11-30

📅

Compensation Element

Salary Pay

Grade

Management and Professional Staff - Monthly

Next

If you are processing the Change Job **PRIOR** to the employee's end date:

Always remove the **Expected** and **Actual End Date** from the Additional Details section under Compensation

# Action Reasons

## Processing Retroactively: Moving Between Term and Ongoing in Same Position

Compensation

Start

Job

Location

Details

Attachments

Organizations

Compensation

Summary

Employee Visibility Date

Employee Visibility Date

Total Base Pay

Total Base Pay

0.00 CAD Monthly (100% FTE: 0.00) was 0.00 CAD Monthly

Guidelines

Total Base Pay Range

3,982.67 - 4,343.17 - 4,703.83 CAD Monthly

Compensation Package

UBC Compensation Package

Grade

Non-Union Technicians & Research Assistants - Monthly

Grade Profile

Research Assistant/Tech 03

Back

Next

If you are processing the Change Job **AFTER** the employee's end date:

1. Note that the employee's compensation is set to "0"
2. **Add the hourly or monthly rate back** to Compensation when completing the Change Job in order to submit
3. Always remove the **Expected and Actual End Date** from the Additional Details section under Compensation



**Important:** If the Compensation is not added back or the Actual End Date is not removed, the employee will not be paid!

## When Do I Use

### General Job Changes

#### → Unpaid to Paid/Paid to Unpaid

- Choose **Unpaid to Paid/Paid to Unpaid** when an Adjunct Professor's employee type in order to pay them for teaching or to ensure they are not paid for a period.
- An Adjunct Professor can be switched many times between paid and unpaid during the length of their appointment.
- Ensure the Adjunct Professor has a valid SIN on their record if they are being paid. This is required for tax and compliance purposes

# Action Reasons

## Unpaid to Paid/Paid to Unpaid

Only hire for the duration stated on Offer of Employment. Do not leave positions in unpaid mode if not in line with appointment dates.

If there is a break in service between reappointment dates, process a termination or end job, and re-hire with the new hire dates, if applicable.

Salary

Assignment Details

×

8,949.05 CAD Monthly (Prorated: 1,685.11) removed

Plan Name

General Salary Plan

Effective Date

×

2022-08-15 removed

Add

Administrative

Employee Type \*

×

Term (Fixed Term) [🔗]

unpaid

Search Results (2)

☒ Unpaid (Ongoing)

☐ Unpaid (Term) (Fixed Term)

Pay Rate Type \*

×

Salary ...

Default Weekly Hours

40

FTE

100%



**Important:** When moving a faculty member into an unpaid position, at the Propose Compensation Step, you must ensure that any salary has a red 'x' by the totals. This will indicate that the salary has been removed and no overpayments should occur.

## When Do I Use

### FTE Changes – Reduced Appointments

#### → Reduced Appointment (Faculty)

- Choose: **Reduced Appointment (Faculty)** when a faculty member is reducing workload on either a continuing basis (until retirement) or a specific period.
- Faculty member must complete a ***Reduced Appointment Form***, which will need to be reviewed and approved by both the Head and Dean. Once completed this form will be uploaded into Workday as part of the change job. Be sure to update the FTE based on this form.
- On the Job Details page, select Job Classification – **Reduced Appointment Faculty – (Departmental Use-Canada)**
- To ensure pension contributions are based on full salary - Please add the allowance plan **Retirement Option/Reduced Appt Benefit Top-Up (Faculty)**



**Important:** Please refer to the [Faculty Relations](#) website for eligibility rules around reduced workloads and top-ups.

## When Do I Use

### FTE Changes – Reduced Appointments

#### → Retirement Options (Faculty)

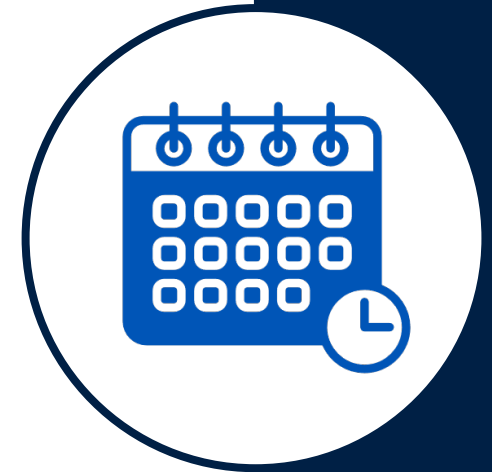
- Faculty member must complete a ***Retirement Option Election Form***, which will need to be reviewed and approved by both the Head and Dean. Once completed this form will be uploaded into Workday as part of the change job. Be sure to update the FTE based on this form.
- Choose: **Option 1: Phased-in Retirement – Max 4 years**  
**Option 2: Part-Time Appointment – Max 5 years**  
**Option 3: Reduced-Scope Retirement – Max 2 years**
- On the Job Details page, select Job Classification – **Retirement Options – (Departmental Use-Canada)**
- To ensure pension contributions are based on full salary - please add the allowance plan **Retirement Option/Reduced Appt Benefit Top-Up (Faculty)**



