



Syssero[®] Solution Packet

New Change Job User Experience

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Solution Overview

This solution is to provide instructions on how to opt in to the enhanced Change Job user experience.

This [Community link](#) will take you to the Next Level video series outlining what is changing, how to opt in prior to WD 2025R5, and provides demonstrations of the BP in action.

Maintain Change Job Templates

Click into the templates and check the box for “Enable Enhanced UI for this Template”. Also check the box “Apply this Template to Review and Approve Steps”.

Maintain Change Job Templates

Click here to sort

- Change Job Title a
- Change Manager b
- Change to Full-Time c
- Change to Part-Time/ Weekly Hours Change d
- Promotion e
- Promotion and Make New Manager f
- Change Contractor Details g
- Change Location h
- Start Job Change Test i

Basic Details

Template Name * Change Job Title

Template Order a ?

Select Reason for Template * X Change Job Title

Template Help Text

Format B I U A ?

Used to change the worker's job profile or business title.

Initiating Actions

Select Initiating Actions

- X Start Job Change
- X Workday Assistant / REST API

Select Condition Rules

Select Security Groups

Enable Enhanced UI for this Template ☐ ?

Apply this Template to Review and Approve Steps ☐

Make this Template Inactive ☐



Verify template sections are as needed, as well as fields to display.

The screenshot shows two main configuration panels. The 'Template Sections' panel on the left includes three sections: 'Select Editable Fields for Start Page' with an empty list; 'Select Sections for Template' with a list containing 'Administrative', 'Business Title', and 'Job Profile'; and 'Administrative Fields to Display' with a list containing 'Annuitant Indicator', 'Appointment Type', 'Assignment Type', 'Company Insider Types', and 'Contingent Worker Type', followed by a 'MORE (22)' link. The 'Job Profile Fields to Display' section has a list with 'Job Profile' and 'Job Title'. The 'Template Subprocesses' panel on the right has a section 'Select Subprocesses for Template' with a list containing 'Propose Compensation'.

In the Template Subprocesses section, include Assign Collective Agreement, Change Organization Assignments, and/or Propose Compensation if those subprocesses should be part of the template.

The screenshot shows the 'Template Subprocesses' configuration panel. The 'Select Subprocesses for Template' section has a dropdown menu open, displaying three options: 'Assign Collective Agreement', 'Change Organization Assignments', and 'Propose Compensation'. The 'Propose Compensation' option is selected, indicated by a blue checkmark and a blue highlight. Below the dropdown is a search bar and a list containing 'Propose Compensation'.

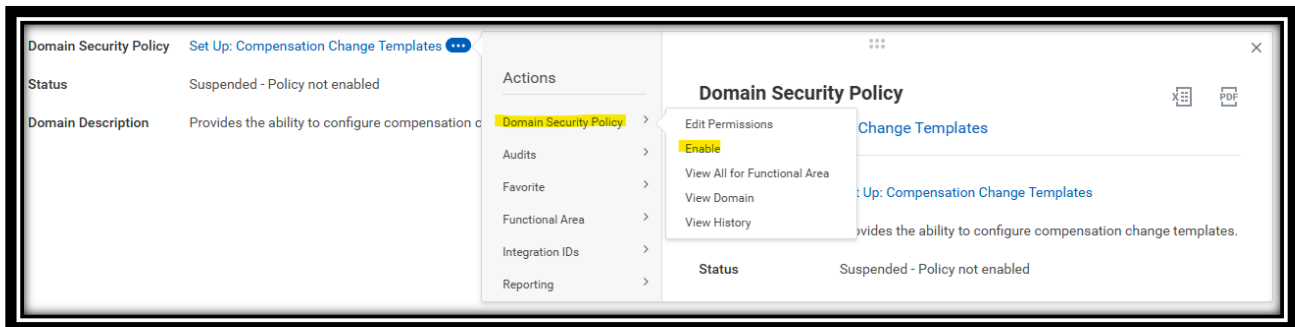


Update domain security policy

To allow Compensation templates to be used, enable the **Set Up: Compensation Change Templates** domain in the Core Compensation functional area.

Be sure to run the task “Activate Pending Security Policy Changes” to fully enable this policy.

