



Human Resources 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

JOB CHANGE REASON	DEFINITION
DEMOTION	
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
LATERAL	
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)
PROMOTION	
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)
TRANSFER	
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.
Minimaster - Transfer	DO NOT USE
Move to Another Manager	Manager use only (i.e., MA moves to another DSM)
Re-Organization	HR OPs Only