



# Job Change

Action: System Admins

# Go to Job Change under Actions

The screenshot displays a user interface for managing employee information. At the top, there is a search bar containing the text "Ben Benefits Partner". Below the search bar, the employee's details are shown in a card format, including "Location: RLHICA - Indianapolis", "Manager", "Supervisory Organization: Alight Test Organization Level 2", and "Employee ID: 200123".

The left sidebar contains a navigation menu with various icons and labels. The "Actions" button is highlighted with an orange box, and a red arrow points to it. Below the "Actions" button, a dropdown menu is visible, listing several options. The "Job Change" option is highlighted with an orange box, and a red arrow points to it. A sub-menu is open for "Job Change", listing several actions. The "Transfer, Promote or Change Job" option is highlighted with an orange box, and a red arrow points to it.

The main content area shows the "Worker" profile for the selected employee. It includes a "View Team" button and a "Contact" section with fields for "Phone" and "Work Address". The work address is "5 S East St Suite 360 Indianapolis, IN 46202 United States of America".

# Edit details by clicking edit pencil

## Start

### Start Details

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

- 01/29/2024 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?

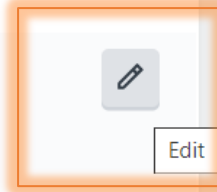
Alight Test Organization Level 2 |

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

📍 RLHICA - Indianapolis

Do you want to use the next pay period?

- Yes added



# Add details for \* items

### Start Details

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

01/29/2024

Why are you making this change? \*

- Search
- Data Changes >
- Demotion >
- Lateral Move >
- Pay Change Reason >
- Promotion >
- Status Change >
- Transfer >

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

x RLHICA - Indianapolis

Do you want to use the next pay period?

**Start** Cancel



# Add details

Change Job



## Start

### Start Details

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



● 01/29/2024 added

Why are you making this change? \*

● General Increase added

Who will be the manager after this change?

Molly Manager

Which team will this person be on after this change?

Alight Test Organization Level 2

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

📍 RLHICA - Indianapolis

Do you want to use the next pay period?

● Yes added



Start

Cancel



# Add details

Change Job



Progress bar: 25% complete

- Start
- Job**
- Location
- Details
- Attachments
- Organizations
- Compensation
- Summary

### Job

#### Position


Position  
Benefits Partner

Do you want to create a new position?  
 No added

Job Requisition  
 (empty) added

Close the current position?  
 No added

Is the current position available for overlap?  
 No added





# Edit Job Profile and Business Title

**Job Profile**

Job Profile \*  
Provider Services Specialist I

Job Title  
Benefits Partner


**Business Title**


Business Title  
Benefits Partner

Back Next



# Update Location

☰ MENU 

🔍 Ben Benefits Partner 

## Change Job

Start

Job

**Location**

Details

Attachments


Organizations

Compensation

Summary

### Location

#### Location Details

Location \* 



📍 RLHICA - Indianapolis

Scheduled Weekly Hours

40

Work Shift

(empty)





# Update Details

The screenshot shows the 'Update Details' page for a job titled 'Ben Benefits Partner'. At the top, there is a navigation bar with a 'MENU' icon, the Workday logo, and a search bar containing 'Ben Benefits Partner'. Below the navigation bar, the page title 'Change Job Ben Benefits Partner' is displayed. The main content area is divided into two columns. The left column contains a vertical list of menu items: Start, Job, Location, Details (highlighted in blue), Attachments, Organizations, Compensation, and Summary. The right column is titled 'Details' and contains two sections: 'Job Classifications' and 'Administrative'. The 'Job Classifications' section shows 'Additional Job Classifications (empty)' with an edit icon. The 'Administrative' section shows 'Employee Type \* Regular' with an edit icon, 'Time Type \* Full time', and 'Pay Rate Type Salary'. At the bottom of the page, there are two buttons: 'Back' and 'Next'. The Workday logo is visible in the bottom right corner of the page.



