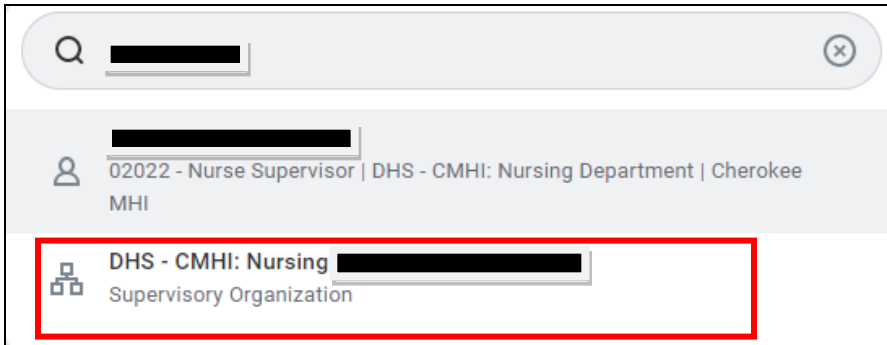


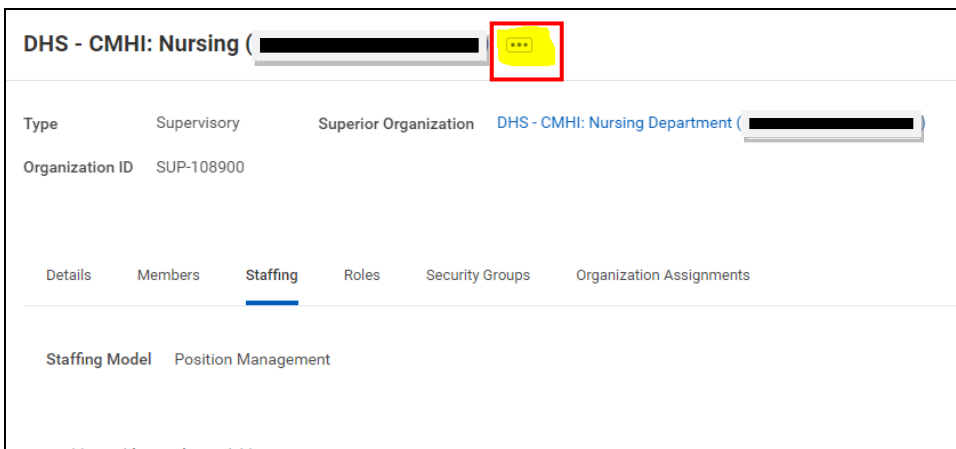
Iowa Department of Human Services

Changing Supervisory Organization in Workday

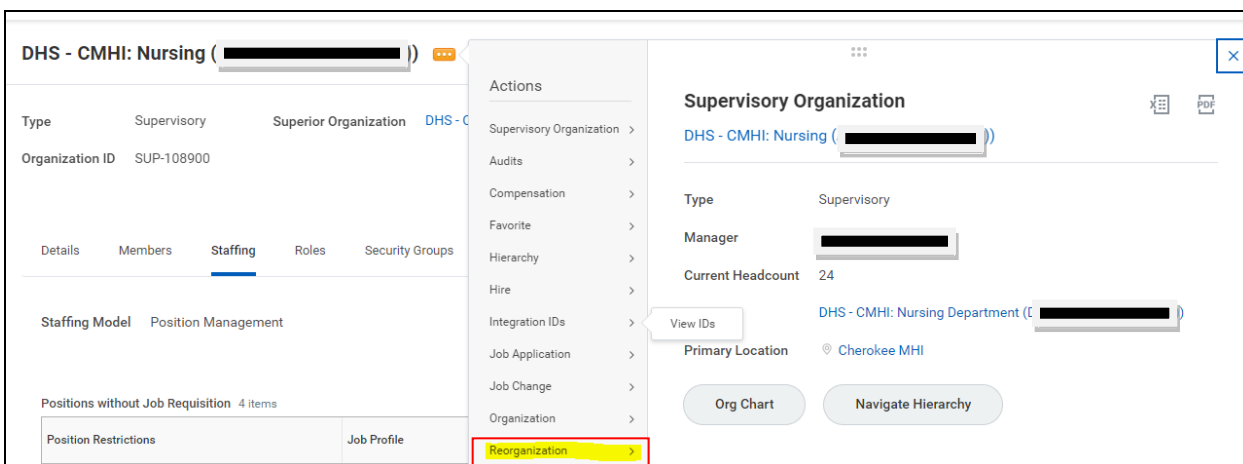
To change an employee's supervisory designation in Workday, start by using the **Search** to determine the current Supervisory Organization the employee is in. Click the entry that lists their Supervisory Organization:



