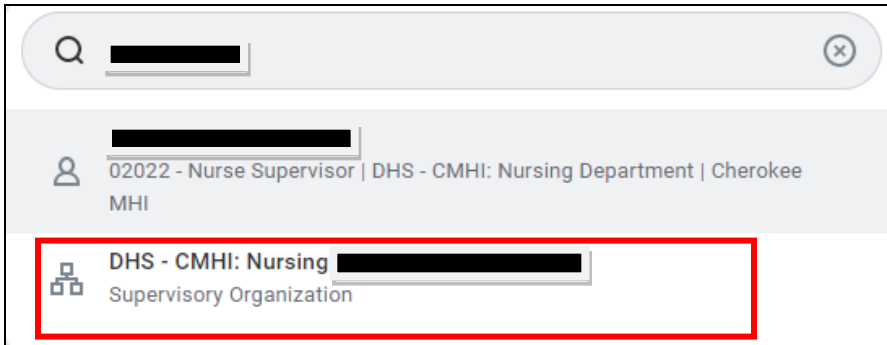Iowa Department of Human Services
# Changing Supervisory Organization in Workday

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:
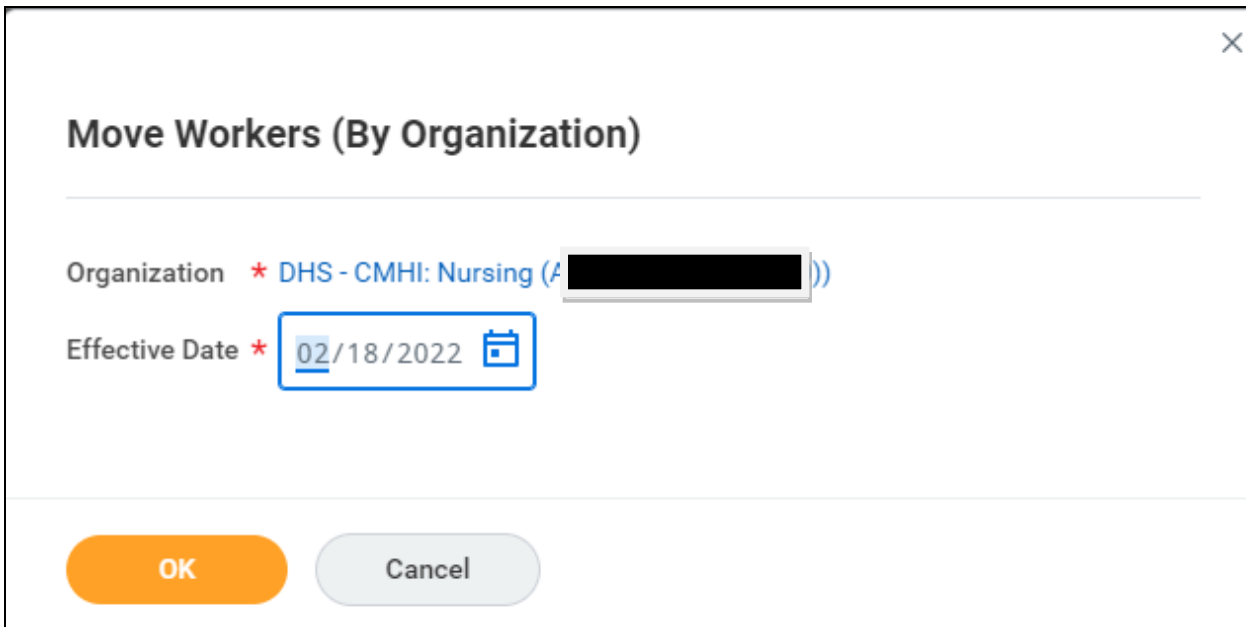