**Important:** Please refer to the [Faculty Relations](#) website for eligibility rules around reduced workloads and top-ups.



# **Effective Date for Extensions/Reappointments**



# Extension/Reappointment Effective Date

Extension/Reappointment Effective date = the day after the end of the original appointment

Example:

Hire Date	2022-05-02
Original Hire Date	2018-09-01
Continuous Service Date	2022-05-02
End Employment Date	2022-11-29



Start

Start Details

When do you want this change to take effect? \*

2022-11-30

Why are you making this change?

Who will be the manager?

Dale Mullings

Which team will this person be assigned to?

November 2022

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

# Extension/Reappointment Effective Date



*Important!*

- 1. With this practice, Compensation **will be removed** during the change job process and must be added back in for the employee to be paid.
- 2. The **Actual End Date** field must also be updated to match the new End Employment Date.

Salary

Assignment Details

0.00 CAD Monthly

added

Plan Name

General Salary Plan

added

Effective Date

2022-11-30

added

Add



# **Moving From Student to Staff/Faculty & Moving from Staff to Faculty**



# Moving From Student to Staff/Faculty & Moving from Staff to Faculty



Employees moving between employment groups, with no break in service, should have this change processed as a **change job** (not a termination and rehire).



## Exceptions:

Graduate Research Assistants (GRAs) & Undergraduate Research Assistants (URAs), Fellowship



Terminate & Rehire



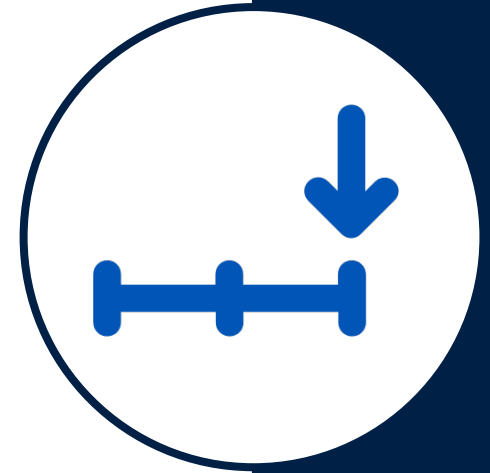
Students Already Terminated



Rehire & Update Continuous Service Date (if applicable)

