



**Talent Acquisition Job Aid**  
**JOB CHANGES**

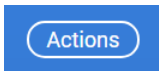
**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

# Job Changes

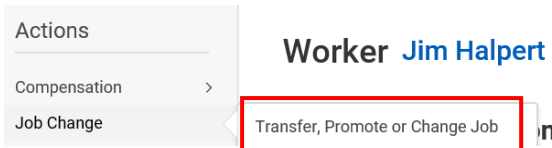
## TALENT ACQUISITION-INITIATED JOB CHANGES

The Talent Acquisition team initiates job changes for all competitive positions.

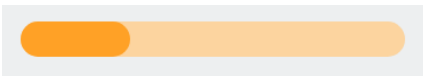
9. Go to the associate's profile.
10. Click the **Actions** button.



11. Select **Job Change > Transfer, Promote or Change Job**.



12. Fill in all required information, including the reason for the change, the name of the new manager and the new location.
13. Click **Start**.
14. An orange progress bar displays near the top of the page to guide you through the process.



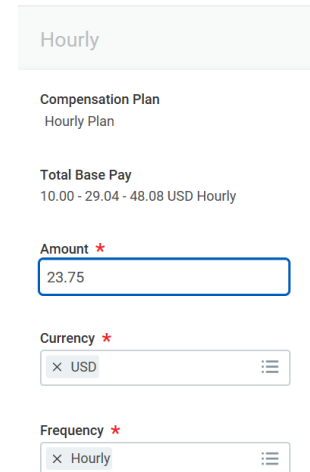
15. Click **Next** to move through the sections. Or, click **Summary** to edit using a single-page view.

### NOTES:

The date of change will default to the start of the next payroll period.

**Positions with Job Requisitions:** Talent Acquisition will only be able to make changes that have a Job Requisition.

16. Make the appropriate changes in the Job and Location sections. Review all information for accuracy.
17. Review the **Details** section. Edit the **Pay Rate Type** and **First Day of Work**, if necessary.
18. The **Organizations** section shows the Cost Center, which is defaulted with the Job Position. Check with the Lead TA if changes are needed.
19. Edit the **Salary** or **Hourly** rate in the **Compensation** section.

A screenshot of a form titled "Hourly" under the "Compensation Plan" section. It shows "Compensation Plan" as "Hourly Plan" and "Total Base Pay" as "10.00 - 29.04 - 48.08 USD Hourly". There are three input fields: "Amount" with a red asterisk and a value of "23.75", "Currency" with a red asterisk and a dropdown menu showing "USD", and "Frequency" with a red asterisk and a dropdown menu showing "Hourly".

20. Click **Submit**.

**NOTES:** Job changes from Talent Acquisition require approval from the Sending Sysco Manager, Sending HRBP, Receiving Sysco Manager (who can update Salary) and the Receiving HRBP.

# Job Changes

If an associate changes location (different OpCo), the reason should be **Change Company** only. For job changes without a location change, use this table:

JOB CHANGE REASON FOR SAME COMPANY CHANGES	DEFINITION
<b>DEMOTION</b>	
Demotion - Competitive	A demotion means the associate will have fewer responsibilities and will earn a lower salary. Competitive means the associate applied to be demoted and there is a requisition for the position.
Demotion - Reclassification	HR OPs use only
Demotion - Voluntary	For HR OPs / Manager use only
<b>LATERAL</b>	
Lateral - Competitive	The associate applied for a lateral move and there is a requisition for the position (i.e., MA to Account Executive in the same OpCo)
Lateral - Non-Competitive	HR OPs use only (i.e., President positions)
<b>PROMOTION</b>	
Promotion - Competitive Promotion	A promotion means the associate will have more responsibilities and will earn a higher salary. Competitive means the associate applied to be promoted and there is a requisition for the position.
Promotion - Non-Competitive Promotion	HR OPs use only
Promotion - Normal Career Progression	Manager use only (i.e., Sales Trainee to MA)
<b>TRANSFER</b>	
Change Company	A company change that is neither a promotion nor a demotion. It must have a requisition and the associate must apply for this position.
<b>Minimaster - Transfer</b>	<b>DO NOT USE</b>
Move to Another Manager	Manager use only (i.e., MA moves to another DSM)
Re-Organization	HR OPs Only