To change an organization assignment

1. Log into Workday and open the employee record.
2. Click the Related Actions block next to the employee’s name.
3. Click Organization > Change Organization Assignments.
4. In the Change Organization Assignments screen, enter the effective date for the organization change.
5. In the Job field, choose the job that is moving to a new organization.
6. Click OK.
7. In the Change Organization Assignments screen, scroll down to the Organizations section and click the pencil in the Cost Center box to edit the information.
8. In the Cost Center field, click the drop-down menu and enter the number of the cost center to which the job is moving.

For support, call 798-7070
If you don’t know the cost center number, click the drop down menu and enter a few characters from the name of the cost center in the search box.

If you don’t see the cost center you need, check your search criteria.

9. Click Enter and then choose from the refined list of cost centers returned based on your search criteria.

10. Click Submit.

A confirmation screen appears showing the organization has been changed.