Then click the three dots to open the context menu beside the employee's name.
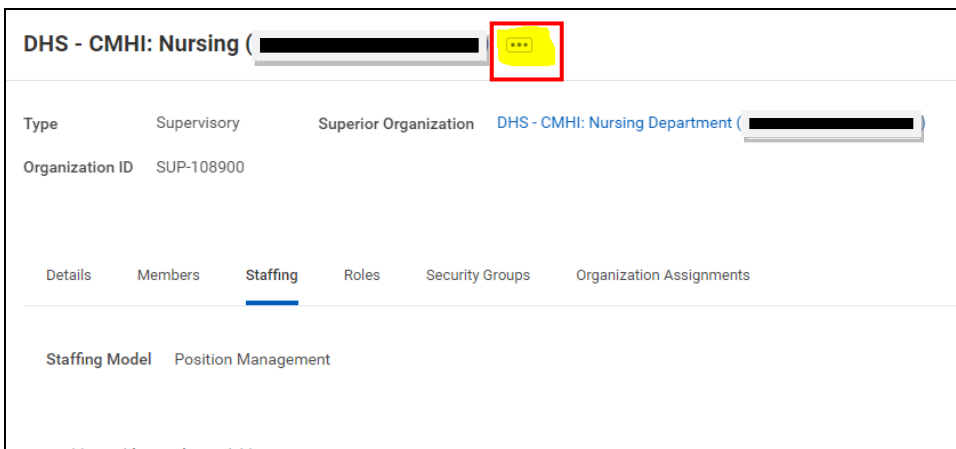
From the dropdown menu, select **Reorganization**, then **Move Workers (by organization)**
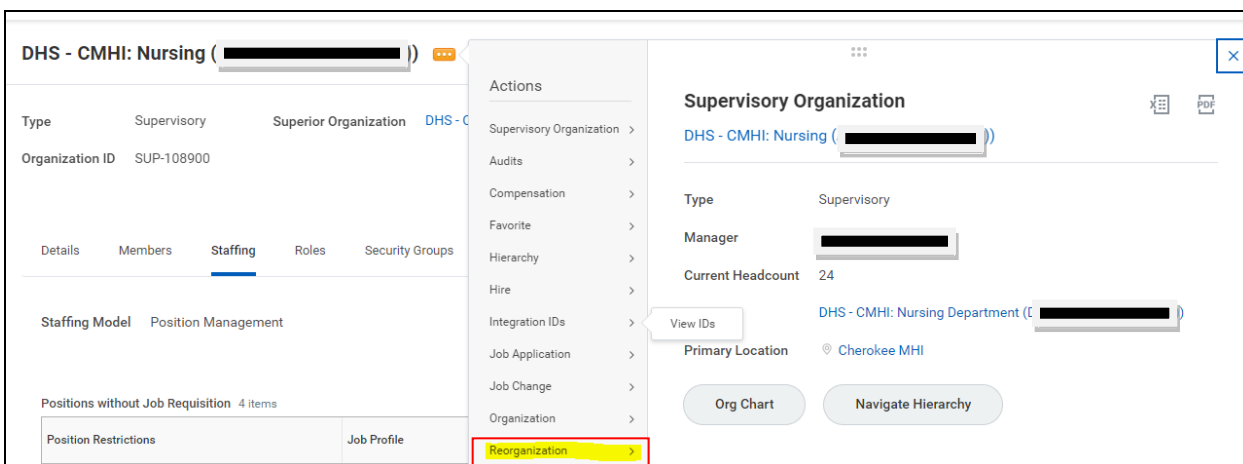
Enter an **Effective Date**, then click **OK**.
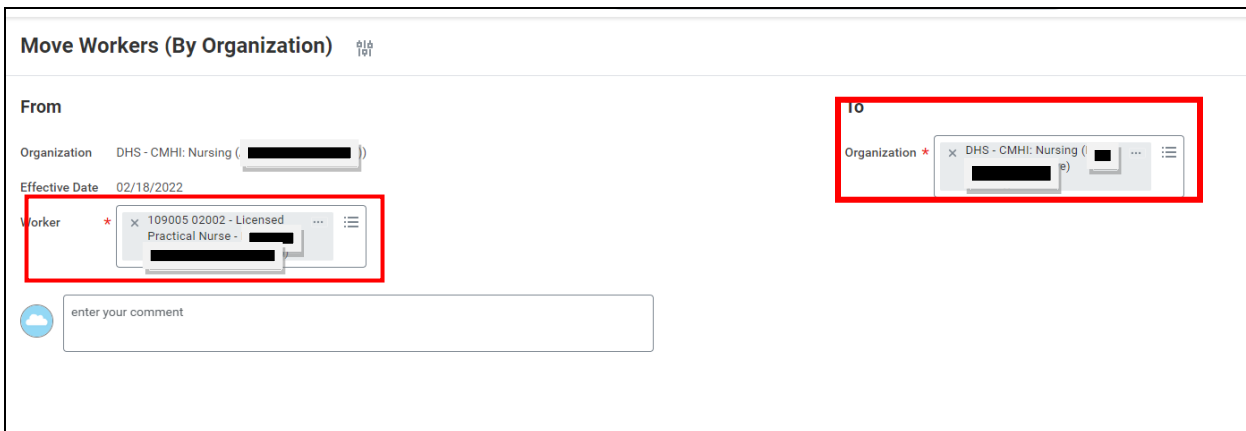
Enter information in the **From** and **To** boxes.

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

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

Finally, click **Submit.**