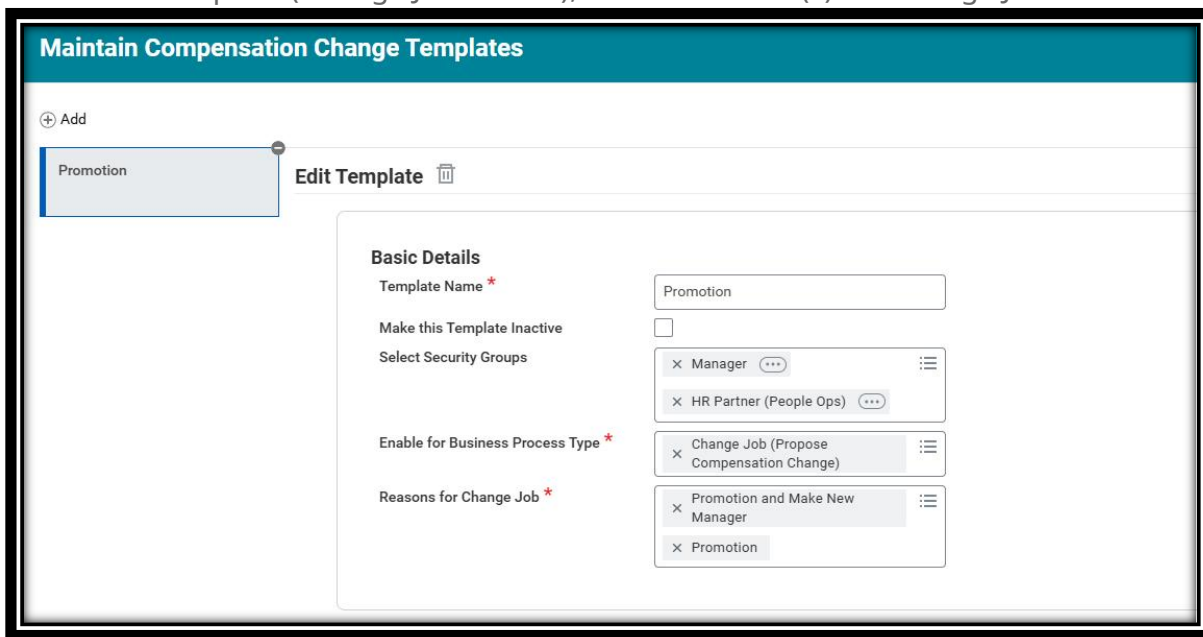
- This policy will inherit parent permissions from the **Set Up: Compensation** parent domain unless the view/modify permissions are explicitly updated on **Set Up: Compensation Change Templates**.



Maintain Compensation Change Templates

Use the (+) Add button to create a new compensation change template.

- Name the template and include Security Groups, the BP type for which you are enabling this template (Change Job or Hire), and the Reason(s) for Change Job.





Under the **Template Content** section:

Select sections for template such as Salary, Hourly, Allowance, and Bonus.

As you add new sections to the template, the sections will appear below in a box where you can add fields to display such as amount and currency.

Template Content

Select Sections for Template *

- ☒ Salary
- ☒ Hourly
- ☒ Allowance
- ☒ Bonus

Salary Fields to Display *

- ☒ Salary - Amount
- ☒ Salary - Frequency
- ☒ Salary - Currency

Hourly Fields to Display *

- ☒ Hourly - Frequency
- ☒ Hourly - Currency
- ☒ Hourly - Amount

Allowance Fields to Display *

- ☒ Allowance - Amount
- ☒ Allowance - Currency

Bonus Fields to Display *

- ☒ Bonus - Currency
- ☒ Bonus - Plan Target

Other Items to Consider

Configure Optional Fields

- Functional Area = Staffing > Change Job
- Add fields that should have unique visibility. Choose to hide, require, or make read only.

Maintain Staffing Field Defaults

- Under Change Job (All), add rules for fields that should dynamically update if another field is modified. For example, if Scheduled Hours are changed, then the Time Type will automatically change based on this rule.

Business Process Approval Routing

If the approval routing should change by template, add a condition rule for those approval steps, with the rule based on the Change Job Template type.