

**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:

**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.*