# Add Attachments (if needed)

The screenshot shows the Workday 'Change Job' interface for the position 'Ben Benefits Partner'. The top navigation bar includes a 'MENU' icon, the Workday logo, and a search bar containing 'Ben Benefits Partner'. Below the navigation bar, the page title 'Change Job Ben Benefits Partner' is displayed. The main content area is divided into two columns. The left column contains a vertical list of steps: Start, Job, Location, Details, Attachments (highlighted in blue), Organizations, Compensation, and Summary. The right column is titled 'Attachments' and contains a sub-section 'Documents' with an 'Add' button. A red text overlay reads: 'Employee documents should be uploaded to Alchemy.' At the bottom of the interface, there are 'Back' and 'Next' buttons.



# Update Organizations

MENU



Ben Benefits Partner



## Change Job



Start

Job

Location

Details

Attachments

**Organizations**

Compensation

Summary

### Organizations

#### Company

Company \*  
Renaissance Life & Health Ins Co of Am



#### Cost Center

Cost Center \*  
Renaissance Sales Support







Back

Next



# Update Compensation

MENU  Ben Benefits Partner  Ben Benefits Partner 

Change Job Ben Benefits Partner 

**Compensation**

Start

Job

Location

Details


Attachments

Organizations

**Compensation**

Summary

**Employee Visibility Date**

Employee Visibility Date 

**Total Base Pay**


Total Base Pay


- (empty) was 5,150.00 USD Annual



Compa-Ratio  
0

Position in Range  
0.00%

**Guidelines**

Total Base Pay Range 





# Validate/ Add Guidelines

## Guidelines

### Total Base Pay Range

× 0.00 - 0.00 USD Annual removed



### Compensation Package

General Compensation Package

### Grade

× 17 removed

### Grade Profile

(empty)

### Step

(empty)

### Progression Start Date

(empty)



# Validate salary info

## Salary

Assignment Details ✕ ✎  
5,150.00 USD Annual

Plan Name  
Salary Plan

Effective Date  
09/15/2023

Add

## Hourly

Add

## Allowance

Add



# Click *Next* to Review Summary

**Merit**

Assignment Details  
3.00% Annual

Plan Name  
RLHICA Merit Plan

Effective Date  
01/01/2015

Add

**Bonus**

Add

**Commission**

Add

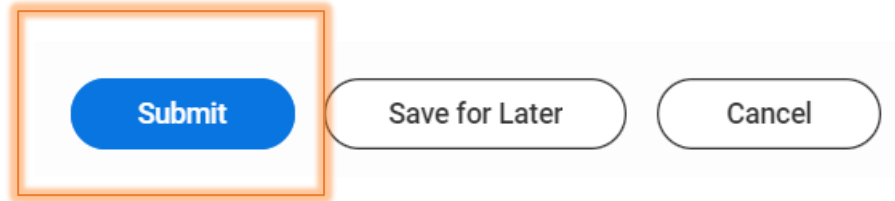
**Other**

Add

Back Next



# Press submit



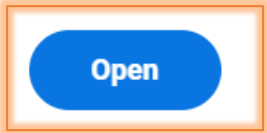


# Open Details

**You have submitted**

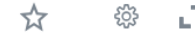
Up Next: | Manage Business Processes for  
Worker | Due Date 01/28/2024

[View Details](#)



# Review and Submit

## Manage Business Processes for Worker



Created: 01/26/2024 | Due: 01/28/2024 | Effective: 01/29/2024

### Worker

You can submit up to 350 rows on the Inbox Items Assigned to Worker tab. If you exceed this limit, you will need to access this task again and reselect your actions on the tab.

**Inbox Items Assigned to Worker**   Business Processes about the Worker   Delegations to the Worker

Inbox Items Assigned to Worker 1 item



| Task | Business Process  | Assigned To | Action               | Reassign To | Subject   |
|------|---|-------------|----------------------|-------------|---|
| Open | Self Evaluation: 2023 Annual Performance Appraisal_RLHICA (OLD): Ben Benefits Partner | 1           | <input type="text"/> |             | 2023 Annual Performance Appraisal_RLHICA Benefits Partner |

