



Move Worker's Second Position

Quick Reference Guide

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Moving the worker's second position (+) will have extra steps. This job aid walks you through the additional steps of moving a worker's second position.

Move the Worker per the Move Worker job aid.

Up Next will display. The HR Partner will receive and inbox item to approve the action.

Up Next

HR Partner

Move Worker (Supervisory): [redacted] Approval by HR Partner

Due Date 02/24/2019

Inbox Item

The HR Partner will review and can Approve, Deny, or Cancel the move. If in agreement, click Approve.

Change Organization Assignments

Up Next will display. Click Open. Click on Use Worker's Current Organization Assignment and click on the Worker you want to move.

Default Organization Assignments

Use Default Supervisory Assignments

Use Worker's Current Organization Assignments

None of the above

Override Organization Assignments 5 items

Organization Type	Proposed Organizations
Company	[redacted]
Cost Center	[redacted]
Agency Cross References	[redacted]
Position Representation	[redacted]
PERS Position Classification	[redacted]

Assign Organizations	Worker	Position	Proposed Supervisory Organization
<input checked="" type="checkbox"/>	[redacted]	Operations & Policy Analyst 3 - [redacted] (+)	Recruitment & Career Services - ODOC

Click Submit.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [Learn Oregon](http://Learn.Oregon.gov). For system issues, please contact Workday.help@oregon.gov