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 (
Type Organization ID	Supervisory SUP-108900	Superior Organization DHS - CMHI: Nursing Department (
Details M	Aembers Staffing	Roles Security Groups Organization Assignments				
Positions with	aut Job Doquiaition .4.8					

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)
Position Restrictions Job Profile	Organization >	org chart Navigate hiefarchy	

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.