Requesting a Transfer on an Expired Position

Quick Reference Guide

Purpose: This document informs HRPs who hire students when to request a Transfer of an expired position in another organization to your organization for modification or when to Add an Additional Job.

- The use of Transfer enables the HRP to use an expired position on the student’s Workday record and make it an active record.
- The use of ‘Add Job’ creates another position on the student’s Workday record and an expired position, if applicable, remains on the student’s Workday record.
- The benefit of requesting a Transfer is that it keeps the student’s record clean from showing expired positions.
- HRPs are not always presented with the option to use ‘Transfer’. If the student has a position in an organization that the HRP supports, and an expired job is available for use, the HRP will not be given the option to ‘Request Transfer’ on an expired position. The HRP would need to select ‘Add Job’.
- If the student does not have an active position in the HRP’s organization, the HRP can request a Transfer of an expired position in another organization to their organization for modification.

1 – Locate and Review the Student’s Record for Expired Positions
2 – Start the Request Transfer Process

2a. Click on the Related Actions button.
2b. Click on Job Change
2c. Click on Request Transfer.

2d. Select the expired job that you want to Transfer.
2e. Click OK.
3 – Add Details

3a. Click the prompt on the top right to begin
3b. When do you want this change to take effect: Enter Date.
3c. Why are you making this change: Click the prompt and select Data Change; Change End Employment Date

3d. Who will be the manager after this Change:
   i. Select the prompt
   ii. Select All Managers
   iii. Search the manager’s name or add when you know the student’s team assignment

3e. Which team will the person be on after the change:
   i. Select “Active Supervisory Organizations by Hierarchy”
   ii. Search or select the organization name where the student will be employed
3f. Where will the person be located after the change: Select the appropriate location.

3g. Select Submit.
3h. Select Done

4 – Approve the Transfer

4a. The Data Change routes to the HRP for the organization of the expired position for approval.

4b. The Data Change routes to the receiving HRP for approval.

4b. The receiving HRP now has a task in their inbox indicating that the Transfer is approved.