



Employee Data Change: Corporate, Regional and DTD Positions

To be completed by the manager requesting the change.

Effective Date (must be a Sunday):

Type of Change

Promotion Voluntary Demotion Involuntary Demotion Job Reclassification Transfer/Move

HR-Compensation review provided by (Not Applicable for Transfer/Move):

Employee's CURRENT Information

Employee Name (First & Last Name):

Employee ID:

Manager:

Job Title in Workday:

Pay Rate:

Cost Center in Workday:

Employee's NEW Information

Is this a new Job Code/Title in Workday? Yes No Job Title in Workday:

Job Code in Workday:

Manager Name:

Supervisor Org:

Cost Center:

Pay Rate:

Employee Work Location:

Notes:

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Approvals

All approvers should review the job description, salary details and (if applicable) the New Position Business Case.

Department Manager: _____ Date: _____

Business Segment Leader/RVP: _____ Date: _____

SVP PeopleCare: _____ Date: _____

Next Steps: Once the change is entered into Workday, you (the Manager) will receive an email from Service Now to complete an employee status change request, if the employee requires equipment, software or access changes.