

## Change Time Type (Full and Part Time Status)

The move from full to part time status, and vice versa, involves making changes in two places in Workday: the **position** and the **work schedule** (completed by the manager).

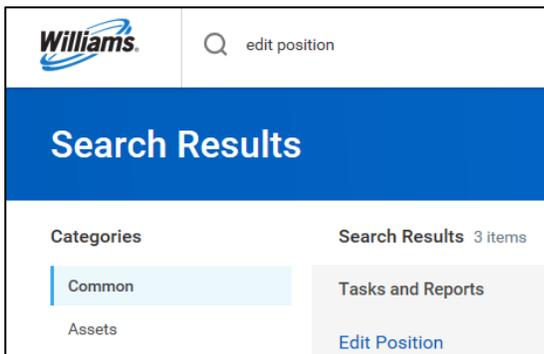
The below process assumes there is no job change with the status change (i.e., a promotion). If that is the case, complete a Change Job process, and follow the steps below to ensure the Time Type in the position and the work schedule are accurate.

Otherwise, it is not necessary to complete the Change Job process because Workday will change the salary dynamically based on the Scheduled Weekly hours.

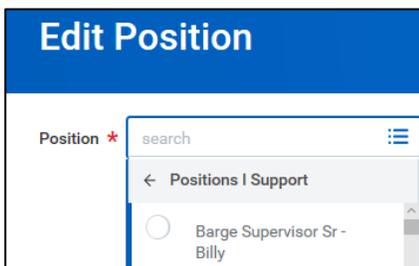
### Edit Position

Use the **Edit Position** business process to change the Time Type of the Position and enter the Scheduled Weekly Hours.

1. To get **started**, first search 'edit position' using the Workday search bar. From the search results, click **Edit Position**.



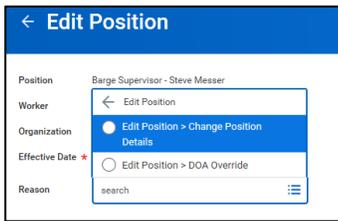
2. From the **Position** dropdown, select the **Position** to edit.



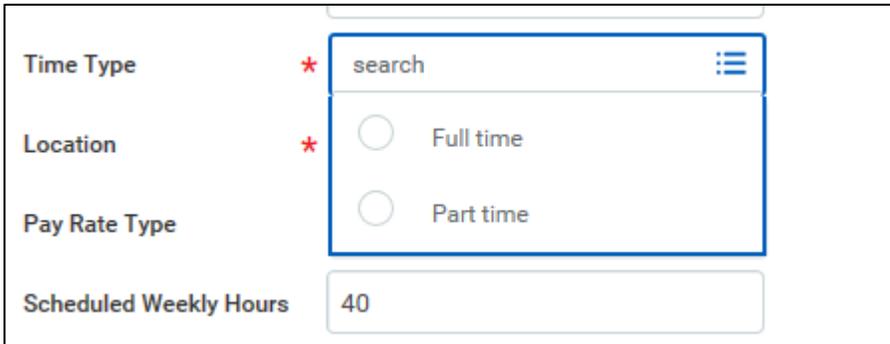
3. Enter the desired **Effective Date** of the position change. **Ensure the effective date aligns with the beginning of a pay period.**



4. Under **Reason**, select **Edit Position**, then select **Change Position Details**.



- Under **Job Details**, edit the **Time Type** and **Scheduled Weekly Hours** as required. Do not modify the Default Weekly Hours.



After submittal, the first and second-level leaders are required to approve.

The new payrate calculated from the Scheduled Weekly hours can be viewed in the employee's profile, under Compensation>Pay Change History.

## Assign Work Schedule

- It is critical that the leader also set up a revised schedule in order for payroll to process correctly. This includes changing part-time hours and as well as assigning a regular 40-hour schedule for those moving to full time. Leaders should refer to [Assign Work Schedule](#) QRG for instructions.