# JOB CHANGE: GETTING STARTED QUICK GUIDE
FOR CAREER MANAGERS

## TOPICS COVERED
- RC Related Changes
- Manager Changes
- Employee Detail Changes

## OVERVIEW
**Workday Job Change** allows managers to update many job-related elements for an employee in their Supervisory Organization (e.g., transfers, location changes, promotions, work schedules, status changes, level, manager changes, etc.). Before initiating job-related transactions within Job Change, be sure that conversations have occurred with the appropriate leadership. Some teams have rules of engagement or required approvals for certain processes (e.g., IMT transfers, manager changes, status changes, etc.)

Advance conversations may prevent processing delays.

This *Job Change: Getting Started Quick Guide* includes job-related transactions a manager can make, notes to consider, the role that initiates the change, a summary of steps to follow, drop down selections to make and the link to the step-by-step job aid and other resources to use for help. **If you have a transaction that is not in this guide or need other Job Change support**, contact the Help Desk (877-927-8278 or help_desk@bah.com).

## RC RELATED CHANGES:
Managers cannot directly make RC changes via job change. If a manager makes a change to a job-related element that impacts RC codes (e.g., Cost Center, new IMT), a notification to SBS will trigger within Workday, and SBS will make the RC change as part of the business process.

## What are you trying to do?  |  Considerations  |  Who initiates action?  |  Follow these steps  |  Use this Drop-Down Reason selection  |  What Job Aid do I use or to whom do I reach out?
---|---|---|---|---|---
1. Change employee location from a Booz Allen site to another Booz Allen site | • This location change can include between state moves, but not the US to International  
• Double click on the location name hyperlink which will provide details on the type of location (e.g., client site, BAH office) you are moving to/from. Use this to determine which path you are moving into (same type vs. different type) | Current Manager | Actions>Job Change>Change Location | Transfer>Location Change within Cost Center and Company | Job Change - Same Type Location and Cost Center Changes
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| Change employee to a location not listed in the Location drop-down menu | • Search the Location Directory - Report in Workday for a current list of locations  
• If not listed, complete the Workday Location Request Form and email it to help_desk@bah.com  
• For DCAA Auditing purposes and the Business Assurance office, addresses must pinpoint to either Google Maps or Google Earth. Once loaded into Workday, the initiator will be contacted to make the location change | Current Manager | Actions>Job Change>Change Location | Transfer>Location Change within Cost Center and Company | Job Change – Same Type Location and Cost Center Changes |
| Change employee location from a Client site to Client site | • This location change can include between state moves, but not US to International  
• Double click on the location name hyperlink which will provide details on the type of location (e.g., client site, BAH office) you are moving to/from. Use this to determine which path you are moving into (same type vs. different type) | Current Manager | Actions>Job Change>Change Location | Transfer>Location Change within Cost Center and Company | Job Change - Same Type Location and Cost Center Changes |
| Change employee location from a Booz Allen site to a Client site or vice versa | • Ensure the location type (Client site or Non-Client site) match to Cost Center  
• Double click on the location name hyperlink to get details on the type of location you are moving to/from. Use this information to determine which path you are moving into (same type vs. different type)  
• When an RC change is required resulting from this kind of location change, the Effective Date must be the 1st or 16th of the month - unless it pertains to hire date  
• Double click on the location name hyperlink to get details on the type of location you are moving to/from. Use this information to determine which path you are moving into (same type vs. different type) | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group |
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| Change employee location from Booz Allen site to a Telework (or vice versa) location | • When an RC change is required resulting from this kind of location change, the Effective Date must be the 1st or 16th of the month - unless it pertains to hire date  
• If an employee moves from a Booz Allen site to Telework (or vice versa), it is considered a location only change. Initiator must select teleworking location for that state (e.g., Colorado Home)  
• If an RC change is required resulting from this kind of location change, the Effective Date must be the 1st or 16th of the month - unless it pertains to hire date  
• For most states, there is only one telework location per state | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group |
| Change from Client Site to Telework (or vice versa) | • If an employee moves from a Client site to Telework (or vice versa), it is considered a location and cost center change. Initiator must select teleworking location for that state (e.g., Colorado Home)  
• When RC change is required resulting from this type of location change, the Effective Date must be the 1st or 16th of the month - unless it pertains to hire date  
• For most states, there is only one telework location per state | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group |
| Change employee residing in US location to International location or vice versa | • Company aligns employee to Domestic or International Business. Ensure location match to Company field in Workday (e.g., Company 631 refers to Booz Allen United States; Company 730 refers to Booz Allen Abu Dhabi)  
• When you need to change the location for international based employees, reach out to your HR Talent Consultant (HRTC) or your Global Mobility Specialist to complete the transaction | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Reach to your HR Specialist or Global Mobility Team for assistance |
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<td>8</td>
<td>Change employee’s Cost Center</td>
<td>• If you have an employee with any type of international company move (domestic to international and vice-versa), reach out to your HRTC or Global Mobility Specialist to complete the transaction</td>
<td>Current Manager</td>
<td>Actions&gt;Job Change&gt;Transfer, Promote or Change Job</td>
<td>Transfer&gt;Job Change</td>
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<td>9</td>
<td>Change employee’s IMT</td>
<td>• When a Cost Center changes, ensure it matches the location type (e.g., client site or non-client site). The work address must match new cost center alignment • All Cost Center changes must be effective the 1st or 16th of the month • All Cost Center changes that involve a Cost Band change require a Cost Band Change Approval Form. Please reach to your SBS representative for the form and return to them to gain Regulatory &amp; Compliance approval • A Cost Band change is when the cost center change does not end in the same number (e.g., CC17 to CC23 is a CB change; CC16 to CC26 is the same CB and therefore not a change)</td>
<td>Current Manager</td>
<td>Actions&gt;Job Change&gt;Transfer, Promote or Change Job</td>
<td>Transfer&gt;Job Change</td>
</tr>
<tr>
<td>10</td>
<td>Change employee’s RC</td>
<td>• This should be used in cases when an employee is aligned with an incorrect IMT (i.e., the IMT was loaded incorrectly) • Managers cannot change the RC of a staff member, but they can update components of the RC (e.g., Location, IMT, Cost Center). When these components are updated using Change Job, the manager’s SBS Business Partner receives a step in the process to update the RC</td>
<td>Current Manager</td>
<td>Actions&gt;Job Change&gt;Transfer, Promote or Change Job</td>
<td>Transfer&gt;Job Change</td>
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**MANAGER CHANGES:**
Managers cannot initiate **retroactive transactions** beyond 60 days. Contact the Help Desk if a transaction needs to be retroactive beyond 60 days.