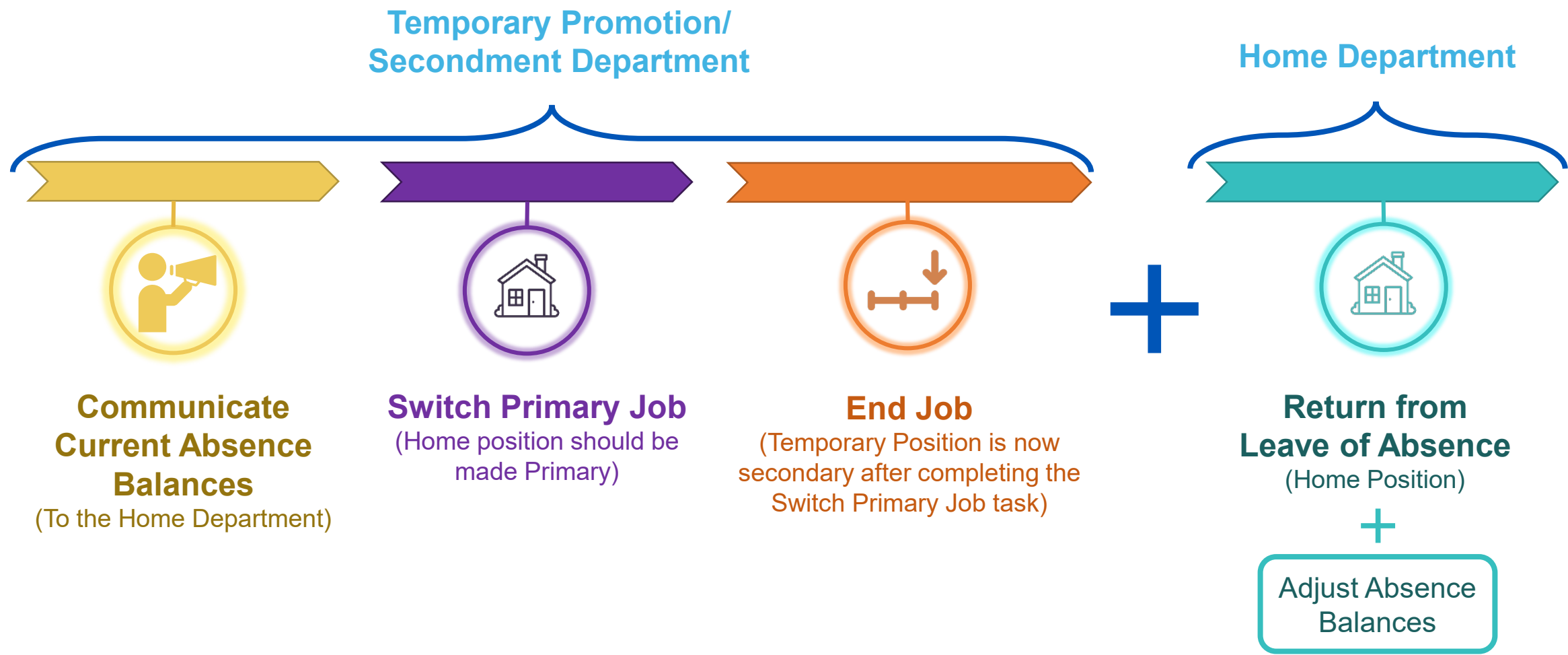
# Ending Temporary Promotions & Secondments

*- Updated Process!*



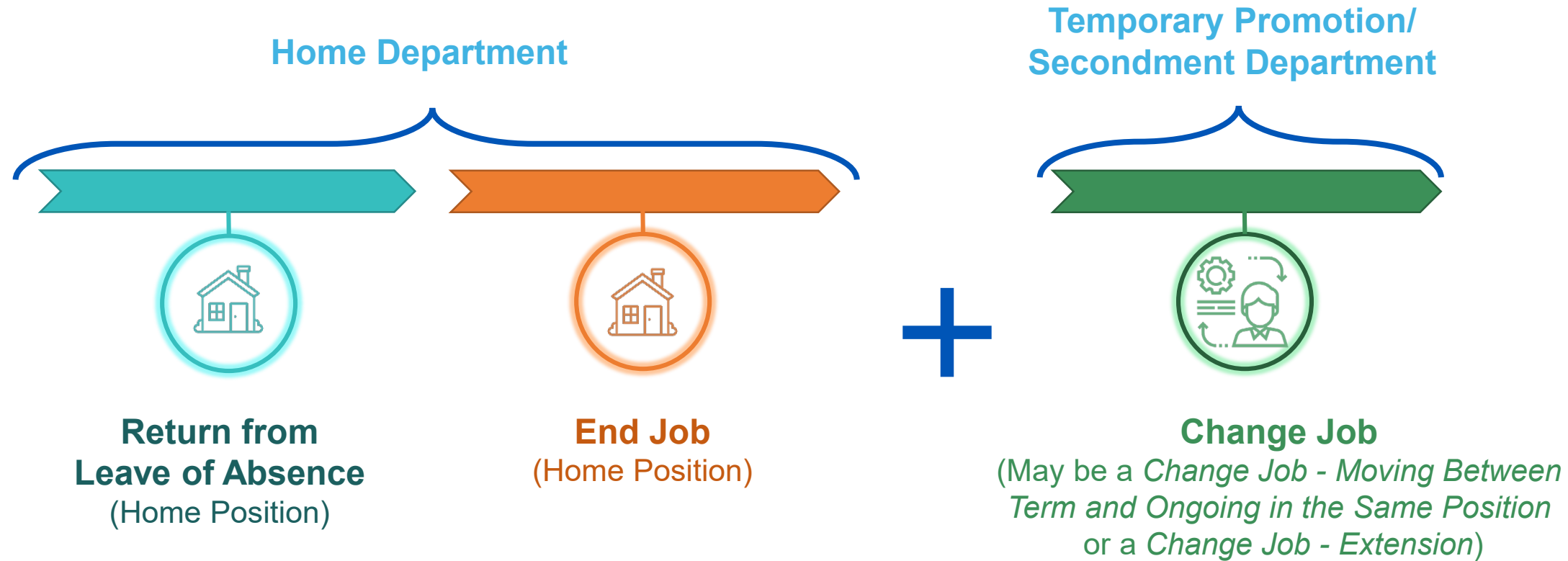
# Ending a Temporary Promotion or Secondment

