

1. Search **Move Workers (Supervisory)** in the search bar
2. Select **Effective Date**
3. Verify that the **Supervisory Organization** listed is your organization
4. Click **OK**
5. For **Proposed Supervisory Organization**, Enter the name of the new **Supervisory Organization** in which your employee will be moving to.
6. Select the employees you wish to move by checking the box on the left next to their name
7. If desired, you may send employees to different organizations by altering the **Proposed Supervisory Organization** field at the right of the employee's name.
8. Review information to make sure it is correct then **Submit** it for approval

Note:

- *The purpose of this process is to move an employee from one supervisory organization to another within the same department.*
- *Only Managers and HR Partners can perform this action.*

What's Next?

- *Once you have submitted the **Move Workers (Supervisory)** form it will be sent to the appropriate HR Partner. You will see an **Up Next** message appear after submitting the job change. This informs you who will be approving the submission and what processes remains.*