

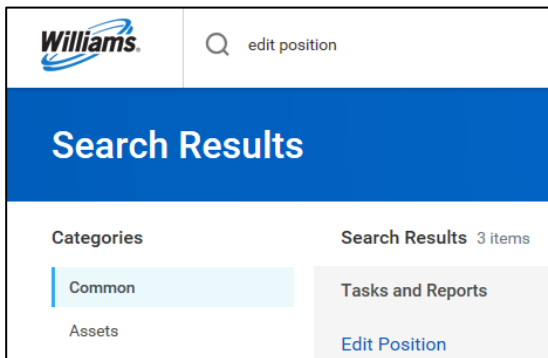
Change Time Type (Full and Part Time Status)

The move from full to part time status involves making changes in three places in Workday: the **position**, the **job** and the **work schedule** (completed by the manager). All three of these processes must be complete in order for the status to ensure pay calculations and other processes are correct.

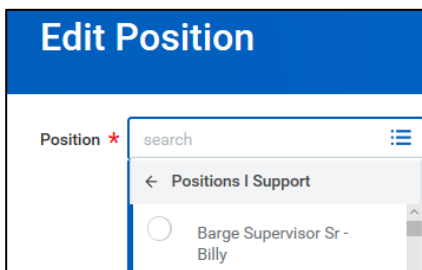
Edit Position

First, use the **Edit Position** business process to change the Time Type of the Position

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



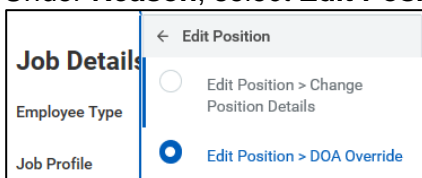
2. From the **Position** dropdown, select the **Position** to edit.



3. Enter the desired **Effective Date** of the position change. Ensure the effective date aligns with the beginning of a pay period. You will use this same date in the **Change Job** section of the process below.



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



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

Time Type *

Location *

Pay Rate Type

Scheduled Weekly Hours 40

search

Full time

Part time

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

Change Job

6. Search for the employee with the status change using the Workday search bar.

Williams

Q dwight schrute

Search Results

Categories

Search Results 1 items

Common

Assets

Grants

Integrations

Dwight Schrute
Designer | Design & Drafting COE
Employee

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

Actions

Compensation >

Job Change >

Organization >

Payroll >

Worker Aric Godda

Transfer, Promote or Change Job

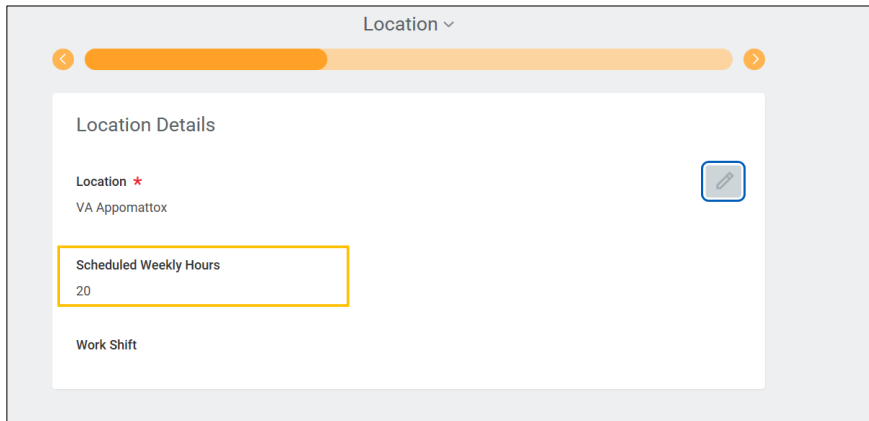
Terminate Employee

This will bring you to the **Change Job** process. Use the edit icon  to edit the designated fields.

8. First enter the Start **Details**. The first date of the next pay period will default as the **effective date of the change**, and this date should make the date the position was edited in step #3. Indicate that you are making this change due to **Data Changes > Change Job Details**.
9. The other details on this page will autofill, however you can adjust as necessary. Click **Start** to begin the Job Change process.

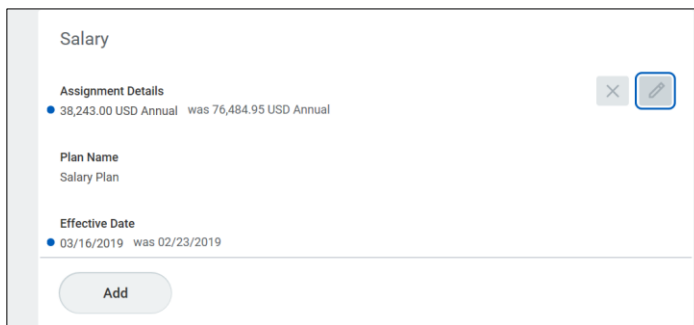
On the **Location** panel:

10. Ensure the **Scheduled Weekly Hours** field is correct.



On the **Compensation** panel:

11. Edit the **Assignment Details** to reflect the correct salary amount. This salary amount should be the validated pay change resulting from the time status change; for example, it may be 50% of full-time salary. Please work with HRBP to ensure amounts are calculated correctly.



12. When changes are complete, click **Submit**. Depending on initiator, approval will go to the HRBP or the first-level leader.

Assign Work Schedule

13. It is critical that the leader also set up a revised schedule in order for payroll to process correctly. Direct the leader to the **Assign Work Schedule** QRG on the [Workday support site](#).