## Iowa Department of Human Services Changing Supervisory Organization in Workday

To change an employee's supervisory designation in Workday, start by using the **Search** to determine the current Supervisory Organization the employee is in. Click the entry that lists their Supervisory Organization:



Then click the three dots to open the context menu beside the employee's name.

DHS - CMHI	: Nursing (						
Туре	Supervisory	Superior Organization DHS - CMHI: Nursing Department (					
Organization ID	SUP-108900						
Details N	Nembers St	affing Roles Security Groups Organization Assignments					
Staffing Model Position Management							
Positions with	ut Job Boquisitio	a Alberta					

From the dropdown menu, select Reorganization, then Move Workers (by organization)

DHS - CMHI: Nursing (			
Type Supervisory Superior Organization DHS - C Organization ID SUP-108900	Actions Supervisory Organization > Audits >	Supervisory Organization	F
Details Members Staffing Roles Security Groups	Compensation > Favorite > Hierarchy > Hire >	Type     Supervisory       Manager	
Staffing Model Position Management	Integration IDs > Job Application > Job Change >	View IDs DHS - CMHI: Nursing Department (C	)
Positions without Job Requisition 4 items Position Restrictions Job Profile	Organization >	Org Chart Navigate Hierarchy	

Enter an Effective Date, then click OK.

Move Workers (By Organization)	
Organization * DHS - CMHI: Nursing (/	
OK Cancel	

Enter information in the **From** and **To** boxes.

From: Select Worker you are moving out of the current Supervisory Organization

To: Select the new Supervisory Organization the worker is moving to

Move Workers (By Organization)	
From	10
Organization DHS - CMHI: Nursing (	Organization * × DHS - CMHI: Nursing (
Effective Date 02/18/2022	
enter your comment	

Finally, click Submit.