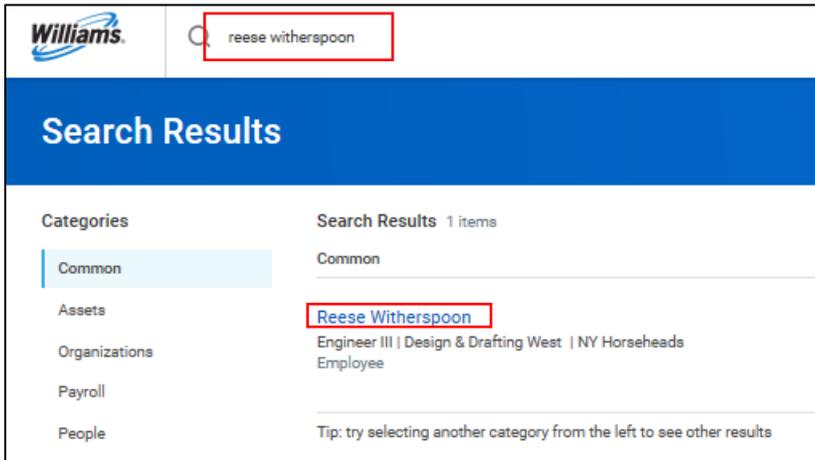


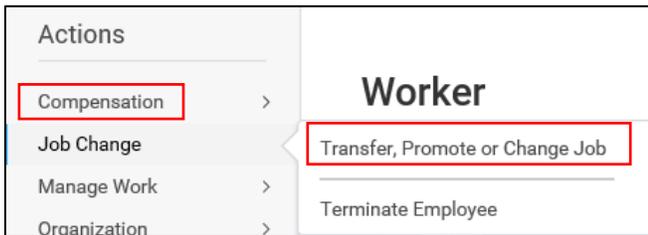
Change Shift Assignment

You can change an employee's shift assignment using the **Change Job** process.

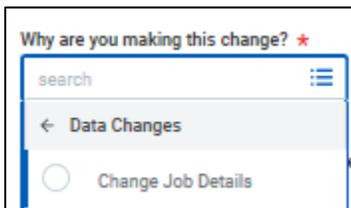
1. To get started, first search for the employee you wish to initiate the lateral move for using the Workday search bar.



2. Using related actions, click **Job Change**, then **Transfer, Promote or Change Job**.



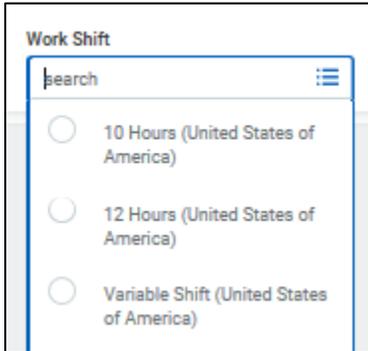
3. This will bring you to the **Change Job** process. Use the edit icon  to edit the designated fields.
4. First enter the **Start Details**, as shown below. In the **When do you want this change to take effect?** field, enter the applicable date. This date should be the start of a pay period, and defaults to the next start of pay period.
5. In the case of a shift change, indicate that you are making this change due to **Data Change > Lateral Change Job Details**.



6. The other details on this page will autofill, however you can adjust as necessary. Click **Start** to continue.

7.

8. Click **Next** until you reach the **Location** page.
9. Here you can edit the **Work Shift**. You can choose between **10 Hours**, **12 Hours**, and **Variable Shift**. Note that a Variable Shift is an 8 Hour shift, and reflects that an employee works a standard 8-hour day, but may be called in for a shift in some instances.



The screenshot shows a 'Work Shift' selection interface. At the top, there is a search bar with the text 'search' and a menu icon. Below the search bar, there are three radio button options, each with a label and '(United States of America)' in parentheses:

- 10 Hours (United States of America)
- 12 Hours (United States of America)
- Variable Shift (United States of America)

10. Click **Next** until you reach the Summary page, then click **Submit**.