



HR LIAISON NETWORK NEWS

July 25, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

Job Change Information

As a reminder, *Default Compensation* is the compensation assigned on a position and used for budgeting/encumbrances when a position is vacated. *Compensation* or *Worker Compensation* is assigned to a Worker-Position combination and used for encumbrances when a position is filled. Positions created or edited that have no default compensation can create downstream effects, particularly with regard to merit.

Creating Position:

- Please create positions first, then add a requisition or move a person during change job. When a requisition is created with the option to “create new position,” Workday launches the Create Position process in a format that does not allow the Classification and Compensation team to edit or make changes during their analysis. As a result, these actions often have to be canceled or may take much longer than necessary to complete.
- Regardless of when a position is created, ALWAYS have some sort of default compensation (except for student workers). From a merit point of view, it should only be used on vacant positions in your reports and does not affect a worker’s compensation at all. It is, however, used in other ways, so don’t skip, cancel or avoid that step.
- *Note:* there are positions that have been created in Workday that have no Default Compensation. These mostly seem to have been created during soft launch or not too far after go live. Consider cleaning those up.

Edit Position Restrictions:

- When using Edit Position Restrictions, you will be presented with a Default Compensation step. If there are no changes to the Default Compensation, Skip this step by clicking on the gear icon in the upper right corner and selecting Skip This Task. If there are changes to the Default Compensation, then review and update the fields as needed and submit.
- Edit Position Restrictions changes the position and doesn’t touch the employee at all. Nothing that is related to Edit Position Restrictions and the Default Compensation will affect a worker’s job profile, compensation, or the merit process. You have to do a Change Job (can change job attributes such as a job profile as well as compensation) or Request Compensation Change (changes compensation but not job attributes) to actually affect what a person is being paid.

Change Job:

- This is what we are using to process promotions, title changes, annual term period, and other job changes. Change Job only effects the worker, and has no effect on a position itself.
- Any time you are using the Change Job process to update the employee’s official title, you must change the field called Job Profile. Do not alter or update the field for Position. The Job Profile field is designed to change title, but the Position field is only to be used when moving an employee from one PIN to another.
- If you are performing this AND the person will be included in the merit process to award merit, adjustments, and promotions, you will complete the compensation step by using the arrow to restore the salary or hourly plan, any allowances the person has, and the merit plan BUT MAKE NO CHANGES.

After that, you will continue forward to complete the action. So you are not skipping this step but just ensuring no changes are made to compensation prior to going forward.

- Enter any compensation changes related to this job change into merit.
- Note: If you want to promote someone and have no intention of having them eligible for merit or other increases, it is OK to simply remove the person, perform the Change Job with a compensation change and not return them to the process.

Multiple Job Changes for People in the Merit Process:

- You can take them out, perform a job change, and put them back in. The job change can be done during or after the process completes.
- We highly recommend only one job change event effective 9/1. So, if you plan on performing a promotion and also need to change FTE or AWP as of 9/1, please make sure they are all in one job change.
 - If you have processed one item (e.g. promotion), but have not done the other parts, please perform one of the following:
 - Rescind and re-do the job change to include the missed portions. This will allow full approvals to happen.
 - Collect any approvals needed outside of Workday and perform a correction on the existing job change.

Questions related to the merit process and this information should be submitted to merit@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

View the
[HR Liaison Network
News Archive
Online](#)