

Move Workers (by Organization)

Quick Reference Guide

Managers can reassign their direct reports to a new manager in Workday. This document outlines the process to change manager only. To change the employee's cost center please follow the "Change Cost Center" Process.

AUDIENCE: Managers

HELPFUL TIPS:

- Fields with a red asterisk (*) are required
- Regular full-time staff cannot report to CW managers
- Required fields include **Effective date, Worker, and Organization (Manager Name)**
- If a staff member will be the manager of the Supervisory Organization, ensure that the supervisory (or subordinate) org includes that leader.
- If you are moving People Managers, please contact [HR Connect](#).

ACCESS WORKDAY

1. Log on to [Workday](#)

TIP: Add Workday as a favorite in the Destination Library on MyAmgen

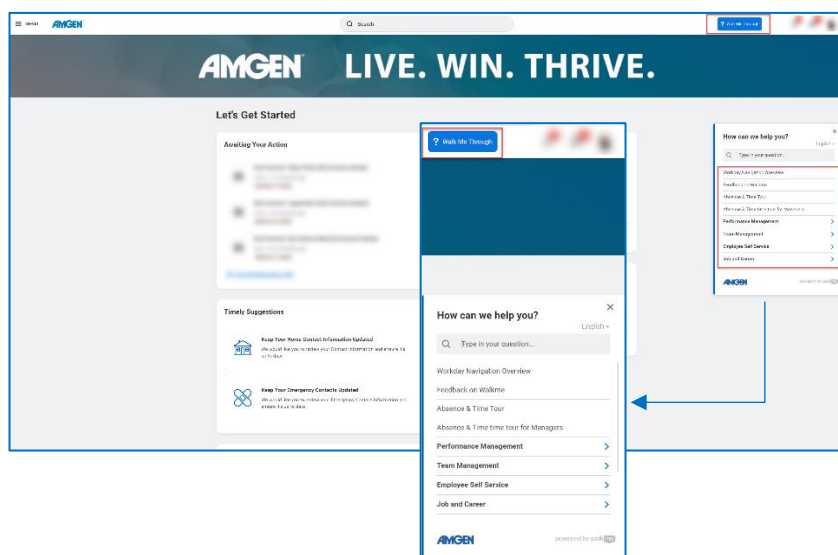
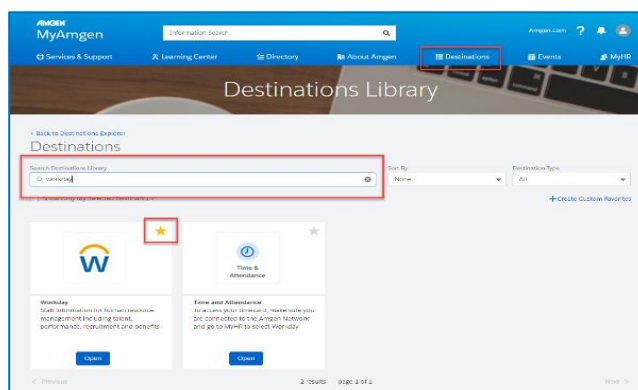
2. Click on

 Walk Me Through

3. Select the appropriate WalkMe from the WalkMe menu.

To get started click here:

[Move Workers](#)



SUPPORT

For navigational support you can contact [HR Connect](#)