



Workday Recruiting: Change Job Reason Definitions for Recruited Positions

Change Job Reason	Change Job Reason Definitions	Pay Period Start Date?
AMP/SP Promotion	Current employee applies to and is hired into a position with a higher level job profile (AMP) or to a higher pay grade (SP).	NO
AMP/SP Reassignment/Lateral	Current employee applies to and is hired into a position that is of the same job profile level (AMP) or pay grade (SP).	NO
Recruitment Job Change	Current employee applies to and is hired into a position with a lower job profile level (AMP) or pay grade (SP)	NO
Crossover: OPS to AMP/SP	OPS employee applies to and is hired into a line (AMP/SP) position.	YES
Crossover Student to AMP/SP	Student employee applies to and is hired into a line (AMP/SP) position.	YES
Crossover OPS/Student to Faculty	Student/OPS employee applies to and is then hired into a line (Faculty) assignment.	YES

Special Reminders:

Per Payroll: Change Jobs must take place at the beginning of a pay period for student, ops, or adjunct employees moving to a different employee type in Workday (ex. any change job reason with **Crossover** since they are crossing over to a new employee type).

If the employee type is not changing, it is still **best practice** for the Change Job to take place at the start of a pay period – but it is not required (ex. AMP/SP Promotion, AMP/SP Reassignment/Lateral, AMP/SP Demotion, or Recruitment Job Change).

Employment Applications:

Current Employees **ONLY** complete applications when they are seeking employment and are applying for posted jobs. Posted jobs are available in Workday via the “Career” worklet.

Job Requisitions:

To fill a vacancy in a department via a recruitment or without a recruitment, a JOB REQ is required regardless of the position type.