**Scenario 1:** Employee Returns to their *Home Position*



# Ending a Temporary Promotion or Secondment

**Scenario 2:** Employee is Remaining in the Temporary Promotion/Secondment Position  
*(resigning from their home position)*







Question Break +  
*Knowledge Quiz!*

# Change Job & Benefit Impacts



# Benefits



## Action Reasons That May Have an Impact on Benefits:

- Change Job Details
- General FTE Change
- Moving Between Term and Ongoing in the Same Position
- Moving between Salary and Hourly paid
- Unpaid to Paid / Paid to Unpaid
- Promotion (To New Department/Unit)
- Promotion (Within Current Department/Unit)
- Transfer (if moving to a new employment group)
- Extension (Staff)
- Reappointment (Faculty/AAPS – Current Position)
- Reappointment (Faculty – New Position)
- Gradual Return to Work Program
- Partial Disability Leave
- Partial Medical Leave
- Reduced Appointment (Faculty)
- Retirement Option 1: Faculty Phased-in Retirement
- Retirement Option 2: Faculty Part-time Appointment
- Retirement Option 3: Faculty Reduced-Scope Appointment
- Staff:  
Reduced Workload/Responsibility (Policy HR9)

# Benefits

## Change Job > Eligible



## Change Job > Ineligible

When a job change makes an employee eligible, they will receive a benefits task in their inbox



### Examples:

- FTE increasing to 50% or more (53.33% or more for some employee groups)
- Length of appointment increasing to 12 months or more
- Student employees changing to Staff positions
- Employee group changing (for example CUPE 2950 to M&P) - eligible for M&P benefits
- Promotion and salary change exceeding Staff High Earner amount (\$190K for 2022) - eligible for Income Replacement Plan and Faculty Pension Plan

When a change makes an employee ineligible, benefits will automatically end

### Examples:

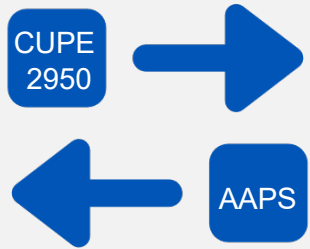
- FTE decreasing to less than 50% (less than 53.33% for some employee groups) - benefits end but Staff Pension continues
- Changing from salaried to hourly and not working the minimum number of hours to qualify for benefits – benefits/pension end but remain eligible for Staff Pension if they are CUPE 116
- Changing from paid to unpaid - ineligible for benefits and pension
- Disability/Partial Disability Leave – enrollment in the Disability Benefit Plan or Income Replacement Plan ends

# **Change Job & Absence Accrual Impacts**



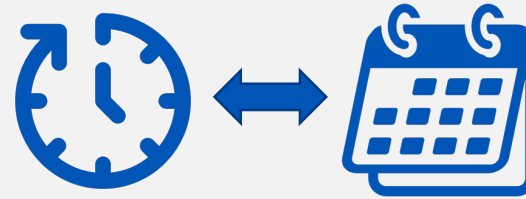
# Updating Absence Balances

1



**Changing Employment  
Groups**

2



**Moving Between Hourly  
& Salary Pay Groups**

# Updating Absence Balances

Before Processing!

- ☐ Calculate and Record Absence Balances as of their last day
- ☐ Update balance on new position/Communicate balance to new department
- ☐ If moving from salary to hourly, pay out vacation balance as a lumpsum payment

Note to Self: Use [Vacation Transfer Calculator](#)!



# Updating Absence Balances

## Processing Through Direct Change Job – Help Text

Change Job

PDF

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B) To pay out the vacation balance, please complete the [lumpsum vacation payout](#) process before completing the Change Job BP. Note the details of the payout as a comment under Additional Information.

C) If the employee does not have any vacation time to transfer or be paid, put Vacation Balance – N/A as a comment.