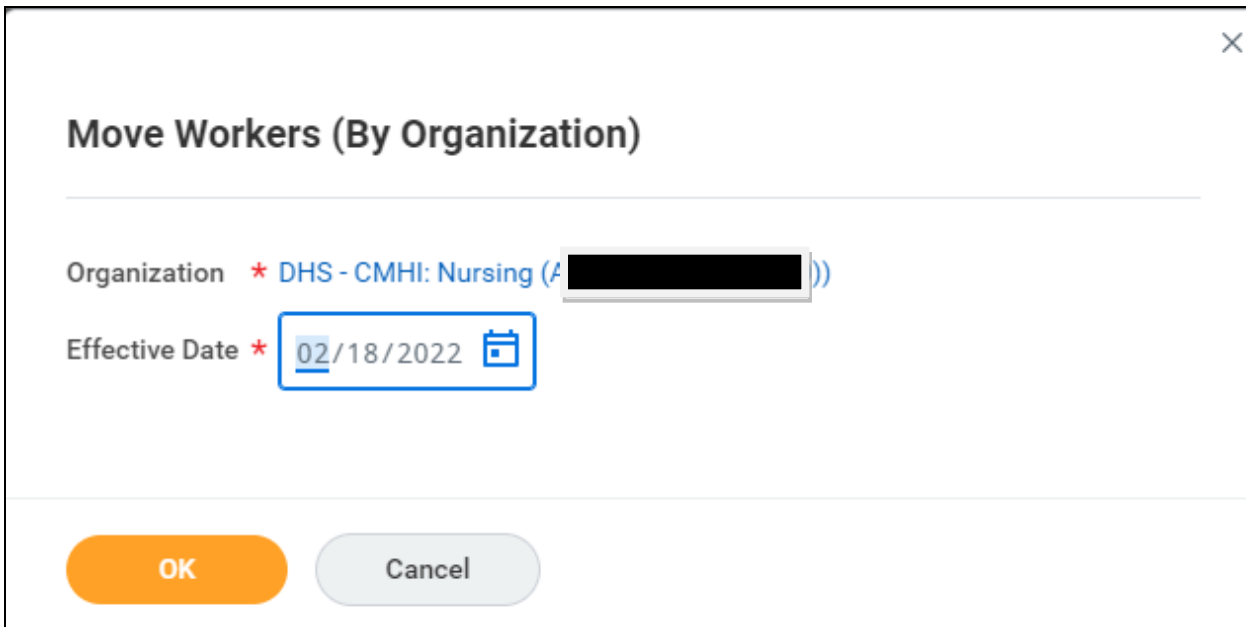
Then click the three dots to open the context menu beside the employee's name.



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



Enter an **Effective Date**, then click **OK**.



Move Workers (By Organization)

Organization * DHS - CMHI: Nursing (A [REDACTED])

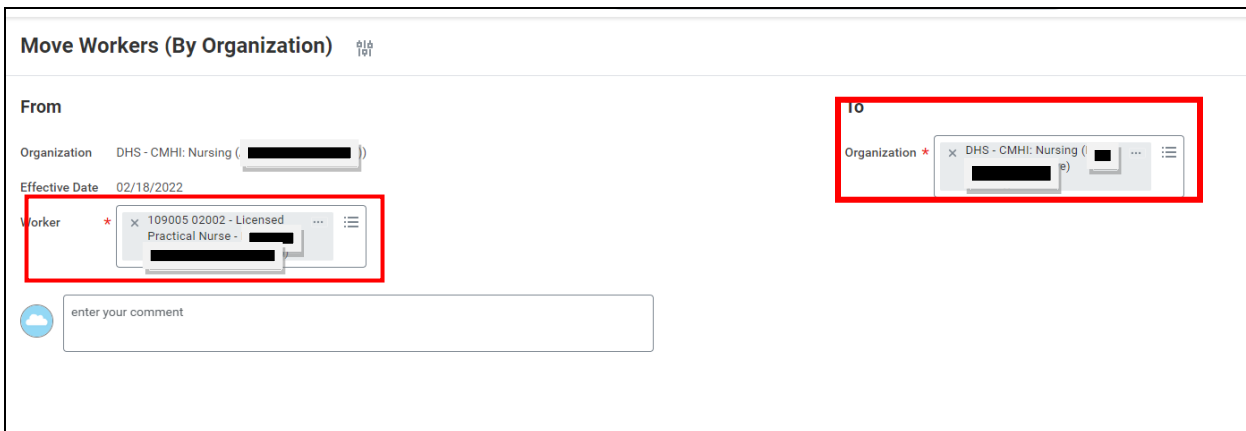
Effective Date * 02/18/2022 [Calendar Icon]

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) 01/10/2021

From

Organization DHS - CMHI: Nursing ([REDACTED])

Effective Date 02/18/2022

Worker * 109005 02002 - Licensed Practical Nurse - [REDACTED]

To

Organization * x DHS - CMHI: Nursing ([REDACTED])

enter your comment

Finally, click **Submit**.