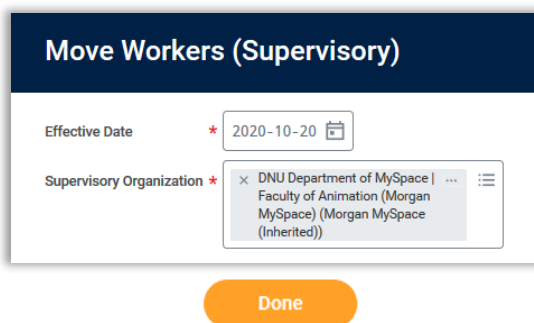


HOW DO I ... Move Employees to a Different Supervisory Organization (Sup. Org.)?	ABOUT THIS TASK: Describes how to move: 1. All employees from one Supervisory Organization to another Sup. Org.. 2. Individual employees to a different Sup. Org.
AUDIENCE: Sr HR Partner & Sr FR Partner (UBCV), Central HR Partner (UBCO)	DETAILED JOB AID: N/A

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

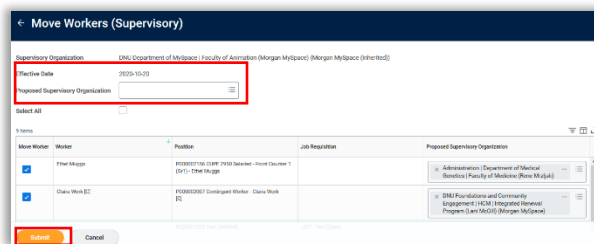
1. In the **Workday search bar**, enter **Move Workers (Supervisory)**.
2. Update the **Effective Date field** to the date the change is to take effect (it defaults to the current date).
3. Confirm the **Supervisory Organization** is the current Sup Org (this is the default).
4. Click **Done**.



Tip: Search by the new department or the manager's name.

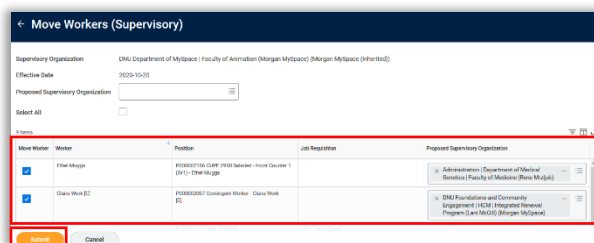
To **change the Sup. Org for all the individuals in the current Sup Org.:**

5. In the **Proposed Supervisory Organization** field, use the drop-down button to search and select the new Sup. Org.
6. Click the **Select All** field. All the individuals listed in **Worker** field are selected.
7. Click **Submit**.



To **move one or more individuals to different Sup. Orgs.:**

5. In the **Move Worker** field(s), select the relevant worker(s).
6. In the selected workers' **Proposed Supervisory Organization** field, use the drop-down buttons to search and select their new Sup. Org.
7. Repeat for each employee to be moved.
8. Click **Submit**.



Note: An approval step routes to the current Manager(s) and new Manager(s). You may want to email the Managers to let them know why the change is happening.

All Managers must approve the changes so complete the Move Worker Process.

HOW DO I ... Move Employees to a Different Supervisory Organization (Sup. Org.)?	ABOUT THIS TASK: Describes how to move: <ol style="list-style-type: none"> 1. All employees from one Supervisory Organization to another Sup. Org.. 2. Individual employees to a different Sup. Org.
AUDIENCE: Sr HR Partner & Sr FR Partner (UBCV), Central HR Partner (UBCO)	DETAILED JOB AID: N/A

Note: All values in screenshots are examples only and may not refer to actual data in Workday.