If the employee is not changing employment groups or pay rate type, the vacation balance will automatically transfer. We recommend always reviewing absence balances after processing job changes

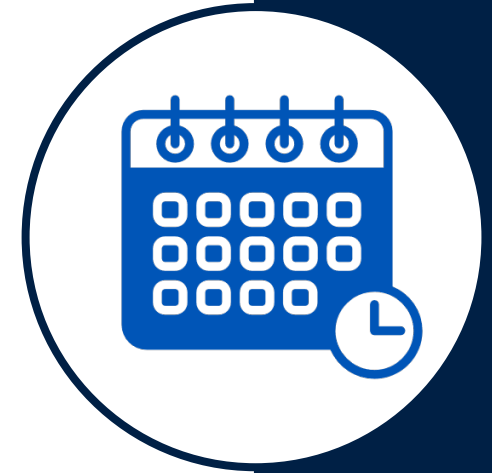
Start

Start Details

When do you want this change to take effect? \*



# Impacts of Retroactive Changes



# Retro Changes

Change Job Effective  
April 12, 2022



Position Change History 3 items

Business Process	Effective Date	Status	Reason	Inbound Organization
Promotion: [redacted]	2022-05-01	Successfully Completed	Promotion > Promotion > Promotion (Within Current Department/Unit )	[redacted]
Move Worker (Supervisory): [redacted]	2021-09-01	Successfully Completed		[redacted]
Move Worker (Supervisory): [redacted]	2021-03-25	Successfully Completed		[redacted]

# Retro Changes

Start

Start Details

When do you want this change to take effect? \*

2022-04-12

Error:

Enter an effective date that is after 2022-05-01. The date you entered, 2022-04-12, can't be on or before the date of the last completed staffing organization change.

Error: Enter a date that is on or after 2022-05-01, the date the position was last updated.

Why are you making this change? \*

×

Change Location/Business Title

# Before Submitting



## Retro Changes Resulting in Overpayment

Communicate with the employee in advance about the impact to their pay

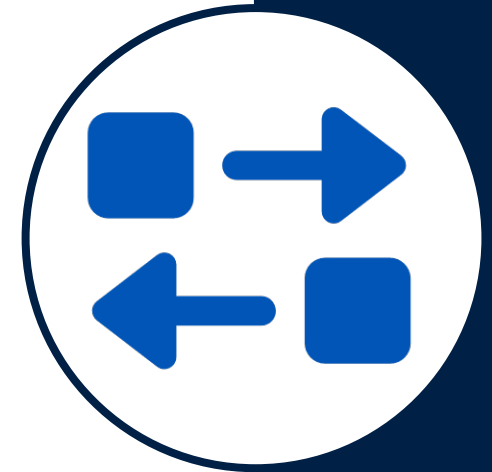


Submit a ticket to Payroll and discuss any repayment plans necessary



After processing, always review the employee's records to ensure the change is as expected

# **Moving Employees Between Hourly & Salary Pay Groups** *- in the Same Position*



# Changing Pay Group (in the same position)

Sta

FTE Changes - Partial Disability/Medical >

FTE Changes - Reduced Appointments >


General Job Changes >


Job Reclassification > ? \*



Promotion >

Reappointment or Extension >

Transfer >

Search 





Who will be the manager after this change?

## Additional Action Reasons Coming Soon!

- Moving from Hourly to Salary Paid in Same Position
- Moving from Salary to Hourly in Same Position (not eligible for benefits)
- Moving from Salary to Hourly in Same Position (eligible for benefits)

# Friendly Reminders



# Reminders!



## Processing Transactions in Advance

- **Recommendation:** 1 or 2 pay periods in advance
- Workday will allow you to enter transactions prior to the two pay periods, (be mindful of the previously discussed impact of other job changes that could need to be entered between 'today' and any transactions that are effective in the future)



## Updating Subsequent Compensation Records

- If you are processing any job changes that impact compensation, review the employee record to determine if there are any future dated compensation changes that also need to be updated



## Review Before Approving

- Fully review transactions before approving to check for correct Change Job Reasons and that all dates are accurate. If details are incorrect, you can 'send back'.
- Transactions approved with incorrect data will require the Department processing an additional Change Job task to correct any errors, which could delay employee being paid accurately and on time.

