

# **Move Worker's Second Position**

Up Next

HR Partner

Move Worker (Supervisory):

Due Date 02/24/2019

**Quick Reference Guide** 

Approval by HR Partner

#### Move Worker's Second Position

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.

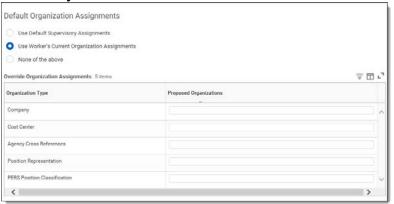
Up Next will display. The HR Partner will receive and inbox item to approve the action.

#### **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.





Click Submit.

**Additional Information:** For more in-depth training, with step by step instructions and videos, visit <u>iLearn Oregon</u>. For system issues, please contact Workday,help@oregon.gov