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| 11 Change employee's Manager |  - This process applies to any type of manager change (within IMT, across IMTs, etc.)  
  - Transferring to a new IMT will trigger an RC change; therefore, the effective date of the transfer should be the 1st or 16th of the month – unless it pertains to hire date | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group  
  Job Change - Request Manager Change Within IMT |
| 12 Make an employee a Career Manager |  - Before employees can be assigned to someone as a career manager, that person must first have a Supervisory Organization (SupOrg) created in Workday to receive the employee  
  - To establish an employee as a new Career Manager in Workday, the employee’s management chain must complete the Career Manager nomination and approval process in Workday  
  - Once the SupOrg is created, the Current Manager will be able to change the employee’s manager (see above)  
  **Note:** If an employee is a Senior Consultant and being nominated to be a CM, nominator must contact the Help Desk to certify the employee meets the CM requirements  
  **Note:** If an employee was previously a CM but no longer has an active SupOrg, contact the Help Desk to certify the employee still meets the CM requirements and requires a new SupOrg | Senior Associate or above Manager (nominates)  
  Principal or above Manager (approves) | Senior Associate (or above) Nominates  
  People Leader worklet>Nominate  
  People Leader Nomination Form  
  Principal (or above) Approves  
  People Leader worklet>Approve or Deny People Leader Nominations>Review | N/A | Career Manager Quick Guide |
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<th>Make an employee a Job Leader</th>
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<td>• Before an employee can get designated employees as a Job Leader, that person must complete the Job Leader certification training plan in Learn</td>
<td>Senior Associate or above Manager (nominates) Principal or above Manager (approves)</td>
</tr>
<tr>
<td>• To establish an employee as a new Job Leader in Workday, the employee’s project facing leader initiates the nomination in Workday, and the approver is the employee’s Administrative Principal or above</td>
<td>Senior Associate (or above) Nominates: People Leader worklet&gt;Nominate&gt;People Leader Nomination Form Principal (or above) Approves: People Leader worklet&gt;Approve or Deny People Leader Nominations&gt;Review</td>
</tr>
<tr>
<td>• Once the employee completes the Job Leader certification, they will be able to acquire designated employees</td>
<td>N/A</td>
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## EMPLOYEE DETAIL CHANGES

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| **14** Change an employee’s Job Profile | • You cannot update a Job Profile to a different level (e.g., mid to sr.)  
• Job Profile triggers the Job Family and Job Family Group alignments | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group  
People Model Mapping Quick Guide  
People Model Job Family Groups |
| **15** Change an employee’s Full-Time Equivalent (FTE) Status (Scheduled Weekly Hours) | • Scheduled Weekly Hours field must equate to an FTE status and PTE status:  
  o FTE / Standard Hours:  
  o 100% [40 Hours]  
  o 95% [38 Hours]  
  o 90% [36 Hours]  
  o 85% [34 Hours]  
  o 80% [32 Hours]  
  o 75% [30 Hours]  
  o 70% [28 Hours]  
  o 65% [26 Hours]  
  o 60% [24 Hours]  
  o 55% [22 Hours]  
  o 50% [20 Hours]  
  o 20% [8 Hours - Hourly] | Current Manager | Actions>Job Change>Transfer, Promote or Change Job | Transfer>Job Change | Job Change – Transfer to Other IMT or Group  
Job Change – Update Weekly Hours and Salary Status |
| **16** Promote an employee (includes compensation change) | • After the promotion nomination form is completed and approved, the senior level manager is prompted to initiate a job change to update job profile, management level, and promotion increase | Senior Associate, Chief Engineer/ Scientist/ Technologist/Technical Specialist or above | Actions>Job Change>Transfer, Promote or Change Job | Promotion | Promotion  
People Model Mapping Quick Guide  
People Model Job Family Groups |
| **17** Change attributes of an Executive (VP or higher) | • Changes to employee details at a management level of Vice President or higher (VP, SEA, EA, Officer or CEO) must be initiated using the Executive Job Change reason | Executive Services | N/A | N/A | Reach to a member of the Executive Services Team |