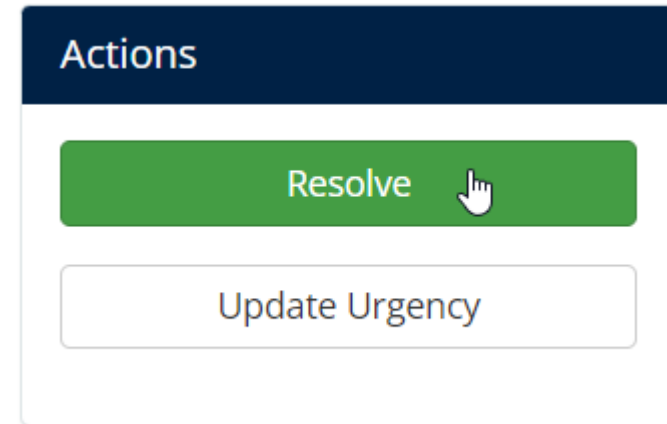


# Appendix

# Existing Workday Support Request

If this webinar provides the answer to an unresolved Workday Support Request and you require no further assistance, please resolve the ticket:

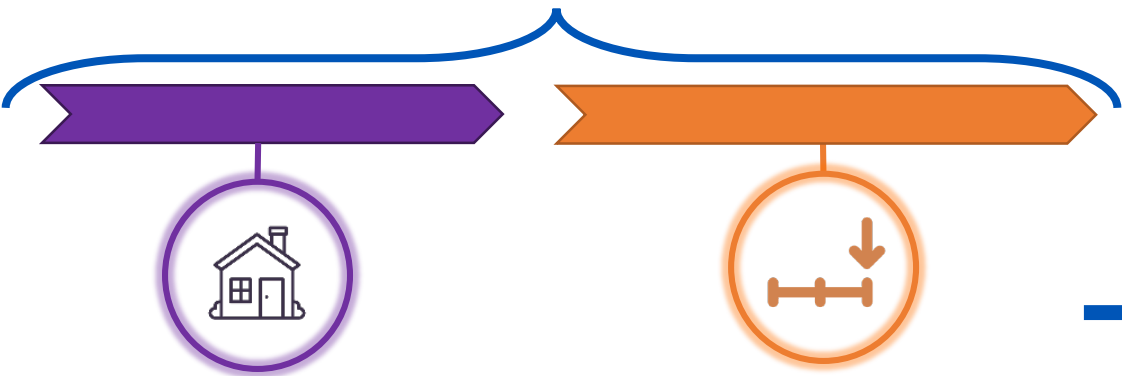
- Go to the [UBC Self Service Portal](#)
- Log in with your CWL and password
- Click on “View My Tickets”
- Select the appropriate ticket from the list
- Click ‘Resolve’ to update the ticket status



# Ending a Temporary Promotion or Secondment

**Scenario 3:** Employee Moves to a Different Position at the End of the Temporary Promotion/Secondment

Temporary Promotion/  
Secondment Department



**Switch Primary Job**  
(Home position should be  
made Primary)

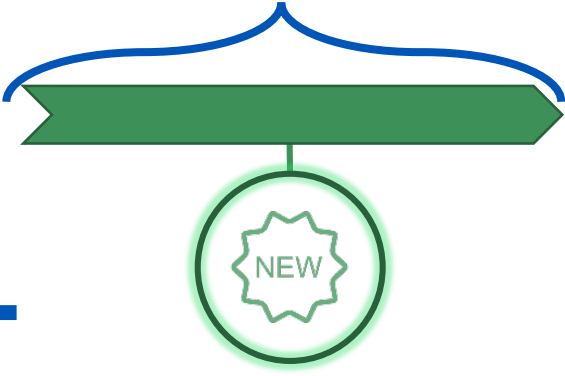
**End Job**  
(Temporary Position)

Home Department



**Return from  
Leave of Absence**  
(Home Position)

New Department



**Change Job/Request Transfer**  
(To new position)



**Communicate Current Absence Balances**  
(To New Department)

All of these transactions must be submitted and approved within the same pay period to ensure that the employee is paid on time and for the correct position.



# Workday Knowledge Base Articles

Visit the [UBC Workday Knowledge Base](#) for more guides.



## KBA's:

- [Change Job: Promotion \(Staff & Student\)](#)
- [Change Job: Extension \(Staff & Student\)](#)
- [Change Job: Transfer \(Staff & Student\)](#)
- [Change Job: Layoff to Recall](#)
- [Change Job: Temporary Promotions & Secondments](#)
- [Change Job: General FTE Change](#)
- [Change Job: Faculty Reappointment](#)
- [Change Job: Reduced Appointment & Retirement Option](#)
- [Change Job: Change Location/Business Title](#)
- [Change Job: Out of Province](#)
- [Adjust Employee's Time Off Balance](#)
- [Initiate a Vacation Payout](#)

## Faculty Relations:

- [A to Z Guide for Items Related to Faculty Appointments](#)

## Webinar & Calculator:

- [Understanding Absences and Time Off in Workday](#)
- [Vacation Transfer Calculator](#)

***Thank You!***